

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
JUNE 24, 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, Deputy Chief Ryan Baskett, Deputy Chief Tony Judd, Assistant Chief Todd Jensen, Public Prevention Education Officer Myra Merdian-Drake, and Support Specialist Jodi Reynolds.

Absent: Fire Chief Reggie Romines, Assistant Chief Tom Mason, Assistant Chief Steve Richards, 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 June 10, 2013, were approved as presented. The minutes of the Special Board Meeting of June 14, 2013, were approved as presented.

CORRESPONDENCE:

- Letter from Whitman Lake Home Owners Association
- Notice of Fire District Board Member Dollar Threshold Adjustment

FINANCIALS:

Payable Checks #16382 through #16413 in the amount of \$419,604.10 and Payable Vouchers #715, 722, 724 through #769 in the amount of \$33,959.98 and Payroll EFT's in the amount of \$392,161.13, for a total of \$845,725.21.

Commissioner Gustafson moved to accept the payables in the amount of \$845,725.21 after proper auditing. Commissioner Skaggs seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION:

Chief's Report

In Chief Romines' absence, Deputy Chief Baskett reported on the following:

Chief Romines will be officially retired as of July 1, 2013. His retirement ceremony was well received and enjoyed by all. He will be missed!

The Pinning Ceremony for the new Fire Chief is scheduled for Tuesday, July 2, 2013, at 3:00 p.m. at Headquarters Station. Chief Baskett and his wife Christy will be hosting a promotion celebration following the ceremony at the 726 Union Hall in Puyallup (see attached flyer).

Resident Firefighter Nitz is returning from a three-month leave of absence and is working with the Training Division to get recertified and back out on response.

South Sound 911. Deputy Chief Baskett informed the Board the first quarter financial report and most recent newsletter are behind the tab in their books.

Station No. 21-0. Deputy Chief Baskett reported to the Board we have received the final paperwork, and Assistant Chief Richards is working on getting the site cleaned up and a price estimate for decommissioning the wells.

Joint Impact Fee Committee. Nothing new to report.

Budget Committee Recommendations. Deputy Chief Baskett inquired whether the Board had any questions regarding the list of recommended vehicles under consideration for surplus. Commissioner Skaggs questioned whether Medic Unit 02-1 could be retained for its parts or as a back-up vehicle? Assistant Chief Jensen responded Medic Unit 02-1 could neither be used for parts or as a backup unit. Commissioner Skaggs inquired about the monetary value of Ladder 86-1. Deputy Chief Baskett responded its value is approximately \$45,000. Deputy Chief Baskett requested the Board's recommendation for staff.

Commissioner Skaggs moved to surplus the vehicles under consideration including Medic Unit 02-1, Ladder 86-1 and Air 93, with the exception of Support 98-1. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Deputy Chief Baskett stated he would have staff draft a Resolution for Board approval at the July 8, 2013, Board Meeting.

Fire Chiefs' Summit. Deputy Chief Baskett reported to the Board he attended the Fire Chiefs' Summit on June 19, 2013. The main objective is to leverage our buying power in the future and not be obligated to participate in the consortium, but have the ability to take advantage of the buying power as needed. The Chiefs agreed many committees already exist in this arena. The Executive Board of the Pierce County Chiefs Association will identify these committees and chairpersons to coordinate efforts with them. Chief Baskett stated he would keep the Board informed of any new developments.

Tacoma Fire Dept. Paramedic Course. Deputy Chief Baskett informed the Board he has received very little additional information with regards to this program since he reported on it at the last Board meeting. He reported Assistant Chief Jensen held an interest meeting and has received interest from five department members.

Health Care Reform. Deputy Chief Baskett acknowledged to the Board the significant amount of time Assistant Chief Jensen is spending dealing with the ever-changing world of health care reform. Information continues to be vague and seems to change daily. He stated at this time, staff is not prepared to provide a report or recommend any changes be made in the operation of our organization.

Deputy Chief Baskett informed the Board he, Deputy Chief Judd and Assistant Chief Jensen met and discussed two grant opportunities, both involving the CMS Innovation Grant 2013. First, Tacoma Fire is looking for a rural agency to partner with if they are awarded grant monies to fund their proposed Community Paramedic Program. Assistant Chief Jensen explained Community Paramedic Programs are not currently recognized in Washington State. If Tacoma Fire is successful in the grant process, they will have much still to do to get their program recognized by the State.

Deputy Chief Baskett requested Board approval to pursue the opportunity to partner with Tacoma Fire Department in their proposed Community Paramedic Program, if they are awarded CMS Innovation Grant 2013 funds.

Commissioner Skaggs moved to approve pursuing the opportunity to partner with Tacoma Fire Department in their proposed Community Paramedic Program should they be awarded CMS Innovation Grant 2013 funds. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Deputy Chief Baskett stated to the Board the second grant opportunity involves our own proposal as developed by Assistant Chief Jensen. Copies of his CMS Innovation Grant 2013 proposal were distributed for Board review. Assistant Chief Jensen explained the proposed program will provide for more highly skilled evaluations and consultations to leave patients needing ongoing care at home and scheduling transportation for them to a local clinic or doctor's office. He informed the Board the program will focus on Medicare, Medicaid and Government-provided child healthcare. The goal of his proposed program is to reduce the number of transports of non-life or limb illness and injury to highly skilled acute facilities like Emergency Departments. He stated the program will examine the effectiveness of local community clinics and doctors offices' ability to treat acute but low acuity patients and dramatically reduce the cost of health care in the designated population by presumably lowering the total Emergency Department admissions.

