

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

CALL TO ORDER

Commissioner Pierson called the meeting to order at 7:00 p.m.

Attendance:

Present: Commissioner Verne M. Pierson, Commissioner Robert E. Skaggs, Commissioner Gerald W. Gustafson, Fire Chief Ryan Baskett, Deputy Chief Tony Judd, Assistant Chief Todd Jensen, Assistant Chief Tom Mason, Public Prevention and Education Officer Myra Merdian-Drake and Board Secretary Jodi Reynolds

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

APPROVAL OF THE 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 Special Board Meeting of November 13, 2013, were approved as presented.

CORRESPONDENCE

- The Sheriff's Log by Pierce County Sheriff Paul Pastor

FINANCIALS

Payable (Payroll) Checks #17005 through #17039 in the amount of \$318,015.70, Payable Checks #17040 through #17075 in the amount of \$40,315.85, Payroll EFT's in the amount of \$484,996.08, for a total of \$843,327.63 were presented for approval.

Commissioner Skaggs moved to accept the payables in the amount of \$843,327.63 after proper auditing. Commissioner Gustafson seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION

Chief's Report

Chief Baskett reported on the following:

He and PPEO Merdian-Drake represented Graham Fire & Rescue at the GBA Annual Scholarship Auction on November 20th which raised around \$4,500.

Assistant Chief Jensen has completed his jury duty and is back to a normal work schedule.

The District is scheduled to host the January Pierce County Commissioners Association meeting. Deputy Chief Judd and staff will handle the arrangements. Chief Baskett

asked the Board members if they have any specific requests to let him know. Commissioner Pierson requested someone be at the meeting to take pictures for ID cards for the new commissioners.

The following events are fast approaching this holiday season:

- FireComm/SS911 Open House - December 4th
- Pierce County Commissioners/Chiefs Annual Banquet - December 5th
- Santa Breakfast - December 7th
- B-Shift Annual Party - December 18th

The December 23rd Board Meeting is relatively close to the holiday and staff is recommending the meeting be moved to earlier in the day to allow time to process payables. The Board suggested 8:00 a.m. Chief Baskett stated staff would put out the appropriate notifications.

Budget. Staff prepared the budget resolutions for review and adoption, and sent them in to Pierce County on Thursday for their review. The County responded the resolutions looked great except for the budget number which had changed. Approximately \$160,000 tax revenue had been collected by the County about which staff had not been notified. Staff revised the resolutions to reflect these additional funds, but did not yet change the actual budget until discussion was had regarding the allocation of these funds.

Chief Baskett informed the Board staff made changes to some of the 2014 Budget line item numbers in order to match the County's numbering system. Deputy Chief Judd provided the Board with a printout of the changes and stated the dollar amounts in these line items did not change.

Commissioner Skaggs moved to accept the 2014 Budget line item number changes as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

M&O Levy. Chief Baskett and Deputy Chief Judd met with the Citizen Advisory Committee on the evening of November 19th, and a follow-up meeting is scheduled for December 3rd for the committee members to deliberate and ask questions. At the initial meeting they provided the committee members with a binder containing the Staff Report and some additional information which was provided to the Board for their review. Chief Baskett stated he directed the committee to answer the questions on the last page of the document.

Commissioner Skaggs moved to approve the formation of the Citizen Advisory Committee by Fire Chief Baskett. Commissioner Gustafson seconded the motion. Motion carried unanimously.

South Sound 911. The most recent SS911 Operations Board and Policy Board meeting minutes are in the Board books.

Promotional Testing for Chief's List. Because one of the original two candidates retracted his name from consideration, the testing process will only consist of a project

assignment and Chief's interview on December 4th at 0900. Chief Baskett requested a Commissioner participate in the interview and Commissioner Pierson stated he would.

AFG Grants. As directed by the Board at the November 20th Special Board Meeting, staff has notified FireComm to add Graham Fire & Rescue to their list of joint agencies participating in the Station Alerting Grant.

State Audit. Our State audit for years 2011/2012 scheduled to begin November 25th, may be postponed a day or two as requested by the State Auditor.

Shared Purchasing Agreement. Assistant Chief Richards has been working with other agencies to increase efficiency by streamlining purchasing. East Pierce Fire & Rescue is producing a multi-agency EMS supplies Request for Proposal. Although Assistant Chief Richards is already group-purchasing, our name will be listed on the RFP for the first time.

