

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
September 10, 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 Todd Jensen, Assistant Chief Steve Richards, Public Prevention Education Officer Myra Merdian-Drake and District Secretary Kathy Hale

Absent: Assistant Chief Tom Mason had an excused absence.

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

APPROVAL OF AGENDA:

Commissioner Skaggs moved to modify the Agenda to add Successor under New Business. Commissioner Gustafson seconded the motion. Motion carried unanimously.

APPROVAL OF THE MINUTES:

The minutes of the Regular Board Meeting of August 27, 2012, were approved as presented.

CORRESPONDENCE:

- Dedication Ceremony Invitation
- Nisqually Valley News Article

FINANCIALS:

General Payable Vouchers #09001 through #09044 in the amount of \$66,039.08 and Account Transfers in the amount of \$551.59 for a total of \$66,590.67 were presented for approval.

Commissioner Gustafson moved to accept the payables in the amount of \$66,590.67 after proper auditing. Commissioner Skaggs seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION:

Chief's Report

Chief Romines reported on the following:

The 1st Annual Awards Picnic will be held on September 16, 2012, 1:00 p.m. at Station No. 21-4.

The Yelm Fire Recognition will take place September 20, 2012, at 7:00 p.m.

Fire Fighter/Paramedic Travis Harris has returned to full duty after being injured at a structure fire 10 months ago. Welcome back, Travis!

Fire Comm Budget Meeting. Chief Romines reminded the Board the 2013 Fire Comm Budget Meeting will take place September 13, 2012. Commissioner Gustafson stated he will be attending the meeting on behalf of the District.

CPR/First Aid RFP. Chief Romines presented the Board with a draft Request For Proposal (RFP) for teaching our CPR/First Aid classes. He asked for Board approval of the RFP and to advertise for soliciting companies.

Commissioner Skaggs moved the approval of the draft Request For Proposal for CPR/First Aid and to advertise. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Operating Instruction No. 423, Chief Duty Officer. Chief Romines presented the Board with a draft update of Operating Instruction No. 423, Chief Duty Officer. He explained the only change is a seven-day cycle as opposed to a two-day cycle. Also, the bargaining units have reviewed and have no concerns with the change.

Commissioner Skaggs moved to approve the policy as modified. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Operating Instruction No. 411, Guidelines on Standby Fire Fighters and Rapid Intervention Teams (RIT). Chief Romines presented the Board with a draft update to Operating Instruction No. 411, Guidelines on Standby Fire Fighters and Rapid Intervention Teams, for its review. He explained the changes within the update incorporate the new Blue Card Protocols. The Board expressed its desire to have time to review the updates made in the policy until the next Board meeting. Chief Romines stated the bargaining units had also been given the update and have made no comments on them. (Item will be placed on next meeting's agenda)

Insurance Meeting. Chief Romines informed the Board he and DS Hale will be meeting with our liability insurance company tomorrow to review our 2013 Policy Renewal.

SCBA Masks. Chief Romines stated staff has been evaluating all of our masks given the NFPA call-out notice which was sent. Assistant Chief Baskett explained none of our masks were the ones specified in the call-out notice. He also stated some were found to be in need of minor repair, loose screws, etc., and that our mask reserve is very low, but he felt we could maintain what we have through the budget until the scheduled change-out in 2013 or 2014 with the new regulations.

Storm Water Credit. Chief Romines explained the storm water system at Station No. 21-4 has been cleaned out and the engineer's report completed for the surface water credit. He requested Board approval to sign the Credit Application.

Commissioner Skaggs moved to approve Commissioner Pierson signing the Surface Water Credit Application and Right of Entry documents for Station No. 21-4 on behalf of the District. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Operating Instruction No. 419, Burn Complaints. Chief Romines presented the Board with an update to Operating Instruction No. 419, Burn Complaints, for their review. He stated the only change to the policy was deleting the mandatory requirement for the Battalion Chief to respond to all burn complaints. He also stated both bargaining units have reviewed the changes and approved them.

Commissioner Skaggs moved to approve the changes to Operating Instruction No. 419, Burn Complaints, as presented. 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

Successor. Commissioner Pierson read the following statement from the Board of Fire Commissioners: Due to the current budgetary challenges, Deputy Chief Franz will retire in January 2013. Fire Chief Romines will retire in January 2014. The Board of Fire Commissioners knows the current internal candidate for fire chief and unanimously supports Assistant Chief Ryan Baskett to replace Chief Romines when he retires. The Board did consider looking at outside candidates and determined to protect fire fighters on the floor we needed to replace vacancies from qualified internal personnel. We believe other qualified internal candidates also would be successful as fire chief. Chief Baskett has worked with the Board and the current administration closely for the past 9 years and another 14 before that. We are confident in Ryan's ability to take our agency to the next level. Other administrative changes will occur in the next 4 to 6 months. For contractual purposes, the Board will enter into a conditional offer of employment with Ryan in the near future.

Commissioner Skaggs moved to offer Ryan Baskett a conditional offer for the position of fire chief upon the retirement of Chief Romines. Commissioner Gustafson seconded the motion. Motion carried unanimously.

OTHER BUSINESS

None

GOOD OF THE ORDER

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of September 10, 2012, was adjourned at 7:25 p.m.

Verne M. Pierson, Commissioner

Kathy J. Hale, District Secretary