

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
January 27, 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 Barstow 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 January 13, 2014, were approved as presented.

CORRESPONDENCE

- Letter from Pierce Co. Public Works Re: Fredrickson Area Construction Projects
- Certification of 2013 Levies and 2014 Tax Rates from Pierce Co. Assessor-Treasurer
- Email from Eric Norton of West Pierce Fire & Rescue regarding a FireComm Public Record Request
- Thank you card from a Citizen
- Thank you note from Centennial Elementary Staff

FINANCIALS

Payables Checks #17298 through #17356 in the amount of \$77,733.92, Payables (Payroll) Checks #17279 through #17297 in the amount of \$201,465.65, Payroll Checks #17264 through #17278 in the amount of \$25,173.30 and Payroll Transfers (EFT's) in the amount of \$455,181.59 for a total of \$759,554.46 were presented for approval.

Deputy Chief Judd reminded the Board payment for the state audit is coming from the Emergency Fund line account.

Commissioner Barstow moved to accept the payables in the amount of \$759,554.46 after proper auditing. Commissioner Gustafson seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION

Chief's Report

Chief Baskett reported on the following:

The Department hosted the January Pierce Co. Fire Commissioners Association meeting last Thursday. Thank you to Deputy Chief Judd, Lynne Walters and the Support Services crew for their efforts.

Resident Firefighter Justin Funk is resigning from the program due to scheduling conflicts and other obligations. Staff will make arrangements to process him out of the Department.

M&O Levy. Chief Baskett inquired if the Board had any questions regarding the written explanations prepared by staff in response to the questions raised at the December 9th meeting. The Board members responded they did not and Commissioner Skaggs commended staff on a job well done.

South Sound 911. Chiefs Baskett, Thorson and Wright had a meeting with Director Neiditz to discuss ways to move SS911 forward. Director Neiditz has set a goal of bringing fire dispatch finance under SS911 by January 2015. Chief Baskett also met with Chief Sharp who agrees it is beneficial to get under the SS911 umbrella by January 2015. The latest Policy Board minutes are in the Board books.

AFG Grant. A copy of the agreement with the Department of Emergency Management for the rescue tool grant our agency was awarded was presented for Board review. Chief Baskett requested Board approval for him to sign the agreement on behalf of the District. Commissioner Skaggs gave his approval.

State Audit. The District's portion of the audit is complete with nothing further to report. The exit conference has not yet been scheduled. Staff will keep the Board informed.

Proposed Ballot Box. Attorney Quinn has completed his legal review of the agreement and has no concerns. Chief Baskett will sign the agreement if the Board approves. Commissioner Skaggs directed him to sign it.

Station No. 21-0. The State is requiring additional detailed documentation before awarding the \$200,000 in grant money for the environmental cleanup. Chief Baskett requested the District contract with retired District Secretary Kathy Hale to complete the work due to her familiarity with the project and the lack of available staff to devote to this project. He estimates this special assignment will take between 16 and 24 hours to complete at a cost not to exceed \$1500.

Commissioner Gustafson moved to contract with retired District Secretary Kathy Hale to complete the documentation required to close out the Station No. 21-0 grant process at a cost not to exceed \$1500 from line account number 522.11.41.01 Consulting Fees. Commissioner Barstow seconded the motion. Motion carried unanimously.

Resident/Volunteer Program Rebuilding. Chief Baskett and Assistant Chief Mason attended a meeting of the newly formed Volunteer Division of the Pierce County Chiefs Association. Their mission is to coordinate recruiting, retention and associated costs of volunteer programs county wide.

Staff is rewriting Operating Instruction No. 401 Volunteer Duty-Shift Program and should have it ready for Board review within the next month.

Assistant Chiefs Mason and Jensen are working on the District's portion of the multi-agency volunteer/resident BLS car feasibility study.

Chief Baskett will meet with the volunteers at this month's association meeting. Commissioner Skaggs stated he will attend in lieu of Commissioner Gustafson.

Chief Baskett asked the Board to approve further delaying the termination of the current resident program. Commissioner Skaggs approved the delay.

Joint Agency EMS Bid. Assistant Chief Richards informed Chief Baskett the cooperative EMS supplies bid has closed and was awarded to BoundTree. This is good news for the District because BoundTree is our current primary supplier and works well with our electronic ordering system.

NEW BUSINESS

Resolution No. 830 – Maintenance and Operation Levy

Board Secretary Jodi Reynolds read Resolution No. 829, Maintenance and Operations Levy, into the record.

Commissioner Gustafson moved to allow discussion of Resolution No. 830, Maintenance and Operation Levy and the Explanatory Statement. Commissioner Barstow seconded the motion. Motion carried unanimously.

Commissioner Gustafson stated he approves of the levy but not at the dollar amount specified. He voiced his concern the combination of Bethel School District's two levies, our levy, and Pierce County; the tax rate would bring the total over \$18 per \$1,000. Chief Baskett responded we all share these concerns, but we can only address issues regarding the fire department. Staff has provided the necessary information to explain what is required to provide an adequate fire department service level to cover our call volume and we have no control over what the schools believe they need.

Commissioner Barstow stated he approved of the M&O Levy as proposed.

Commissioner Skaggs invited the audience to participate in the discussion. The Citizen Advisory Committee members who were present (Matt Hamilton, Bill Hicks, Gina Leigh and Ryan Portman) each presented their recommendation to the Board in favor of a Maintenance and Operation Levy on the August 5, 2014 ballot. Commissioner Skaggs thanked the citizens for their participation on the committee.

Commissioner Barstow moved the approval of Resolution No. 830, Maintenance and Operation Levy. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Commissioner Gustafson moved the approval of the Explanatory Statement as written. Commissioner Barstow seconded the motion. Motion carried unanimously.

OTHER BUSINESS

None

GOOD OF THE ORDER/PUBLIC INPUT

Commissioner Gustafson stated he is now on the Safety Committee and asked when the next meeting would take place. Assistant Chief Mason said by law we must have a meeting once per quarter, whereas we choose to hold six per year. The last was held on December 18th and the next has yet to be scheduled. Chief Judd stated he is the chair of the Safety Committee and will keep Commissioner Gustafson informed.

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of January 27, 2014, was adjourned at 7:45 p.m.

Robert E. Skaggs, Commissioner

Anthony D. Judd, District Secretary