

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
SPECIAL BOARD MEETING  
December 19, 2012**

**CALL TO ORDER**

Commissioner Pierson called the meeting to order at 3:00 p.m.

**ATTENDANCE:**

Present: Commissioner Verne M. Pierson, Commissioner Gerald W. Gustafson, Commissioner Robert E. Skaggs, Fire Chief Reggie Romines, Deputy Chief Gary Franz, Assistant Chief Steve Richards, Public Prevention Education Officer Myra Merdian-Drake, and Support Specialist Jodi Reynolds.

Absent: Assistant Chief Ryan Baskett, Assistant Chief Todd Jensen, Assistant Chief Tom Mason, and District Secretary Kathy Hale had excused absences.

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.**

**APPROVAL OF THE MINUTES:**

**The minutes of the Regular Board Meeting of December 10, 2012, were approved as presented.**

**CORRESPONDENCE:**

- South Sound 911 2013 Budget

**FINANCIALS:**

General Payable Vouchers #12050 through #12154 in the amount of \$445,167.47 and Account Transfers in the amount of \$473,152.24 for a total of \$918,319.71 of which \$616,763.79 was for Payroll and \$301,555.92 was for Payables were presented for approval.

**Commissioner Gustafson moved to accept the payables in the amount of \$918,319.71 after proper auditing. Commissioner Skaggs seconded the motion. Motion carried unanimously.**

**GENERAL ADMINISTRATION:**

**Chief's Report**

Chief Romines reported on the following:

Resident Fire Fighter Terrance Adams is leaving the agency due to work and family commitments. On behalf of the District, Chief Romines thanked RFF Adams for his service to our citizens.

A/C Jensen is out on personal leave from December 20, 2012, through the end of the year.

A retirement event for Pierce County DEM Director Steve Bailey will take place on January 10, 2013. Chief Romines provided a flyer with details.

South Sound 911. Chief Romines presented the Board with the “South Sound 911 Frequently Asked Questions” document from Assistant Chief Jim Sharp, West Pierce Fire & Rescue.

Tacoma-Pierce County Chaplaincy Association (TPCCA). Chief Romines presented the Board with the response from the State Auditor’s Office stating the District can contract with the TPCCA and pay a fee for services provided. The contract must state payment specifics and supporting documentation must be maintained to show compliance.

**Commissioner Skaggs moved to go forward with a contract agreement between the District and the TPCAA. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

After Hours Phone Calls. In Assistant Chief Baskett’s absence, Chief Romines addressed the merits of altering our current phone system’s automated message. Presently, callers are given the option to speak to a person after hours and may become frustrated when a person is not available. The revised message would eliminate this option and request non-emergency evening and weekend callers to leave a message. Office staff would return the calls the next business day.

Jack-in-the-Box. Public Prevention Education Officer Merdian-Drake informed the Board the Graham Business Association will be participating in the ribbon-cutting at the new Jack-in-the-Box restaurant on Saturday, December 22, 2012, @ 10:15 am. Graham Fire & Rescue personnel will be present sometime between 10:00 a.m. and 2:00 p.m.

### **Training Report**

A/C Tom Mason was not present but had submitted his report for Board review.

### **NEW BUSINESS**

Commissioner Skaggs addressed information received from Chief Romines regarding a training opportunity for Assistant Chief Baskett and Battalion Chief Judd, in preparation for their new roles in the organization. The IAFC is offering the “New Chief Leadership Symposium” January 21<sup>st</sup> through the 23<sup>rd</sup>, 2013, in Phoenix, and Chief Romines and Commissioner Skaggs agreed this symposium would be very beneficial. Chief Romines stated he would provide the total cost to the Board right away and the funds would need to come from the Emergency Fund.

**Commissioner Skaggs moved to authorize future Fire Chief Baskett and future Deputy Chief Judd to attend the IAFC New Chief Leadership Symposium January 21<sup>st</sup> through the 23<sup>rd</sup>, 2013, with the expenditure coming from the Emergency**

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

**OTHER BUSINESS**

None

**GOOD OF THE ORDER**

Commissioner Skaggs provided an update on the progress made by the 2013 Oversight Committee for the remodeling of the North Bend Training Academy. The Committee is working to identify the top five (5) training areas needing improvement. The next meeting is scheduled for January 29, 2013.

Public Prevention Education Officer Merdian-Drake thanked Commissioners Pierson and Gustafson for helping out at Firehouse Santa this year. The event attracted a huge crowd and many pictures were taken!

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

**With no further business to come before the Board, the Special Board Meeting of December 19, 2012, was adjourned at 3:20 p.m.**

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Verne M. Pierson, Commissioner

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Kathy J. Hale, District Secretary