

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
January 13, 2014**

CALL TO ORDER

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

Attendance:

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

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

APPROVAL/MODIFICATION OF THE AGENDA

Commissioner Gustafson requested the Agenda be modified to include the swearing in of District Secretary Anthony D. Judd and new Commissioner Russell T. Barstow.

Commissioner Gustafson moved to approve the Agenda as modified.

Commissioner Barstow seconded the motion. Motion carried unanimously.

Commissioner Skaggs administered the Oath of Office to District Secretary Anthony D. Judd.

District Secretary Judd administered the Oath of Office to Fire Commissioner Russell T. Barstow.

APPROVAL OF THE MINUTES

The minutes of the Special Board Meeting of December 18, 2013, were approved as presented.

The minutes of the Special Board Meeting of December 23, 2013, were approved as presented.

CORRESPONDENCE

- Pierce Co. Fire Prevention Bureau Monthly Report for December 2013
- Flyer for Retirement Celebration for Ken Parrish of Pierce Co. D.E.M.
- Announcement from Washington Fire Chiefs regarding IRS Treatment of Volunteer Hours

FINANCIALS

2013 Payables Checks #17210 through #17252 in the amount of \$38,569.94 and Transfers (EFT's) in the amount of \$22,394.93 for a total of \$60,964.87 were presented for approval.

Commissioner Gustafson moved to accept the 2013 payables in the amount of \$60,964.87 after proper auditing. Commissioner Barstow seconded the motion. Motion carried unanimously.

2014 Payables Checks #17253 through #17263 in the amount of \$16,139.34 were presented for approval.

Commissioner Gustafson moved to accept the 2014 payables in the amount of \$16,139.34 after proper auditing. Commissioner Barstow seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION

Chief's Report

Chief Baskett reported on the following:

Happy New Year to all! Welcome new Commissioner Russ Barstow to the Graham Fire & Rescue family.

The Fire House Fun event in cooperation with the Pierce Co. Library System took place at Station No. 21-1 on January 11th. Myra accepted 25 kids ages 6-12 years through an online registration process. Thank you Myra!

M&O Levy. Staff is preparing an M&O Resolution for Board consideration at the January 27th meeting. In addition, written answers to the questions raised during the December 9th meeting will be provided.

South Sound 911. He attended the Operations Board meeting on the 10th. They are clearly moving further along into the operational mode of SS911. He, Chief Wright and Chief Thorson have a meeting scheduled with Executive Director Neiditz on Friday to see how they can move faster to establish a single dispatch agency.

AFG Grant. He and Deputy Chief Judd have been monitoring the FEMA site and we were not one of the agencies awarded a SAFER grant by the end of 2013. We have notified them that through additional cuts and employee concessions we were able to postpone layoffs for 2014. As discussed previously, staff believes this action will disqualify us from further consideration during this award period.

State Audit. The audit is being delayed slightly due to the auditor taking time off. Staff will notify the Board when the time comes to schedule the exit conference. Commissioner Gustafson inquired if a line item exists for the audit. Chief Baskett responded not for 2013, and he has directed Deputy Chief Judd to take funds from the Emergency Fund. In the future the audits will be funded over two years, one half each year.

Legislative Day. Training Secretary Michelle Greco has registered everyone and is working on making appointments with legislators. Commissioner Skaggs requested staff prepare a sheet of issues we want legislators to focus on. Chief Baskett stated he would.

Joint Impact Fee Committee. The Pierce County Chiefs and Commissioners Associations have approved an extension to retired Deputy Chief Franz's contract to complete his work on this committee. The extension only involves time and no additional money above the original contract.

Pierce County and Attorney Joseph Quinn sent us updated population numbers and future projections for our district. Based on these numbers Chief Baskett anticipates only minimal increases, roughly 2,200 additional residents by 2020. This should equate to a relatively stable increase in call volume in the future.

Proposed Ballot Box. Pierce County Elections has requested to install a ballot drop box on the property at Station No. 21-1. Chief Baskett and Deputy Chief Judd stated they see no issues with this. The Commissioners concurred.

Commissioner Gustafson moved to allow Pierce County Elections to install a ballot drop box at Station No. 21-1. Commissioner Barstow seconded the motion. Motion carried unanimously.

Divisional Updates:

Administration:

- State Audit
- 2013 financial closeout & 2014 financial set up
- M&O decision making information
- Policy updates and staff evaluations

Training:

- Completion of the 2013 career/volunteer annual training report
- Volunteer Resident Program restructuring (ongoing)
- Paramedic/EMT 2014 recertification process (ongoing)
- DEM training committee
 - Carson Elementary "Active Shooter Training" (on hold)
 - Large scale exercise involving Pierce Transit in the works

Logistics:

- Program Management
 - Operative IQ inventories, implementation and training underway
 - Implementation of new on-line daily and weekly forms
 - Surprise inspection from EMS office, no issues, unit passed
- Equipment
 - SCBA RFP written and under review, bench testing current SCBAs
 - Surplus units turned over to new owners, working on L86-1 broker
 - EMS supply RFP open for bid
- Facilities
 - 2013 storm water inspections completed and documented

- Station vessel inspection completed with no deficiencies

Operations:

- Call response;
 - Run cards
 - Developing a change management strategy with BC's and Admin to move a new response model out
 - Completing data cleaning process, strong knowledge of auto aid given and received
- Zoll ePCR;
 - RFP for billing partner that can handle ePCR management
 - Fixing bugs/mistakes
- Annual evaluations;
 - Immediate subordinates
 - Reviewing down line evaluations

Fire Prevention and Education:

- Community events
 - Fire House Fun in cooperation with public library
 - Daffodil Parade planning (April 5th)
- Schools
 - Great Escape Contest

Commissioner Skaggs requested an update on the work with our neighboring agencies on a multi-agency volunteer/resident program. Chief Baskett stated he had nothing new to report since the last Board meeting except that he had a phone conversation earlier in the day with Chief Vellias of South Pierce Fire & Rescue to schedule a second meeting. He stated he has directed Assistant Chief Mason and Assistant Chief Jensen to do a feasibility study involving the other districts as well, each doing a portion of the work.

Commissioner Gustafson requested a meeting be arranged between the Volunteers, Administration and Commissioners to determine how we can help the Volunteers to respond to calls more often. Chief Baskett stated he, Assistant Chief Mason and Assistant Chief Jensen are actively working on rebuilding the Volunteer/Resident program. He pointed out Station No. 21-6 is frequently available for Volunteers to be assigned to for those who are interested in doing so. Commissioner Skaggs recommended the Volunteer Committee be reinstated with Commissioner Gustafson as the head. Chief Baskett suggested the committee could meet a couple of times and then report back to the Board. Discussion ensued.

NEW BUSINESS

Resolution No. 829 – Establish a Chief's Eligibility List

Board Secretary Jodi Reynolds read Resolution No. 829, Establish a Chief's Eligibility List, into the record.

Commissioner Gustafson moved the approval of Resolution No. 829, Establish a Chief's Eligibility List. Commissioner Barstow seconded the motion. Motion carried unanimously.

OTHER BUSINESS

None

GOOD OF THE ORDER/PUBLIC INPUT

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of January 13, 2014, was adjourned at 7:32 p.m.

Robert E. Skaggs, Commissioner

Anthony D. Judd, District Secretary