

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
May 14, 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, Deputy Chief Gary Franz, Assistant Chief Ryan Baskett, Assistant Chief Tom Mason, Assistant Chief Todd Jensen, Assistant Chief Steve Richards, and District Secretary Kathy Hale

Absent: Public Prevention Education Officer Myra Merdian-Drake had an excused absence.

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

**APPROVAL OF AGENDA:**

**Commissioner Skaggs moved to approve the Agenda as presented.**

**Commissioner Gustafson seconded the motion. Motion carried unanimously.**

**BADGE PINNING:** The following Lieutenants were promoted to the rank of Captain per Resolution No. 800 effective May 1, 2012: Michael Fortier; Andrew Low; Michael Juergens; David Henson. Captain Fortier, Captain Low and Captain Juergens were present and received their new badges and pins. Captain Henson was unable to attend. Congratulations gentlemen!

**APPROVAL OF THE MINUTES:**

**The minutes of the Regular Board Meeting of April 23, 2012, were approved as presented.**

**CORRESPONDENCE:**

- North Star Elementary News Letter featuring an article about the Great Escape Contest

**FINANCIALS:**

General Payable Vouchers #05001 through #05073 in the amount of \$60,163.58 and Account Transfers in the amount of \$888.25 for a total of \$61,051.83 were presented for approval.

**Commissioner Gustafson moved to accept the payables in the amount of \$61,051.83 after proper auditing. Commissioner Skaggs seconded the motion. Motion carried unanimously.**

**GENERAL ADMINISTRATION:**

**Chief's Report**

Chief Romines reported on the following:

D/S Hale will be on vacation May 25<sup>th</sup> through June 4<sup>th</sup>

The Silver Creek Retirement Community has invited members to attend their Providers Breakfast, May 23<sup>rd</sup> at 8:30 a.m.

Locking FDC Caps. Chief Romines informed the Board staff is considering asking the Pierce County Fire Marshal's Office to require locking FDC caps given the recent wave of metal thefts. Deputy Chief Franz stated the caps will cost business owners approximately \$125 with installation another \$75. This is a financial burden for the business, but protecting their structure and system should be well worth the expense. Commissioner Skaggs inquired about the timeframe to require the changeover for compliance – he thought 90 days. Chief Romines stated he was not sure what the timeframe would be for the Fire Marshal's Office and would like to have the same structure of time. The Board concurred.

Brian Zlock MOU. Chief Romines stated the District and Union have agreed to a MOU that allows Brian to work in a light-duty position for a period of time. Chief Romines requested Board approval of the MOU.

**Commissioner Skaggs moved the approval and signature of the MOU between the District, Union and Brian Zlock. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Special Board Meeting. Chief Romines reminded the Board their Regular Meeting on May 28<sup>th</sup> falls on Memorial Day. He requested canceling the meeting and rescheduling it for either May 22<sup>nd</sup> or May 23<sup>rd</sup>. The Board discussed their schedules.

**Commissioner Skaggs moved to cancel the May 28, 2012 Regular Meeting due to it falling on Memorial Day and reschedule for Wednesday May 23, 2012, at 10:00 a.m. to conduct regular business of the District. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Pierce County Contract. Chief Romines presented the Board with a Contract for Services with Pierce County to provide fire and EMS protection to their properties which lie within our boundaries. He stated the contract is the same as in past years with the dollar amount for 2012 being \$8,294. He asked for Board approval of the contract.

**Commissioner Gustafson moved to approve and sign the Contract for Services with Pierce County. Commissioner Skaggs seconded the motion. Motion carried unanimously.**

Distribution Agreement. Chief Romines presented the Board with an Agreement with Pierce County which allows the District to receive grant purchased water rescue equipment. He asked for Board approval of the contract and approval for Chairman Pierson to sign on behalf of the District.

**Commissioner Skaggs moved the approval of the contract with Pierce County and for Chairman Pierson to sign on behalf of the District. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Possible Annexation. Chief Romines explained to the Board a property owner approached him asking if the part of her property which lies within Central Pierce's boundary can be annexed into our district – the other half of her property is within our boundary. Chief Romines stated he has spoken with Chief Willis of Central Pierce Fire & Rescue and he has no problem with the annexation. Chief Romines also stated he informed the owner the District could not be liable for any expenses related to the annexation as it is vacant property and would not generate taxes sufficient to cover such costs. He gave her Attorney Quinn's name and telephone number for guidance through the process.

#### **PPEO Report**

Public Prevention Education Officer Myra Merdian-Drake was on vacation and will present her report next month.

#### **NEW BUSINESS**

Resolution No. 801, Surplus Equipment. D/S Hale read Resolution No. 801, Surplus Equipment, into the record.

**Commissioner Skaggs moved the approval of Resolution No. 801, Surplus Equipment, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

#### **OTHER BUSINESS**

Operating Instruction No. 467, Family Home Child Care Facility Inspection. Chief Romines presented draft Operating Instruction No. 467 to the Board for their review. Commissioner Skaggs stated he thought the policy was overkill and not needed as he does not interpret the WAC to mean the District is responsible for inspections, only for assisting in emergency escape planning. Discussion ensued.

Chief Romines asked to retract the O.I., research the WAC further and rewrite it only to include our assisting in emergency escape planning. The Board concurred.

Stormwater Engineering Services. Chief Romines explained the original bid, previously approved by the Board, did not include engineering services for the Stormwater Tax Credit Development. He presented the Board with a request to approve an additional \$2,742.78 for engineering services to inspect, prepare and file the paper work with the County for the credits.

**Commissioner Skaggs moved the approval of expending the additional funds, \$2,742.78, from the Emergency Fund, 519.90.00.03, to cover engineering services. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

#### **GOOD OF THE ORDER**

The Board asked staff to coordinate dates for a Special Meeting to discuss succession planning for upper management. Chief Romines answered D/S Hale will work with the Board to find compatible dates in June.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of May 14, 2012, was adjourned at 7:45 p.m.**

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Verne M. Pierson, Commissioner

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Kathy J. Hale, District Secretary