NEW BUSINESS

Resolution No. 825, Authorizing Collection of Regular Property Tax in 2014 Tax Year. Board Secretary Jodi Reynolds read Resolution No. 825, Collection of Regular Property Tax in 2014 Tax Year, into the record.

Commissioner Gustafson moved the approval of Resolution 825, Authorizing Collection of Regular Property Tax in 2014 Tax Year, as presented. Commissioner Skaggs seconded the motion. Motion carried unanimously.

Resolution No. 826, Authorizing Collection of EMS Property Tax in 2014 Tax Year. Board Secretary Jodi Reynolds read Resolution No. 826, Authorizing Collection of EMS Property Tax in 2014 Tax Year, into the record.

Commissioner Gustafson moved the approval of Resolution 826, Authorizing Collection of EMS Property Tax in 2014 Tax Year, as presented. Commissioner Skaggs seconded the motion. Motion carried unanimously.

Resolution No. 827, Approving the 2014 Budget. Board Secretary Jodi Reynolds read Resolution No. 827, Approving the 2014 Budget, into the record.

Commissioner Gustafson moved the approval of Resolution 827, Approving the 2014 Budget, as presented. Commissioner Skaggs seconded the motion. Motion carried unanimously.

OTHER BUSINESS

Chief Baskett provided the Board with the bid results for the surplus equipment. No bids were received for Lot 1, the ladder truck; two bids for Lot 2, the medic unit; and seven bids for Lot 3, the air trailer. All bids received were compliant. Chief Baskett recommended the Board award the bid for Lot 2, the medic unit to Skamania County EMS for the price of \$4,000.00 and the bid for Lot 3, the air trailer to Thurston County Fire District No. 17 for the price of \$6,017.00.

Commissioner Gustafson moved to accept Fire Chief Baskett's recommendation to award Lot 2 to Skamania County EMS for \$4,000.00 and award Lot 3 to Thurston

County Fire District No. 17 for \$6,017.00. Commissioner Skaggs seconded the motion. Motion carried unanimously.

Commissioner Skaggs requested clarification from Chief Baskett on the future of the ladder truck. Chief Baskett responded as per the resolution, we would designate a third party agency to sell it for us. He stated Assistant Chief Richards has been asked to coordinate this.

GOOD OF THE ORDER/PUBLIC INPUT

Citizen Bill Jorgenson informed the Board a few years ago his son was involved in an auto accident and Graham Fire personnel treated him. In appreciation, his son would like to donate chevron graphics on the back of one of the medic units. His son's company is Northwest Emergency Vehicle Graphics, LLC. The Board members and Chief Baskett expressed their great appreciation for this generous donation and requested Mr. Jorgenson to pass their gratitude on to his son. Chief Baskett added that Bill Jorgenson did the majority of the refurbishing of the antique engine, Graham-01, and has been a supporter of the Department for many years.

Commissioner Pierson requested a replacement be found for him on the County Mitigation Plan committee. The plan is basically ready to be submitted for acceptance by the State and FEMA. Chief Baskett responded he would make sure a replacement is named.

EXECUTIVE SESSION

Chief Baskett requested a ten minute Executive Session under RCW 42.30.140 to plan/adopt strategy for collective bargaining, with business to follow, a five minute Executive Session under RCW 42.30.140 to plan/adopt strategy/position for professional negotiations, with no business to follow, and a five minute Executive Session under RCW 42.30.110(1)(f) to receive and evaluate a complaint against a public employee or official, with no business to follow, for a total of twenty minutes.

Commissioner Pierson announced a ten minute Executive Session under RCW 42.30.140 to plan/adopt strategy for collective bargaining, with business to follow, a five minute Executive Session under RCW 42.30.140 to plan/adopt strategy/position for professional negotiations, with no business to follow, and a five minute Executive Session under RCW 42.30.110(1)(f) to receive and evaluate a complaint against a public employee or official, with no business to follow, for a total of twenty minutes. The Executive Session was announced as beginning at 7:35 p.m.

An announcement was made at 7:55 p.m. to extend the Executive Session another five minutes.

Commissioner Pierson reconvened the Regular Board Meeting at 8:00 p.m.

Commissioner Skaggs moved to approve the Memorandum of Understanding between the District and Local 726 affecting Articles 46.3 and 46.4, as presented. Commissioner Gustafson seconded the motion. Motion passed unanimously.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of November 25, 2013, was adjourned at 8:03 p.m.

Verne M. Pierson, Commissioner

Anthony D. Judd, District Secretary