

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
September 12, 2011**

CALL TO ORDER

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

Attendance:

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

Absent: Deputy Chief Gary Franz, Assistant Chief Ryan Baskett, and Assistant Chief Tom Mason had excused absences.

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

APPROVAL OF AGENDA:

Commissioner Pierson moved to modify the Agenda as presented. Commissioner Skaggs seconded the motion. Motion carried unanimously.

APPROVAL OF THE MINUTES:

The minutes of the Regular Board Meeting of August 22, 2011, were approved as presented.

The minutes of the Special Board Meeting of August 30, 2011, were approved as presented.

CORRESPONDENCE:

- Letter Regarding Airgas Product Supply Agreement
- Letter from Tacoma Public Utilities
- Letter of Resignation from Volunteer Fire Fighter Nicholas Lawrence

FINANCIALS:

Construction Payables Vouchers # 09001 through #09002 in the amount of \$747.52 and General Payables Vouchers #08145 through #08146 in the amount of \$816.76 and #09001 through #09060 in the amount of \$44,977.74 for a total of \$47,064.09 were presented for approval.

Commissioner Pierson moved to accept the payables in the amount of \$47,064.09 after proper auditing. Commissioner Skaggs seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION:

Chief's Report

Chief Romines informed the Board D/S Hale will be on vacation from September 26th through September 30th.

Operating Instruction No. 319, Return to Work. Chief Romines requested Board approval of Operating Instruction No. 319, Return to Work.

Commissioner Pierson moved the approval of the revised Operating Instruction No. 319, Return to Work, as presented. Commissioner Skaggs seconded the motion. Motion carried unanimously.

Operating Instruction No. 626, Training Grounds. Chief Romines requested Board approval of Operating Instruction No. 626, Training Grounds.

Commissioner Skaggs moved the approval of the revised Operating Instruction No. 626, Training Grounds, as presented. Commissioner Pierson seconded the motion. Motion carried unanimously.

Operating Order 11-11. Chief Romines reported he, Commissioner Gustafson and Assistant Chief Baskett met with the Volunteer Officers regarding this volunteer staffing integration Operating Order and all parties were fine with the direction.

The Board stated for the record they also concurred with Operating Order 11-11.

Jefferson County Fire District. Chief Romines presented the Board with an Inter-local Joint Purchasing Agreement to allow Jefferson County Fire District to piggy-back onto our recent Crimson fire engine bid. Chief Romines requested Board approval and signature of the Inter-local.

Commissioner Pierson moved to approve the Inter-local Joint Purchasing Agreement to allow Jefferson County Fire District to piggy-back onto our Crimson fire engine bid. Commissioner Skaggs seconded the motion. Motion carried unanimously.

2012 Fire Comm Budget. Chief Romines presented the Board with the 2012 proposed Fire Comm Budget for their review. He stated Graham Fire & Rescue received a 10.02% increase in fees over 2011 due to a new formula being utilized. He also noted the time of the September 15th meeting was changed from 7:00 p.m. to 7:30 p.m. Commissioner Gustafson stated he would be attending the meeting.

PPEO Report

Public Prevention Education Officer Myra Merdian-Drake presented her monthly report to the Board for their review. She also presented the District with a quilt anonymously donated to the Fire District.

NEW BUSINESS

Resolution No. 782, Authorizing the Surplus of Radio Equipment. D/S Hale read Resolution No. 782, Authorizing the Surplus of Radio Equipment, into the record.

Commissioner Pierson moved the approval of Resolution No. 782, Authorizing the Surplus of Radio Equipment, as presented. Commissioner Skaggs seconded the motion. Motion carried unanimously.

OTHER BUSINESS

Squad Analysis. Chief Romines informed the Board Commissioner Gustafson had requested an analysis on the daily usage of the squads since they were put into service. Chief Romines requested additional time to run the analysis as July and August were unusual months for usage due to those being heavy vacation months and the crews being at minimum staffing several of the shifts. The Board concurred with Chief Romines' request and asked for a general analysis of the data available to be presented at the next Board Meeting.

