

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
November 26, 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, Assistant Chief Tom Mason, Public Prevention Education Officer Myra Merdian-Drake and District Secretary Kathy Hale

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

APPROVAL OF AGENDA:

Commissioner Gustafson moved to modify the Agenda to take action on the Vehicle Accident Insurance Claim at this time. Commissioner Skaggs seconded the motion. Motion carried unanimously.

Chief Romines explained two months ago our aerial ladder struck a boat while turning in a cul-de-sac. The owner's insurance, Progressive, paid the claim and is now seeking reimbursement from the District in the amount of \$1,017.40. Also, due to our liability deductible, he would not recommend submitting a claim to our insurance provider. The reimbursement is included in the Financials, Voucher #11093.

Commissioner Skaggs moved to approve the payment of Voucher #11093 in the amount of \$1,017.40 payable to Progressive Insurance, with monies 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 Special Board Meeting of November 8, 2012, were approved as presented.

The minutes of the Special Board Meeting of November 20, 2012, were approved as presented.

CORRESPONDENCE:

- Letter from King County EMS Director
- Letter of Recommendation for Katie Gillespie

FINANCIALS:

General Payable Vouchers #11075 through #11189 in the amount of \$448,943.75

and Account Transfers in the amount of \$766,108.25 for a total of \$1,215,052.00, of which \$970,773.33 was for Payroll and \$244,278.67 was for Payables, were presented for approval.

Commissioner Gustafson moved to accept the payables in the amount of \$1,215,052.00 after proper auditing. Commissioner Skaggs seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION:

Chief's Report

Chief Romines reported on the following:

The Annual Pierce County Fire Chiefs'/Fire Commissioners' Awards Banquet will be held on December 6th. Attorney Quinn will be hosting a pre-banquet event at his home at 5:00 p.m.

The Mason Family is hosting the Administration Party this year on December 8th beginning at 6:30 p.m.

The Annual Christmas Breakfast will be Saturday, December 1st, beginning at 9:00 a.m. at Station No. 21-4.

Operating Instruction No. 411, Fire Fighter Protection at Emergency Incidents. Chief Romines presented the Board with a draft update of Operating Instruction No. 411, Fire Fighter Protection at Emergency Incidents (also known as our RIT Policy), for their review. He stated he will be asking for Board approval at their next Regular Meeting.

Operating Instruction No. 463, Citizen CPR & First Aid. Chief Romines requested Board approval of Operating Instruction No. 463, Citizen CPR & First Aid.

Commissioner Skaggs moved the approval of Operating Instruction No. 463, Citizen CPR & First Aid, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Operating Instruction No. 1202, Critical Incident Stress Debriefing. Chief Romines requested Board approval of Operating Instruction No. 1202, Critical Incident Stress Debriefing.

Commissioner Skaggs moved the approval of Operating Instruction No. 1202, Critical Incident Stress Debriefing, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Operating Instruction No. 125, Driving Authorization. Chief Romines requested Board approval of Operating Instruction No. 125, Driving Authorization.

Commissioner Skaggs moved the approval of Operating Instruction No. 125, Driving Authorization, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Operating Instruction No. 420, Incident Command. Chief Romines presented the Board with a draft update of Operating Instruction No. 420, Incident Command, for their review. He stated he will be asking for Board approval at their next Regular Meeting.

IT Discussions. Chief Romines informed the Board he and staff met with Chief Vellias and Chief Grant of South Pierce Fire & Rescue last week to discuss their interest in using our IT staff to support their computer systems. Lyle has put together possible support options for their review and discussion. Chief Romines stated he will keep the Board apprised as the discussions continue.

Commissioner Skaggs asked staff to especially look at the cost recovered versus the needed time to work on their system. Chief Romines answered Lyle is looking into the cost of tying our two systems together so most of the work can be handled remotely.

Training Report

Assistant Chief Mason reviewed his Training Report with the Board. He also informed the Board only three volunteer applications have been turned in so far and the closing date is this Wednesday. He stated if more applications are not received by Wednesday, he may extend the closing date.

NEW BUSINESS

Resolution No. 807, Authorizing the 2013 Regular Property Tax. D/S Hale read Resolution No. 807, Authorizing the 2013 Regular Property Tax, into the record.

Commissioner Skaggs moved to approve Resolution No. 807, Authorizing the 2013 Regular Property Tax, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Resolution No. 808, Authorizing the 2013 EMS Property Tax. D/S Hale read Resolution No. 808, Authorizing the 2013 EMS Property Tax, into the record.

Commissioner Gustafson moved to approve Resolution No. 808, Authorizing the 2013 EMS Property Tax, as presented. Commissioner Skaggs seconded the motion. Motion carried unanimously.

Resolution No. 809, Authorizing the 2013 Budget. D/S Hale read Resolution No. 809, Authorizing the 2013 Budget, into the record.

Commissioner Gustafson moved to approve Resolution No. 809, Authorizing the 2013 Budget, as presented. Commissioner Skaggs seconded the motion. Motion carried unanimously.

OTHER BUSINESS

Commissioner Skaggs stated he has been asked by the State Fire Marshal's Office to sit on the advisory committee to remodel the North Bend Training Facility. He asked if the Board or Chief would have a problem/concern with him accepting the appointment. Commissioners Pierson and Gustafson, and Chief Romines stated they would not – that they would welcome the opportunity for our District to become more involved in the remodeling project.

Commissioner Pierson presented the Board with an Addendum to Chief Romines' retirement severance package raising the amount being deposited into his 457 Deferred Compensation account for 2013 and 2014. The agreed severance amount would not be raised, only the amount going into the 457. He stated Federal Law has increased the maximum deposit beginning in 2013.

Commissioner Skaggs moved to approve Addendum No. 1 to Chief Romines' retirement severance package. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Commissioner Pierson presented the Board with Addendum No. 2 to Chief Romines' retirement severance package which would allow him to cash out his accumulated vacation hours over the next 13 months as opposed to a total lump sum upon retirement.

Commissioner Skaggs moved to approve Addendum No. 2 to Chief Romines' retirement severance package. Commissioner Gustafson seconded the motion. Motion carried unanimously.

GOOD OF THE ORDER

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of November 26, 2012, was adjourned at 7:35 p.m.

Verne M. Pierson, Commissioner

Kathy J. Hale, District Secretary