

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
March 26, 2012**

**CALL TO ORDER:**

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

**ATTENDANCE:**

Present: Commissioner Verne M. Pierson, Commissioner Gerald W. Gustafson, Commissioner Robert E. Skaggs, Chief Reggie Romines, Deputy Chief Gary Franz, Assistant Chief Steve Richards, Assistant Chief Tom Mason, Assistant Chief Todd Jensen, Public Prevention Education Officer Myra Merdian-Drake and Administrative Secretary Michelle Greco.

Absent: Assistant Chief Ryan Baskett and District Secretary Kathy Hale had excused absences.

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

**APPROVAL/MODIFICATION OF AGENDA:**

**Commissioner Gustafson moved to modify the Agenda by addressing the IT Equipment request first. Commissioner Skaggs seconded the motion. Motion carried unanimously.**

IT Division Equipment. Chief Romines presented the Board with a request from IT Division Head Lyle Stahnke in the amount of \$14,000 to keep our computer systems current. Chief Romines pointed out the IT Division has made severe cuts in the IT budget the past few years, but our equipment is getting older and needs to be upgraded. The \$14,000 request will purchase two (2) servers, nine (9) work stations, and four (4) laptops.

**Commissioner Skaggs moved to approve the request and expend up to \$14,000, with the money coming from the Emergency Fund 519.90.00.03. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

**APPROVAL OF THE MINUTES:**

**The minutes of the Regular Board Meeting of March 12, 2012, were approved as presented.**

**CORRESPONDENCE:**

- Washington State Fallen Firefighters Memorial Service

**FINANCIALS:**

Construction Payables Vouchers #03001 through #03002 in the amount of \$754.59, General Payables Vouchers #03046 through #03136 in the amount of \$369,629.44, and Account Transfers in the amount of \$463,705.52 for a total of \$834,089.55 of which \$629,658.48 was for Payroll and \$204,431.07 was for Payables were presented for approval.

**Commissioner Skaggs moved to accept the payables in the amount of \$834,089.55 after proper auditing. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

**GENERAL ADMINISTRATION:**

**Chief's Report**

Chief Romines reminded the Board D/S Hale has an excused absence.

Chief Romines notified the Board Resident Fire Fighter Aaron Atherton has resigned for family reasons. Also, congratulations to Resident Fire Fighter Tyler Newport who has accepted a position with Hoquiam Fire Department. Both Resident Fire Fighters have completed exit interviews and were very complementary of their experience with the Department.

Lieutenants' and Captains' Testing. Chief Romines informed the Board the written exam for the Lieutenants occurred on March 19<sup>th</sup> with four members taking and passing the test. Nine candidates will participate in the Captains' assessment center.

Operating Instruction No. 602, Uniform Dress Code. Chief Romines requested Board approval of revised Operating Instruction No. 602 Uniform Dress Code. He stated page 8 & 9 have minor changes from the draft they were given at the last meeting: The number of Class Bs issued have decreased; extend the time frame knit caps may be worn instead of a temperature gauge, knit caps may be worn outside from September through May.

**Commissioner Skaggs moved the approval of Operating Instruction No. 602, Uniform Dress Code, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Operating Instruction No. 423, Chief Duty Officer On-Call. Chief Romines presented the Board with a revision to Operating Instruction No. 432, Chief Duty Officer On-Call. The update on page 3 addresses vacations while on call and replacement coverage. Chief Romines requested Board approval.

**Commissioner Skaggs moved the approval of revised Operating Instruction No. 423, Chief Duty Officer On-Call, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

PHIT Decon Trailer. Chief Romines informed the Board the annual cost for 2012 to insure the trailer is \$42. The money will come out of the M & O Budget of the team.

Orting Valley Fire & Rescue. Chief Romines stated D/S Hale met with Chief Paul Webb to discuss the financial impacts of a potential merger with Orting Valley Fire & Rescue. He said he has not had an opportunity to speak with D/S Hale about the meeting as she has been out of the office and will not return until Wednesday.

Commissioner Skaggs inquired about the City of Orting's tax rate and how that would affect us being a junior taxing district. Chief Romines answered he would look into it and report back to the Board.

Storm Water Fees. Chief Romines updated that we did not submit the application paperwork for our new stations. Commissioner Gustafson asked if our storm water systems were certified when we took occupancy of Stations No, 21-5 and 21-6. Chief Romines answered he will look into it and report back to the Board.

