

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
October 24, 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, Fire Chief Reggie Romines, Assistant Chief Ryan Baskett, Assistant Chief Tom Mason, Assistant Chief Steve Richards, Assistant Chief Todd Jensen, Public Prevention Education Officer Myra Merdian-Drake and Administrative Secretary Michelle Greco.

Absent: Commissioner Robert E. Skaggs, Deputy Chief Gary Franz and District Secretary Kathy Hale had excused absences.

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

**APPROVAL OF AGENDA:**

**Commissioner Pierson moved the approval of the Agenda as submitted with no modifications. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

**PRESENTATION:**

The Board of Fire Commissioners presented a Special Recognition award to citizen Kristin Scott, who assisted with signing for a deaf patient on an emergency call, July 4<sup>th</sup>. Thank you, Kristin, for your help!

The Board of Fire Commissioners presented a Special Recognition award to citizen Walter Nebel for his assistance during a hay fire at Station 21-3. Mr. Nebel stepped in and used his personal tractor to unload the large burning hay bales from the truck and broke the bales up so fire crews could extinguish them more easily. Thank you, Walter, for your help!

**APPROVAL OF THE MINUTES:**

**The minutes of the Regular Board Meeting of October 10, 2011, were approved as presented.**

**The minutes of the Special Board Meeting of October 13, 2011, were approved as presented.**

**CORRESPONDENCE:**

- Thank you Letter from a Citizen
- Thank you Letter from a Citizen
- Letter from Commissioner Skaggs requesting an excused absence from this meeting

**FINANCIALS:**

Construction Payables Vouchers #10002 through #10002 in the amount of \$61,021.30, General Payables Vouchers #10047 through #10145 in the amount of \$404,028.46, and Account Transfers in the amount of \$478,796.53 for a total of \$943,846.29 of which \$632,727.59 was for Payroll and \$311,118.70 was for Payables, were presented for approval.

**Commissioner Pierson moved to accept the payables in the amount of \$943,846.29 after proper auditing. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

**GENERAL ADMINISTRATION:**

**Chief's Report**

Chief Romines reminded the Board D/S Hale is on leave until November 1, 2011.

Chief Romines requested Board approval to take vacation the first week in November. The Board approved his request.

Chief Romines informed the Board Chief Baskett will also be on vacation the first week of November.

Chief Romines reminded the Board of the Pierce County Fire Commissioners/Fire Chiefs Annual Awards Banquet on December 1<sup>st</sup> at the Fircrest Golf Club.

Cintas Mediation. Chief Romines informed the Board Attorney Quinn is coordinating a mediation session sometime in the month of November.

Operating Instruction No. 419, Burn Complaint Management. Chief Romines requested Board approval of Operating Instruction 419, Burn Complaint Management. He stated a slight change was made from the earlier draft presented, on page 2, which requires the Battalion Chief to respond to all burn complaints for a period of six months, unless there is a qualified acting BC on the call.

Commissioner Pierson asked if there is a BC actor on every shift. Chief Romines responded there could be depending on the shift, generally there would be. Chief Romines continued by stating that, in general, the station closest in the response zone would respond to the burn complaint.

**Commissioner Pierson moved the approval of Operating Instruction 419, Burn Complaint Management, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Operating Instruction No. 401, Volunteer Duty-Shift Program. Chief Romines requested Board approval of Operating Instruction 401, Volunteer Duty-Shift Program as modified. He stated the only change is on page 3, adding Section "E", which will allow a single person in a response zone to respond to an EMS call.

**Commissioner Pierson moved the approval of Operating Instruction 419, Volunteer Duty-Shift Program, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Station WiFi. Chief Romines informed the Board he authorized a change to the Stations WiFi. Station 21-1 and Station 21-4 will keep WiFi capability for the public meetings; the other Stations will no longer have WiFi.

Fuel Purchasing Services. Chief Romines requested Board approval of an Inter-local Agreement with Central Pierce Fire & Rescue to allow Graham response units to pump fuel from their fuel station locations. He stated Attorney Quinn wrote the document.

**Commissioner Pierson moved to approve signing the Fuel Purchasing Services Inter-local Agreement with Central Pierce Fire & Rescue, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

2012 Dental Coverage. Chief Romines requested Board approval to continue our dental coverage with Washington Counties Insurance Pool for 2012. He stated the Washington Counties dental rates are lower than the Washington Fire Commissioners for the same coverage.

**Commissioner Pierson moved to approve Chairman Gustafson sign the Agreement with Washington Counties Insurance Pool for dental coverage in 2012. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

**NEW BUSINESS:**

Resolution No. 787, Authorizing Specific Transport Accounts be Written Off. Administrative Secretary Michelle Greco read Resolution No. 787, Authorizing Specific Transport Accounts be Written Off, into the record.

Commissioner Pierson moved the approval of Resolution No. 787, Authorizing Specific Accounts be Written Off. Commissioner Gustafson seconded the motion. Motion carried unanimously.

**Training Report**

Assistant Chief Tom Mason presented the Training Report for Board review.

**OTHER BUSINESS:**

None

**GOOD OF THE ORDER/PUBLIC INPUT:**

None

**EXECUTIVE SESSION:**

Chief Romines requested a 10-minute Executive Session under RCW 42.30.140, to adopt a position for collective bargaining, with no business to follow.

**Commissioner Gustafson announced a 10-minute Executive Session under RCW 42.30.140, to adopt a position for collective bargaining, with no business to follow. Executive Session was announced as beginning at 7:35 p.m.**

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

**ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of October 24, 2011, was adjourned at 7:46 p.m.**

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Gerald W. Gustafson, Commissioner

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Kathy J. Hale, District Secretary