

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
February 10, 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, 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 27, 2014, were approved as presented.**

**CORRESPONDENCE**

- Invitation from Navy Federal Credit Union to new branch opening ceremony. Chief Baskett requested staff R.S.V.P. for him.

**FINANCIALS**

Payables Checks #17357 through #17396 in the amount of \$35,476.99 and Transfer (EFT) in the amount of \$391.92 for a total of \$35,868.91 were presented for approval.

**Commissioner Gustafson moved to accept the payables in the amount of \$35,868.91 after proper auditing. Commissioner Barstow seconded the motion. Motion carried unanimously.**

**GENERAL ADMINISTRATION**

**Chief's Report**

Chief Baskett reported on the following:

Resident Firefighter Ryan Stimson has requested a six-month leave of absence. Assistant Chief Mason met with him and believes after the leave he will be better able to meet his participation obligations. Chief Baskett will authorize the leave.

LTPM Hill has returned to shift work after being out on extended leave and Firefighter Kanton has resumed his normal assignment. Thank you Firefighter Kanton.

Four-year-old Braylon Morgan is being credited for his heroic effort to make sure his family was out of the house during a fire incident on January 19<sup>th</sup>. The fire was contained to the furnace room, and Braylon's mother is grateful her four-year-old son knew exactly what to do under these circumstances. In coordination with Public Prevention Education Office Merdian-Drake, Chief Basket requested the Board present Braylon with a Certificate of Appreciation at a future Board meeting. Commissioner Skaggs agreed and requested staff contact Braylon's parents and invite the family to a presentation at the February 24<sup>th</sup> Board meeting. Commissioner Skaggs requested the incident details be provided to him for creating the certificate. Chief Basket congratulated Public Prevention Education Officer Merdian-Drake as he believes this success story is a direct result of the work she does every day. The Board concurred.

M&O Levy. Nothing new to report at this time.

South Sound 911. Chief Baskett will attend the next Operations Board meeting on February 14<sup>th</sup> and will provide an update at the next Board meeting.

State Audit. The exit conference has not yet been scheduled. Staff will keep the Board informed.

Resident/Volunteer Program Rebuilding. Chief Baskett met with the volunteers during last month's association meeting. His impression was the volunteers believe the Department is providing many opportunities for their participation. They agreed to re-institute the volunteer participation committee to explore new ideas. He directed Battalion Chief Espinosa to schedule a meeting and contact Commission Gustafson. Commissioner Gustafson stated BC Espinosa had done so.

Legislative Day. Support Specialist Michelle Greco compiled books for the Board members, Chief Baskett and Deputy Chief Judd. Chief Baskett asked the Board to review the books overnight and take the books with them on Legislative Day. The books include an agenda, a schedule of meetings and a document on letterhead seeking the legislators' support on specific issues important to Graham Fire & Rescue and the other fire agencies statewide. The Board and Chiefs planned to meet at Station No. 21-4 at 6:30 a.m. on February 11<sup>th</sup> to depart for Olympia.

Quarterly and Annual Reports. Chief Baskett provided to the Board the 2013 fourth quarter and annual Incident Type Summary Reports, Station No. 96 Staffing Reports and Annual Accident/Injury Breakdown Reports. He concluded back injuries were the most common employee injury in 2013. This may be due to the reduced number of personnel doing more work, working harder and not smarter, and possibly using incorrect lifting techniques. We will be working to improve in this area.

Vehicle Accident. Medic Unit 95 was involved in a rear-end type accident while en route to a call on February 2<sup>nd</sup>. This was a non-injury accident investigated by the Pierce County Sheriff's Department who determined the woman driving the vehicle behind the medic unit was at fault. Her insurance company contacted us right away. Deputy Chief Judd stated he received a check today from her insurance company.

Awards. Commissioner Skaggs had previously shared his interest in finding a reasonable way to recognize our members for years of service and possibly other accolades. Chief Baskett discussed this with staff and suggested holding a Special Board Meeting in April, allowing staff adequate time to plan and prepare a nice event.

Commissioner Skaggs agreed a Special Board Meeting would work best and suggested mid-April. Discussion ensued and Wednesday, April 16<sup>th</sup> at 6:30 p.m. was selected.

Social Media Policy. The new Social Media Policy is complete and has been forwarded to Attorney Quinn for legal review. Chief Baskett provided copies to the Board for their review and advised he would seek their approval at the next scheduled meeting.

School Tours. PPEO Merdian-Drake has started receiving phone calls from the schools to schedule station tours beginning in May. These tours provide an invaluable learning experience for the children. No money was budgeted for this in 2014 and overtime costs are rising significantly already. Chief Baskett asked the Board if they want to continue supporting the tours and if so, for how long and how will we fund it. Discussion ensued and all agreed on the importance of continuing this program. Chief Baskett estimated the overall cost for the five tours tentatively scheduled in 2014 to be between \$4,000 and \$5,000, and the funds could come from the Emergency Fund. Commissioner Skaggs suggested the Board consider funding the tours this year and setting a cap on the amount available to spend.

**Commissioner Barstow moved to approve funding the school tours scheduled for 2014 not to exceed \$6,000 from the Emergency Fund, line item no. 522.09.00.03. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Divisional Updates. Chief Baskett stated since beginning the Divisional Updates, he has found many of the priorities are ongoing and the information is much the same each month. He proposed eliminating this section from future meetings and using the normal Chief's Report to cover all information. The Board members discussed the proposed change and the merits of the current expanded format. Chief Baskett then offered to continue the Divisional Updates, but decrease the frequency from monthly to quarterly. The Board concurred.

#### **NEW BUSINESS**

None

#### **OTHER BUSINESS**

None

#### **GOOD OF THE ORDER/PUBLIC INPUT**

A photo was posted on The News Tribune website titled "Giant Human 12<sup>th</sup> Man." Students at Fredrickson Elementary formed a giant "12" and our personnel took a picture of them from the top of the ladder truck. Fun!

#### **EXECUTIVE SESSION**

None

#### **ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of February 10, 2014, was adjourned at 7:35 p.m.**

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Robert E. Skaggs, Commissioner

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Anthony D. Judd, District Secretary