

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
October 22, 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 Steve Richards, Assistant Chief Tom Mason and District Secretary Kathy Hale

Absent: Assistant Chief Todd Jensen and Public Prevention Education Officer Myra Merdian-Drake had excused absences.

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

APPROVAL OF AGENDA:

Commissioner Gustafson moved to accept the Agenda as presented.

Commissioner Skaggs seconded the motion. Motion carried unanimously.

APPROVAL OF THE MINUTES:

The minutes of the Regular Board Meeting of October 8, 2012, were approved as presented.

The minutes of the Special Board Meeting of October 9, 2012, were approved as presented.

CORRESPONDENCE:

None

FINANCIALS:

General Payable Vouchers #10064 through #10162 in the amount of \$470,925.89 and Account Transfers in the amount of \$492,508.79 for a total of \$963,434.68, of which \$638,925.39 was for Payroll and \$324,509.29 was for Payables, were presented for approval.

Commissioner Gustafson moved to accept the payables in the amount of \$963,434.68 after proper auditing. Commissioner Skaggs seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION:

Chief's Report

Chief Romines reported on the following:

The Graham Business Association Scholarship Auction will occur November 15, 2012, 7:00 a.m., at Silver Creek Assisted Living.

Congratulations to Lieutenant Troy Flowers and his wife Hillary who recently had a baby girl named Addison.

Operating Instruction No. 411. No action needed at this time.

2013 Dental Coverage. Chief Romines requested Board approval and signature to retain our dental coverage with WCIF for 2013. He explained the rates did not change, remain cheaper than WFCB, and saves the District approximately \$12,000 annually as compared to WFCB rates.

Commissioner Skaggs moved to continue our dental coverage for 2013 with WCIF as recommended. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Safety Trailer. Chief Romines informed the Board he was just informed Orting Valley Fire & Rescue will not be using our trailer on October 27, 2012, as indicated in his Chief's Report.

Incident Summary. Chief Romines presented the Board with a summary of our incidents for July 1st through September 30th for their review.

Financial Software. Chief Romines requested Board approval to purchase BIAS Software (Accounting Program) in the amount of \$3,424.05, which includes sales tax. He asked for the funds to come from the Emergency Fund, 519.90.00.03. DS Hale explained our current accounting software, Fire Admin, has merged with BIAS and there is a timeframe of three years to switch over. At this time, BIAS is offering a 72 percent discount for those agencies that purchase and change over now. The offering includes the general module, payroll module and purchase order module which we currently do not have. DS Hale also explained the owner of Fire Admin, Stewart Ganzer, has become a Board member of BIAS, and while still supporting all who remain with his software for the next three years, he is encouraging agencies to take advantage of BIAS's offer. DS Hale stated she would like to see the software installed by the end of the year so she could become very familiar with its use.

Commissioner Gustafson moved to approve the purchasing of BIAS Software as recommended, with the funds coming from the Emergency Fund, 519.90.00.03, in the amount of \$3,424.05. Commissioner Skaggs seconded the motion. Motion carried unanimously.

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

NEW BUSINESS

Resolution No. 806, ALS/BLS Transport Write-Offs. D/S Hale read Resolution No. 806, ALS/BLS Transport Write-Offs, into the record.

Commissioner Gustafson moved to approve Resolution No. 806, ALS/BLS Transport Write-Off's, as presented. Commissioner Skaggs seconded the motion. Motion carried unanimously.

OTHER BUSINESS

Chief Romines informed the Board the District received two Request For Proposals for teaching CPR/First Aid. At this time, staff is still reviewing the Requests and looking at a service contract. A recommendation will be brought to the Board at the next meeting.

GOOD OF THE ORDER

None

EXECUTIVE SESSION

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

Commissioner Pierson announced a 10-minute Executive Session under RCW 42.30.140 to adopt a position for professional negotiations with possible business to follow. Executive Session was announced as beginning at 7:20 p.m.

Commissioner Pierson reconvened the Regular Meeting at 7:30 p.m.

Commissioner Pierson stated during the Executive Session discussion was had regarding professional negotiations. He stated due to the current decline in assessed valuations leading to budget deficits, District Secretary Kathy Hale stated she would accept an early retirement severance package if offered. Her last day of employment would be January 3, 2014. By accepting this package, the District will save approximately \$77,200.

Commissioner Gustafson moved to offer District Secretary an early retirement severance package as discussed, but if conditions change and District Secretary Hale decides to stay and not retire on January 3rd, the Board would happy to have her stay on. Commissioner Skaggs seconded the motion. Motion carried unanimously.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of October 22, 2012, was adjourned at 7:35 p.m.

Verne M. Pierson, Commissioner

Kathy J. Hale, District Secretary