ING Loan Program. Chief Romines reminded the Board of their approval last year of the Nationwide deferred compensation loan program. He explained ING also offers a loan program, which members would like to take advantage of. Chief Romines requested Board approval for the District to offer the loan program through ING and allow Chairman Pierson to sign the required documents. Commissioner Skaggs inquired if the deferred compensation plan was part of the union contract and what the approval process would be for employees to participate.

Chief Romines requested a five-minute Executive Session under RCW 42.30.140 to plan for professional negotiations, with business to follow.

**Commissioner Pierson announced a five-minute Executive Session under RCW 42.30.140 to plan for professional negotiations, with business to follow. Executive Session was announced as beginning at 7:15 p.m.**

Commissioner Pierson reconvened the Regular Meeting at 7:20 p.m.

**Commissioner Skaggs moved to approve the ING Loan Program as presented and authorize Commissioner Pierson to sign the documents. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Powell Fire. Chief Romines advised the Board he has a meeting April 12<sup>th</sup> with Sheriff Pastor to discuss how our two agencies will function in the future when a crime scene overlaps a fire in our district. Commissioner Skaggs inquired about how the interviews went with the French Media, and stated that during the citizen debriefing meeting, the citizens expressed concerns about the media returning to the scene.

Chief Franz answered the interview with the French Media went well. They did request to go to the scene; however, we did not escort them there.

Asset/Inventory Control Program. Chief Romines presented the Board with a request from Fire Fighter Thad Richardson to have the opportunity to see if he can streamline our Asset/Inventory Control methods. He would like to do this as an off-duty project. Attorney Quinn suggested we enter into a Letter of Understanding to protect the District. Chief Romines requested Board approval to enter into an agreement letter with Fire Fighter Richardson.

**Commissioner Gustafson moved to enter into a Letter of Understanding with Fire Fighter Thad Richardson with a signed copy to be filed with D/S Hale. Commissioner Skaggs seconded the motion. Motion carried unanimously.**

### **Training Report**

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

### **NEW BUSINESS:**

Resolution No. 796, Declaring Chairman Verne Pierson Authorized to Sign the Sales Documents for the Boeing Property. Administrative Secretary Michelle Greco read

Resolution No. 796, Declaring Chairman Verne Pierson Authorized to Sign the Sales Documents for the Boeing Property, into the record.

**Commissioner Skaggs moved the approval of Resolution No. 796, Authorizing Chairman Verne Pierson to Sign the Sales Documents for the Boeing Property, with a correction on the title. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

**OTHER BUSINESS:**

Chief Romines reminded the Board we received a FEMA grant for a Respirator/Fit Testing Machine and presented bid specifications from Chief Mason. Chief Romines requested approval to go out to bid. Chief Mason explained this Fit Testing Machine is a negative pressure machine, as well as being mobile.

**Commissioner Skaggs moved to approve the bid specifications for the Respirator/Fit Testing Machine. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Chief Romines shared with the Board he thought the District had lost a couple of lawn mowers due to the repair shop going out of business, but Assistant Chief Richards has made contact with the business owner and made arrangements to recover the lawn mowers on Thursday.

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

Commissioner Skaggs suggested, given that several of the management staff are thinking of retiring, that a committee be formed.

**Commissioner Skaggs moved that the Board meet with Administrative staff to discuss the future changes of the upper management due to retirement. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

**EXECUTIVE SESSION:**

Chief Romines requested a 10-minute Executive Session under RCW 42.30.140 to plan for professional negotiations, with possible business to follow.

**Commissioner Pierson announced a 10-minute Executive Session under RCW 42.30.140 to plan for professional negotiations, with possible business to follow. Executive Session was announced as beginning at 7:55 p.m.**

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

Commissioner Pierson stated during the Executive Session discussion was had regarding personal service contracts.

**Commissioner Skaggs moved to change Article 8, Section 1, in the Fire Chief's Personal Services contract, following approval by the attorney, to add the language "or in installments during the term of this agreement leading up to retirement in the second quarter of 2015." Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Chief Romines stated for the record that any sick leave buy-back is not pensionable or deemed income for Department of Retirement.

**ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of March 26, 2012, was adjourned at 8:15 p.m.**

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Verne M. Pierson, Commissioner

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Kathy J. Hale, District Secretary