

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
January 23, 2012**

CALL TO ORDER:

Commissioner Pierson 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 Ryan Baskett, Assistant Chief Todd Jensen, Assistant Chief Tom Mason, Assistant Chief Steve Richards, Public Prevention Education Officer Myra Merdian-Drake and District Secretary Kathy Hale.

Absent: Deputy Chief Gary Franz had an excused absence.

Commissioner Pierson 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 January 9, 2012, were approved as presented.

The minutes of the Special Board Meeting of January 12, 2012, were approved as presented.

CORRESPONDENCE:

- Thank You Letter from a Citizen
- Letter from Patrick Tobin, Cash Management Officer, Pierce County Budget & Finance regarding Bond Fund Service Fee

FINANCIALS:

Construction Payable for 2011 Voucher #13001 in the amount of \$226.05, General Payable for 2011 Voucher #13056 in the amount of \$2,685.91, General Payables for 2012 Vouchers #01015 through #01127 in the amount of \$498,974.35 and Account Transfers in the amount of \$494,172.06 for a total of \$996,058.37, of which \$650,078.20 was for Payroll and \$345,980.17 was for Payables, were presented for approval.

Commissioner Skaggs moved to accept the payables in the amount of \$996,058.37 after proper auditing. Commissioner Gustafson seconded the motion. Motion carried unanimously.

**GENERAL ADMINISTRATION:
Chief's Report**

Chief Romines reminded the Board of Legislative Day on January 25, 2012.

Chief Romines informed the Board Deputy Chief Franz is out this week recovering from foot surgery.

Operating Instruction No. 123, Overtime Policy. Chief Romines requested Board approval of updated Operating Instruction No. 123, Overtime Policy.

Commissioner Skaggs moved the approval of Operating Instruction No. 123, Overtime Policy, as updated and presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Operating Instruction No. 423, Chief Duty Officer Program. Chief Romines requested Board approval of Operating Instruction No. 423, Chief Duty Officer Program.

Commissioner Gustafson moved the approval of Operating Instruction No. 423, Chief Duty Officer Program, as submitted. Commissioner Skaggs seconded the motion. Motion carried unanimously.

Operational Order 12-02. Chief Romines presented the Board with Operational Order 12-02, which he stated he implemented to give direction on apparatus placement outside of fire stations.

Commissioner Skaggs moved the approval of Operational Order 12-02 as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

FEMA Grant. Chief Romines announced the District has been awarded a FEMA Grant in the amount of \$56,825, to purchase an air-filling station at Station 21-3 and an SCBA fit-test machine. He explained the Federal 80% share is \$45,460 and the District's 20% share is \$11,365.00. Chief Romines asked for Board approval to accept the grant and expend the District's portion.

Commissioner Skaggs moved to accept the FEMA Grant as awarded and to expend the District's portion of \$11,365.00. Commissioner Gustafson seconded the motion. Motion carried unanimously.

The Board congratulated staff on being awarded the Grant!

IT Job Descriptions. Chief Romines presented the Board with two updated IT Job Descriptions; IT Manager; IT Assistant, for their review. He pointed out the minor changes that had been made.

Commissioner Skaggs moved the approval and adoption of the updated IT Manager and IT Assistant Job Descriptions as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Training Report

Assistant Chief Mason presented the Training Report to the Board for their review.

NEW BUSINESS: None

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 January 23, 2012, was adjourned at 7:12 p.m.

Verne M. Pierson, Commissioner

Kathy J. Hale, District Secretary