

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
December 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, Deputy Chief Gary Franz, Assistant Chief Ryan Baskett, Assistant Chief Todd Jensen, Assistant Chief Steve Richards, Public Prevention Education Officer Myra Merdian-Drake and District Secretary Kathy Hale

Absent: Fire Chief Reggie Romines 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 November 28, 2011, were approved as presented.

CORRESPONDENCE:

- Announcement/Registration Form for Legislative Day, January 25, 2012

FINANCIALS:

General Payables Vouchers #12001 through #12059 in the amount of \$44,941.42 and Account Transfers in the amount of \$334.19 for a total of \$45,275.61 were presented for approval.

Commissioner Pierson moved to accept the payables in the amount of \$45,275.61 after proper auditing. Commissioner Skaggs seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION:

Chief's Report

In the absence of Chief Romines, Deputy Chief Franz reported on the following:

The Administration Holiday Pizza Party will be held December 20, 2011, 6:00 p.m., at Station No. 21-4.

Bid Opening. Deputy Chief Franz presented to the Board seven bids for the new roof and siding at Station No. 21-2 for their review, along with a recommendation from Assistant Chief Richards to award the bid to Lake Tapps Construction. The seven bids were: American Guaranteed Roofing, \$24,200; Westmark Construction, \$27,446; Hawkins Heating & Sheet Metal, \$43,718; Architectural Sheet Metal, \$40,695; Lake Tapps Construction, \$13,330; Bates Roofing, \$35,160; Mike's Roofing, \$23,000. Assistant Chief Richards informed the Board he reviewed all the bids for compliance with the specifications and found all seven to be compliant. Lake Tapps Construction was the low bid coming in at \$13,330. He explained if we want the color changed from the five offered, there would be an additional cost – a maximum of \$1,600, which would still make Lake Tapps Construction the low bidder.

Commissioner Skaggs moved to award the bid for the new roof and siding to Lake Tapps Construction in the amount of \$13,330 plus Washington State Sales Tax and approve a possible Change Order to the maximum amount of \$1,600 for color change. Commissioner Pierson seconded the motion. Motion carried unanimously.

Special Board Meeting. Deputy Chief Franz inquired if December 21, 2011, would work for a Special Board Meeting. He explained the next Regular Meeting, December 26, 2011, falls on a holiday and the office will be closed.

Commissioner Skaggs moved to have a Special Board Meeting on December 21, 2011, at 9:00 a.m., and cancel the December 26, 2011, Regular Meeting as that day falls on a holiday. Commissioner Pierson seconded the motion. Motion carried unanimously.

Resolution No. 792, Standards of Coverage. Deputy Chief Franz presented the Board with draft Resolution No. 792, Standards of Coverage, for their review. He stated this is an updated resolution with the only change being defining the “no burn” line. He also stated Chief Romines will be asking for approval at their next meeting.

Request for Qualifications. Deputy Chief Franz presented the Board with a RFQ for Emergency Board-up/Property Security Services for their review and approval to advertize for such. Assistant Chief Baskett stated there are several companies available for hire to do this type of work, but in order to not show bias towards one company over another he would like to go through this process of receiving RFQs and have a rotating list.

Commissioner Skaggs moved to advertise the Request for Qualifications for Emergency Board-up/Property Security Service as presented. Commissioner Pierson seconded the motion. Motion carried unanimously.

Mitigation Plan Agreement. Deputy Chief Franz presented the Board with the Region 5 Hazard Mitigation Plan Letter of Agreement between Pierce County and our District. He stated Commissioner Pierson and himself will once again be our District's representatives.

Commissioner Skaggs moved the approval of signing the Region 5 Hazard Mitigation Plan Letter of Agreement with Pierce County as presented. Commissioner Pierson seconded the motion. Motion carried unanimously.

PPEO Report

Public Prevention Education Officer Myra Merdian-Drake presented her report to the Board for their review.

NEW BUSINESS

Resolution No. 786, Burn Regulations. D/S Hale read Resolution No. 786, Burn Regulations, into the record.

Commissioner Pierson moved the approval of Resolution No. 786, Burn Regulations, as presented. Commissioner Skaggs seconded the motion. Motion carried unanimously.

Resolution No. 791, Authorizing Entering into an Interlocal with WFCIA for Health Care Insurance. D/S Hale read Resolution No. 791, Authorizing Entering into Interlocal with WFCIA for Health Care Insurance, into the record.

Commissioner Pierson moved the approval of Resolution No. 791, Authorizing Entering into an Interlocal with WFCIA for Health Care Insurance, as presented. Commissioner Skaggs seconded the motion. Motion carried unanimously.

OTHER BUSINESS

Stryker Gurneys. Deputy Chief Franz presented the Board with one bid for the three non-power Stryker Gurney's. He explained the gurneys were advertised for sale, as approved by the Board, and only one bid was received; Transpro, in the amount of \$801.99 each for all three.

Commissioner Skaggs moved to award the bid to Transpro in the amount of \$2,405.97 for the three non-power Stryker gurneys. Commissioner Pierson seconded the motion. Motion carried unanimously.

GOOD OF THE ORDER

Deputy Chief Franz reminded the Board of the Volunteer Recruit Academy Graduation on December 22, 2011, 6:00 p.m., at Browns Point.

EXECUTIVE SESSION

Deputy Chief Franz requested a 20-minute Executive Session under RCW 42.30.140, to adopt a position for collective bargaining, with possible business to follow.

Commissioner Gustafson announced a 20-minute Executive Session under RCW 42.30.140, to adopt a position for collection bargaining, with possible business to follow. Executive Session was announced as beginning 7:35 p.m.

An announcement was made at 7:55 p.m. to extend the Executive Session another 10 minutes.

Commissioner Gustafson reconvened the Regular Meeting at 8:05 p.m.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of December 12, 2011, was adjourned at 8:07 p.m.

Gerald W. Gustafson, Commissioner

Kathy J. Hale, District Secretary