

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
August 13, 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, Public Prevention Education Officer Myra Merdian-Drake and District Secretary Kathy Hale

Absent: Assistant Chief Steve Richards, Assistant Chief Todd Jensen, and Assistant Chief Tom Mason had excused absences.

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

**APPROVAL OF AGENDA:**

**Commissioner Skaggs moved to modify the Agenda to include Award under New Business. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

**APPROVAL OF THE MINUTES:**

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

**CORRESPONDENCE:**

- Thank You Letter from a Citizen
- Thank You Letter from Washington Military Department of Emergency Management Division
- Notice from Pierce County Fire Marshal's Office regarding Burn Ban starting Thursday, August 16, 2012

**FINANCIALS:**

General Payable Vouchers #08001, #07001 through #08073 in the amount of \$160,617.21 and Account Transfers in the amount of \$80.71 for a total of \$160,697.92 were presented for approval.

**Commissioner Gustafson moved to accept the payables in the amount of \$160,697.92 after proper auditing. Commissioner Skaggs seconded the motion. Motion carried unanimously.**

**GENERAL ADMINISTRATION:**

**Chief's Report**

Chief Romines reported on the following:

The 1<sup>st</sup> Annual Awards Picnic is set for September 16<sup>th</sup> at Station No. 21-4. Chief Romines explained in the past the Association has coordinated and sponsored our annual picnic; supplying the hamburgers and hot dogs at a cost of approximately \$300. With the District asking to combine the awards banquet with the annual picnic, Chief Romines asked if the District could help pay for the cost of food related to career members as allowed for in the collective bargaining agreement. Discussion followed.

**Commissioner Skaggs moved to authorize the District to pay for one-half of the food costs for the Annual Awards Picnic. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Assistant Chief Mason will co-chair the Pierce County Fire Chiefs' Association Committee on WAC 296-305 Standards.

Panasonic CF-19. Chief Romines asked the Board to make a formal motion to approve staff's purchase of five tough-books. He stated "for the record" DS Hale had contacted each Board member last week to obtain their approval to move forward with ordering the equipment due to a time-sensitive issue, and each member had given their approval to expend the funds. Each Commissioner acknowledged they had given their approval to DS Hale for the purchase.

**Commissioner Skaggs moved the formal approval of expending \$19,998.31 from the Emergency Fund to purchase five Panasonic CF-19 tough-books from CDW. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Station No. 21-0. Chief Romines presented the Board with a plan from John Hildenbrand to complete the remediation work at Station No. 21-0. Assistant Chief Baskett reported he had had a meeting with the two agencies and they agreed to suspend the requirement to drill another well, and to allow the two previous tests to count in the four-tests/quarters requirement. This plan will have testing done in September and December at an approximate cost of \$11,870. He also informed the Board we are on the list for a Department of Ecology grant once the project is closed out.

Chief Romines informed the Board there is not enough money remaining in the Station No. 21-0 line item to cover this cost, so he would recommend taking the balance from the Emergency Fund.

**Commissioner Skaggs moved to approve going forward with the plan submitted by Robinson Noble/John Hildenbrand for the final remediation of Station No. 21-0 and take the monies from the Emergency Fund once the line item fund is depleted. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Reader Board at Station No. 21-5. Chief Romines explained there is a window of opportunity to install an electronic reader board at Station No. 21-5. The Pierce County Council just approved a Comprehensive Plan Amendment allowing reader boards in the Frederickson Community Plan, with the application process for obtaining a permit to start August 15<sup>th</sup>. The expectation is the Amendment will be appealed in the near future, so this may be our only chance to install one at that station. Chief Romines stated the cost is approximately \$30,000 and can be expended from the Construction Fund.

Assistant Chief Baskett stated he was not sure if our previous bid process also spoke to a sign at Station No. 21-5. If not, we will need to go out to bid, but could use the same specifications and drawings for the bid process and for applying for the permit which will save the cost of redesigning.

