

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
March 25, 2013**

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, Assistant Chief Ryan Baskett, Assistant Chief Tony Judd, Assistant Chief Todd Jensen, Assistant Chief Tom Mason, Assistant Chief Steve Richards, 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 approve the Agenda as presented. Commissioner Skaggs seconded the motion. Motion carried unanimously.

APPROVAL OF THE MINUTES:

The minutes of the Regular Board Meeting of March 11, 2013, were approved as presented.

CORRESPONDENCE:

- Thank You Letter from a Citizen
- Thank You Letter from Deputy Chief Pat Donovan
- Thank You Letter from a Citizen

FINANCIALS:

General Payable Vouchers #313 through #370 in the amount of \$122,448.02 and General Payable Vouchers #13076 through #13114 in the amount of \$310,146.07 and Account Transfers in the amount of \$473,127.84 for a total of \$905,721.93, of which \$611,801.81 was for Payroll and \$293,920.12 was for Payables, were presented for approval.

Commissioner Gustafson moved to accept the payables in the amount of \$905,721.93 after proper auditing. Commissioner Skaggs seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION:

Chief's Report

Chief Romines reported on the following:

There will be a Town Hall Meeting March 27th at Frontier Middle School beginning at 5:30 p.m.

Chaplain Ray Clark will be attending the Pierce County Chaplain Luncheon on March 29th at the La Quinta Inn in Tacoma.

The IAFF Local #726 Annual Awards Banquet is April 20th. If you plan on attending, please RSVP by March 30th.

South Sound 911. There are recent minutes and agenda in your SS-911 tab-section.

Station No. 21-0. Nothing new to report.

Joint Impact Fee Committee. Nothing new to report.

Mitigation Measures. Chief Romines requested Board approval of three Mitigation Measures given to the Board at their last meeting: Active Shooter; Evacuation Route Control; Supplement Communications.

Commissioner Skaggs moved the approval of the three Mitigation Measures: Active Shooter; Evacuation Route Control; Supplement Communications, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Ladder 91. Chief Romines stated the cylinders on the ladder truck have been replaced and the unit is back in service.

Veterinarian Services. Chief Romines presented a draft thank you letter to Jack Gillette for his assistance with an animal rescue call and donating \$389 for services and expendables. Chief Romines asked for Board approval of the letter and allowing him to sign on behalf of the District.

Commissioner Skaggs moved to accept the draft letter and authorize Chief Romines to sign it on behalf of the District. Commissioner Gustafson seconded the motion. Motion carried unanimously.

PCHIT Apparatus Maintenance. Chief Romines requested Board approval of a draft PCHIT Apparatus Maintenance Policy and authorization to allow him to sign it. He explained, in the past the format has been for him to sign PCHIT policies upon Board approval. The Board reviewed the Policy.

Commissioner Skaggs move to approval the PCHIT Apparatus Maintenance Policy, as presented, and authorize Chief Romines to sign. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Operating Instruction No. 323, Ground Ladder Safety & Maintenance. Chief Romines presented the Board with draft Operating Instruction No. 323, Ground Ladder Safety & Maintenance, for their review. He asked the Board to review the O.I. and stated he will be asking for approval at their next meeting.

Operating Instruction No. 454, Transport Billing. Chief Romines requested Board approval of Operating Instructing No. 454, Transport Billing, which he had given them a draft of at their last meeting.

Commissioner Skaggs moved the approval of Operating Instruction No. 454, Transport Billing, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Training Report

Assistant Chief Mason reviewed the Training Report with the Board. He also informed the Board the Association Meeting tomorrow night has been cancelled so the volunteers could attend a training class.

NEW BUSINESS

None

OTHER BUSINESS

None

GOOD OF THE ORDER

Commissioner Pierson stated he and Commissioner Skaggs attended a training seminar last weekend on strategic budgeting. It was an excellent class.

EXECUTIVE SESSION

Chief Romines requested a 20-minute Executive Session under RCW 42.30.140 to adopt a position for professional negotiations, with possible business to follow.

Commissioner Pierson announced a 20-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 7:25 p.m.

Commissioner Pierson reconvened the Regular Board Meeting at 7:45 p.m. He announced that during the Executive Session discussion was had regarding personal services contracts.

Commissioner Skaggs moved to approve a Personal Services Contract with Ryan Baskett in the role of Deputy Chief and then Fire Chief when Chief Romines retires. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Commissioner Skaggs moved to approve a Personal Services Contract with Tony Judd in the role of Deputy Chief. Commissioner Gustafson seconded the motion. Motion carried unanimously.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of March 25, 2013, was adjourned at 7:50 p.m.

Verne M. Pierson, Commissioner

Kathy J. Hale, District Secretary