Comcast Agreement. Chief Romines informed the Board IT Manager Lyle Stahnke has been working with Comcast on a service agreement which would increase our computer speed at each station and save the District approximately \$15,000 per year by switching from our current service provider, Quest. He explained Comcast would provide the District with fiber connectivity between stations as opposed to the current T1 lines.

Chief Romines presented the Board with a five-year Service Agreement with Comcast for their review. He also stated Attorney Quinn has reviewed and approved the Agreement. The Board reviewed the proposed Agreement.

Commissioner Skaggs moved to approve the Service Agreement with Comcast for our IT service. Commissioner Pierson seconded the motion. Motion carried unanimously.

The Board and Chief Romines thanked Lyle for his work putting this service together!

Boeing Contract. Chief Romines presented the Board with a Facilities Use Agreement with Boeing, which allows our use of their facility for driver's training. He stated the Agreement is the same as in previous years. He asked for Board approval to sign the Agreement.

Commissioner Pierson moved to approve the signing of the Boeing Facility Use Agreement as presented. Commissioner Skaggs seconded the motion. Motion carried unanimously.

Cost of Monitoring System, Station No. 21-1. Chief Romines stated staff would have final numbers available at their next Regular Meeting.

Station No. 21-3 Septic Tank Risers. Chief Romines presented two quotes to locate and install inspection risers on the septic tanks at Station No. 21-3, for Board review: FloHawks Plumbing & Septic, \$1850 plus sales tax; DSR Services, LLC, \$706.55 including sale tax. Chief Romines recommended the Board award the work to DSR Services, LLC.

Commissioner Skaggs moved to award the work of locating and installing septic tank risers to DSR Services, LLC, in the amount of \$706.55 with funds coming

from the Emergency Fund, 519.90.00.03. Commissioner Pierson seconded the motion. Motion carried unanimously.

FEMA Grant Money. Chief Romines informed the Board our request for funds has been approved by FEMA and will be deposited into our Interim Account within the next five days. Once received, the money needs to be transferred into our general account via check. Chief Romines asked for Board approval to transfer the funds when they are received.

Commissioner Skaggs moved the approval of transferring the FEMA Grant funds from the District's Interim Account to the General Account. Commissioner Pierson seconded the motion. Motion carried unanimously.

Operating Instruction No. 413. Chief Romines presented the Board with a proposed draft Operating Instruction No. 413, Burn Complaint Management, for their review. He stated he would be asking for Board approval at their next Regular Meeting.

Operating Instruction No. 412. Chief Romines presented the Board with a proposed update to Operating Instruction No. 412, General Alarm Response, for their review. He stated he would be asking for Board approval at their next Regular Meeting.

East Fence at Station No. 21-1. Chief Romines informed the Board he talked with the companies today who have hung billboards on our east fence at Station No. 21-1, and asked them to take the signs down.

GOOD OF THE ORDER

Chief Romines shared an email with the Board from Battalion Chief Clawson which stated his shift had received 36 pizzas from Pet Ponderosa this last Sunday. Also, the crew had attended a brunch at Silver Creek Retirement Facility and received a Thank You plaque given to the District.

Commissioner Pierson asked if the crew would be available to attend a Homeowners Association block party on October 29th. Chief Romines answered the crew can attend, but would continue to be on-call status.

Commissioner Skaggs thanked the support services members for their hard work at the LeMay Appreciation Day festivities. He also stated the LeMay family sends their thanks and appreciation also.

EXECUTIVE SESSION

Chief Romines requested a five-minute Executive Session under RCW 42.30.140, to adopt a position for collective bargaining, with no business to follow.

Commissioner Gustafson announced a five-minute Executive Session under RCW 42.30.140, to adopt a position for collection bargaining, with no business to follow. Executive Session was announced as beginning 7:40 p.m.

Commissioner Gustafson reconvened the Regular Board Meeting at 7:45 p.m.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of September 12, 2011, was adjourned at 7:46 p.m.

Gerald W. Gustafson, Commissioner

Kathy J. Hale, District Secretary