**Commissioner Skaggs moved for staff to go forward with the permit process for a reader board sign at Station No. 21-5; check to see if we need to go out for bid or can use the previous bid process; expend up to \$30,000 from the Construction Fund for the sign. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Operating Instruction No. 466, Safe Sitter. Chief Romines presented the Board with a draft update of Operating Instruction No. 466, Safe Sitter. He explained the cost for this course has increased significantly, and in his opinion, the District can no longer absorb the costs and continue to offer the class at no charge. The change to this policy is adding a \$25 charge for the class.

The Board concurred that while they would like to see the program remain at no charge, the cost to the District has become too prohibitive.

**Commissioner Skaggs moved to approve the change to Operating Instruction No. 466, Safe Sitter, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Operating Instruction No. 463, Citizen CPR and First Aid. Chief Romines presented the Board with a draft update of Operating Instruction No. 463, Citizen CPR and First Aid. He explained the update would allow the District to contract with a private firm to provide the courses. PPEO Merdian-Drake explained our in-house instructors need to be affiliated with a company which is under the umbrella of the American Heart Association. The company we previously were with went out of business. In order to obtain the needed affiliation, our instructors would need to go through a new course for recertification which would cost approximately \$1,000 per person. Teaching the classes in-house also requires overtime for two people for eight hours, not to mention all the staff time expended for registrations.

The Board voiced their concern with the increase in fees and starting to charge our citizens. Chief Romines stated the program has gotten extremely expensive to run, and we would still be offering the classes in our stations for our citizens, just not coordinating or doing the actual teaching. He also informed the Board he has talked this change over with the bargaining unit and they have agreed this is not bargaining unit work and have no problem with the change.

The Board stated they would like to see this approach reviewed periodically to see when financially we can bring teaching back in-house and at little to no fee for our citizens.

**Commissioner Skaggs moved to approve the changes in Operating Instruction No. 463, Citizen CPR and First Aid, allowing for an outside company to teach the classes at our facility. Commissioner Gustafson 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**

2013 Budget Schedule. Chief Romines presented the Board with a proposed budget schedule for Board review. He asked the Board to contact DS Hale if there were any changes needed.

Vacant Fire Fighter Position. Chief Romines recommended the vacant fire fighter position not be filled due to budget constraints. Assistant Chief Baskett stated not filling the position would not impact overtime on that shift.

**Commissioner Skaggs moved not to fill the current vacant fire fighter position at this time. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Volunteer Recruit Class. Chief Romines explained Assistant Chief Mason had inquired if his division should begin the volunteer recruit process next month. In the past years, the process has started in September, ended in December, and the academy started right after the first of the year. AC Mason is recommending we hold off to see what volunteers would be available to lateral to Graham from Riverside Fire & Rescue if and when they merge with Central Pierce.

The Board agreed to hold off starting the recruit process until the budget process begins and see if there will be volunteers available from Riverside to lateral over to us.

Grey Hawk Incident. Chief Romines explained an off-duty fire fighter from Yelm was very instrumental in saving the life of a four-year old near-drowning victim by initiating CPR until our crews could arrive. Staff has asked that a special presentation be given to Lieutenant Russ Barstow.

**Commissioner Skaggs moved to present a Special Recognition Award to Lieutenant Russ Barstow for helping to save this young boy. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

September Meeting. Chief Romines reminded the Board they had changed their second meeting in September to the 20<sup>th</sup> due to Commissioners Skaggs and Gustafson attending the NAEFO Conference. He reminded the Board their Pierce County Fire Commissioners Meeting is also the evening of the 20<sup>th</sup>, and inquired if they would like to move the Special Meeting to earlier that day.

**Commissioner Skaggs moved to have the Special Board Meeting on September 20, 2012 at 3:00 p.m. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

## **GOOD OF THE ORDER**

None

**EXECUTIVE SESSION**

Chief Romines requested a 5-minute Executive Session under RCW 42.30.110(1)(g) to review the qualifications of a public employee, with no business to follow.

**Commissioner Pierson announced a 5-minute Executive Session under RCW 42.30.110(1)(g) to review the qualifications of a public employee, with no business to follow. Executive Session was announced as beginning at 8:05 p.m.**

**Commissioner Pierson reconvened the Regular Board Meeting at 8:10 p.m.**

**ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of August 13, 2012, was adjourned at 8:11 p.m.**

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Verne M. Pierson, Commissioner

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Kathy J. Hale, District Secretary