

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
July 25, 2011**

CALL TO ORDER:

Commissioner Gustafson called the meeting to order at 7:00 p.m.

ATTENDANCE:

Present: Commissioner Gerald W. Gustafson, Commissioner Robert E. Skaggs, Fire Chief Reggie Romines, Assistant Chief Ryan Baskett, Assistant Chief Todd Jensen, Public Prevention Education Officer Myra Merdian-Drake and District Secretary Kathy Hale.

Absent: Commissioner Verne M. Pierson, Deputy Chief Gary Franz, Assistant Chief Steve Richards and Assistant Chief Tom Mason had excused absences.

Commissioner Gustafson announced Commissioner Pierson was absent due to a family emergency.

Commissioner Gustafson led the Pledge of Allegiance and welcomed the audience.

APPROVAL/MODIFICATION OF AGENDA:

Commissioner Skaggs moved to accept the Agenda as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

APPROVAL OF THE MINUTES:

The minutes of the Regular Board Meeting of July 11, 2011, were approved as presented.

CORRESPONDENCE:

None

FINANCIALS:

Construction Payables Vouchers #07002 through #07005 in the amount of \$19,532.26, General Payables Vouchers #07050 through #07147 in the amount of \$421,409.19 and Account Transfers in the amount of \$467,320.66 for a total of \$908,262.11, of which \$619,031.73 was for Payroll and \$289,230.38 was for Payables, were presented for approval.

Commissioner Skaggs moved to accept the payables in the amount of \$908,262.11 after proper auditing. Commissioner Gustafson seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION:

Chief's Report

Chief Romines requested vacation leave on July 27th, 29th and August 1st.

Commissioner Skaggs moved to approve Chief Romines' request for vacation leave on July 27th, 29th and August 1st. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Chief Romines informed the Board "C" Shift is not scheduled to work on a Monday until September, and therefore, the certificate ceremony for Battalion Chief Judd will need to wait until then. He will keep the Board informed of the exact date to coincide with a Board Meeting date.

Mercedes Hose. Nothing new to report.

Informational Flyer. Chief Romines presented the Board with a draft copy of the informational flyer for the EMS Levy for their review. He also stated the cost of printing is \$2,593.04 and the mailing is estimated at a maximum of \$4,750, for a total of \$7,343.04. Chief Romines requested approval of the Flyer and its printing and mailing, with the expenditure coming from the Emergency Fund, Line Item No. 519.90.00.03.

Commissioner Skaggs moved the approval of the EMS Flyer and the expenditure to print and mail in an amount not to exceed \$7,343.04, with funds coming from the Emergency Fund, Line Item No. 519.90.00.03. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Chief Romines asked the Board to approve the printing of a separate check later this week when the printer arrives at a final amount and the Flyer is ready to go in the mail.

Commissioner Skaggs moved to allow staff to print a separate check later this week when the final amount is determined. Commissioner Gustafson seconded the motion. Motion carried unanimously.

WCIP Assessment. Chief Romines presented the Board with a Notice of Assessment from Washington Counties Insurance Pool to cover run-out claims between 1/1/11 and 3/4/11. He explained all members who were with the Pool on 12/31/10 were assessed an amount to cover a percentage of claims made at the end of the year which the Pool had no money to pay for due to unanticipated cost overruns. The amount of our assessment is \$51,744.35. Chief Romines stated D/S Hale has evaluated this with Attorney Quinn and both believe we are obligated by contract to pay the assessment.

Commissioner Skaggs voiced his deep disappointment in having to expend public funds to pay such an assessment due to what he believes to be mismanagement on the part of WCIP staff and their Board. He also voiced he reluctantly will make a motion to approve the expenditure only because he is legally forced to do so. Commissioner Gustafson concurred.

Commissioner Skaggs moved to pay the assessment from Washington Counties Insurance Pool in the amount of \$51,744.35, with monies from the Emergency Fund, Line Item No. 591.90.00.03. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Operating Order No. 11-06. Chief Romines presented the Board with a copy of the revised Operating Order No. 11-06, instructing notification of volunteer officers when Station No. 21-6 is not staffed, in addition to a minor clarification of overtime call back.

Burn Ban. Chief Romines informed the Board the Fire Marshal's Office decided not to issue a burn ban at this time as earlier planned due to the weather.

ALS Equipment Removal. Chief Romines presented the Board with a memo from Assistant Chief Baskett detailing the process to remove the ALS equipment from the engines. Staff is estimating this will save the District approximately \$5,000 a year per engine with no anticipated drop in service.

Life Pak 15 Upgrades. Chief Romines stated Assistant Chief Jensen is requesting permission to upgrade our new Life Pak 15 monitors so we may have audio recordings of cardiac patients. He asked for Board approval to expend an additional \$8,094.60 from the Bond Fund for the upgrades. Assistant Chief Jensen explained the audio recordings will allow attending medics to listen to the call as it happens and also the ability to playback the call for training experience.

Commissioner Skaggs moved the approval of upgrading the new monitors with the audio capability in the amount of \$8,094.60 with the expenditure coming from the Bond Fund. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Life Pak Battery Components. Chief Romines informed the Board the bid process for the batteries and components of the Life Pak 12 closed with two bids being received. Each bid was for different components being offered for sale: Columbia County Fire District No 3 in the amount of \$1,760; West Pierce Fire & Rescue in the amount of \$2,000. Chief Romines requested Board approval to award the two bids.

Commissioner Skaggs moved to approve the bid awards as submitted: Columbia County Fire District No. 3 in the amount of \$1,760; West Pierce Fire & Rescue in the amount of \$2,000. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Stryker Power-Pro Gurney Bid. Chief Romines informed the Board the bid process closed today for the purchase of five Gurneys through our FEMA Grant award. He stated three bids had been received: BoundTree Medical, \$73,438.80; Stryker EMS Medical, \$63,955.58; Moore Medical, \$62,572.34. (WSST was included in each bid). Chief Romines requested Board approval of awarding the bid to the lowest bidder, Moore Medical in the amount of \$62,572.34

Commissioner Skaggs moved to award the Stryker Power-Pro Gurney Bid to Moore Medical in the amount \$62,572.34, as submitted. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Quarterly Reports. Chief Romines presented the Board with the 2nd Quarter Staffing report and Station No. 21-6 Staffing report for their review.

Training Report

In the absence of Assistant Chief Mason, Chief Romines presented the Training Report to the Board for their review.

NEW BUSINESS

Resolution No. 779, Authorizing the Surplus of Helmets and Boots. D/S Hale read Resolution No. 779, Authorizing the Surplus of Helmets and Boots, into the record.

Commissioner Skaggs moved the approval of Resolution No. 779, Authorizing the Surplus of Helmets and Boots, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Resolution No. 780, Authorizing the Reassignment of Assistant Chief Baskettt to the Operations Division. D/S Hale read Resolution No. 780, Authorizing the Reassignment of Assistant Chief Baskettt to the Operations Division, into the record.

Commissioner Skaggs moved the approval of Resolution No. 780, Authorizing the Reassignment of Assistant Chief Baskettt to the Operations Division, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

OTHER BUSINESS: None

GOOD OF THE ORDER/PUBLIC INPUT: None

EXECUTIVE SESSION: None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of July 25, 2011, was adjourned at 7:25 p.m.

Gerald W. Gustafson, Commissioner

Kathy J. Hale, District Secretary