Deputy Chief Baskett requested Board approval for staff to submit a Letter of Interest for the grant.

Commissioner Skaggs moved to approve staff to submit a Letter of Interest for the CMS Innovation Grant 2013. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Chief's Report.

Deputy Chief Baskett informed the Board of his desire to change the format of the Chief's Report. The revisions will provide a more comprehensive report and include brief divisional updates. The Board responded favorably to his request.

Reorganization Process.

Deputy Chief Baskett advised the Board all staff members have officially begun transitioning into their new roles and responsibilities and asked for their understanding during the transition process.

Operating Instruction No. 423, On-Call Chief Duty Officer.

Deputy Chief Baskett presented the Board with a policy update for their two week review. He stated this update was necessary due to a reduction in qualified members from five to four since the retirement of Deputy Chief Franz.

DuPont Fire Request.

Deputy Chief Baskett informed the Board the City of DuPont has inquired about our ability to assist them with administrative and command services on a short-term basis. Commissioner Skaggs inquired due to the reorganization, could the District afford to lose an Administrative Chief? Deputy Chief Baskett responded the member he is considering for this assignment is on shift and his absence would have minimal impact on the organization. He requested Board direction whether to investigate this opportunity further.

Commissioner Skaggs moved to approve staff to respond to the City of DuPont's request for short-term administrative and command services assistance from the District. Commissioner Gustafson seconded the motion. Motion carried unanimously.

NAEFO Annual Conference.

Deputy Chief Baskett asked the Board if any of them were interested in attending the NAEFO Annual Conference. Commissioners Pierson, Gustafson and Skaggs responded affirmatively. Deputy Chief Judd stated staff will secure accommodations and register them for the conference.

Training Report

Assistant Chief Mason was not present but had submitted his report for Board review.

NEW BUSINESS

Resolution No. 813, Promote Ryan J. Baskett to Position of Chief of Fire Services.

Deputy Chief Judd read Resolution No. 813, Promote Ryan J. Baskett to Position of Chief of Fire Services, into the record.

Commissioner Skaggs moved the approval of Resolution No. 813, Promote Ryan J. Baskett to Position of Chief of Fire Services, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Resolution No. 814, Appoint Anthony D. Judd to Position of District Secretary.

Support Specialist Jodi Reynolds read Resolution No. 814, Appoint Anthony D. Judd to Position of District Secretary, into the record.

Commissioner Gustafson moved the approval of Resolution No. 814, Appoint Anthony D. Judd to Position of District Secretary, as presented. Commissioner Skaggs seconded the motion. Motion carried unanimously.

Commissioner Skaggs directed staff to prepare a Resolution for the appointment of Jodi Reynolds to position of Board Secretary. Deputy Chief Judd stated he would have one prepared for the next Board meeting.

Resolution No. 815, Establish Deputy Chief Anthony D. Judd as Investment Officer. Deputy Chief Judd read Resolution No. 815, Establish Deputy Chief Anthony D. Judd as Investment Officer, into the record.

Commissioner Gustafson moved the approval of Resolution No. 815, Establish Deputy Chief Anthony D. Judd as Investment Officer, as presented. Commissioner Skaggs seconded the motion. Motion carried unanimously.

Resolution No. 816, Appoint a District Secretary Pro Tem. Support Specialist Jodi Reynolds read Resolution No. 816, Appoint a District Secretary Pro Tem, into the record.

Commissioner Skaggs requested clarification of the title of Administrative Support Specialist for Jodi Reynolds as written in the Resolution. He requested her title appear as Board Secretary.

Commissioner Skaggs moved the approval of Resolution No. 816, Appoint a District Secretary Pro Tem, as amended. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Resolution No. 817, Appoint an Authorized Agent to Obtain Emergency or Disaster Funds. Deputy Chief Judd read Resolution No. 817, Appoint an Authorized Agent to Obtain Emergency or Disaster Funds, into the record.

Commissioner Gustafson moved the approval of Resolution No. 817, Appoint an Authorized Agent to Obtain Emergency or Disaster Funds, as presented. Commissioner Skaggs seconded the motion. Motion carried unanimously.

Resolution No. 818, Appoint an Agent to Receive Claims. Support Specialist Jodi Reynolds read Resolution No. 818, Appoint an Agent to Receive Claims, into the record.

Commissioner Skaggs moved the approval of Resolution No. 818, Appoint an Agent to Receive Claims, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Commissioner Pierson requested staff to prepare a Resolution promoting Anthony D. Judd to position of Deputy Chief for the next Board meeting. Deputy Chief Baskett stated he would have one prepared.

OTHER BUSINESS

None

GOOD OF THE ORDER

Public Prevention Education Officer Merdian-Drake invited the Board to meet at Headquarters Station 21-4 @ 10:30 a.m. on July 4th to prepare for the parade.

EXECUTIVE SESSION

Deputy Chief Baskett requested two separate five-minute Executive Sessions under RCW 42.30.110(1)(g) to evaluate the qualifications of a public employee, with no business to follow.

Commissioner Pierson announced two separate five-minute Executive Sessions under RCW 42.30.110(1)(g) to evaluate the qualifications of a public employee, with no business to follow. The Executive Session was announced as beginning at 7:50 p.m.

An announcement was made at 8:00 p.m. to extend the Executive Session another five minutes.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of June 24, 2013, was adjourned at 8:05 p.m.

Verne M. Pierson, Commissioner

Anthony D. Judd, District Secretary