

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
March 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, 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 February 24, 2014, were approved as presented.

CORRESPONDENCE

- Pierce Co. Fire Prevention Bureau Monthly Reports for February 2014
- Invitation to Dinner and Auction Fundraiser for Harris Family
- Invitation to Tacoma-Pierce Co. Chaplaincy Chiefs and Chaplains Luncheon – Chief Baskett stated he will be unable to attend and asked if any of the Board members would like to attend with Chaplain Clark. Commissioner Gustafson said he will attend. Chief Baskett asked staff to R.S.V.P.
- 45th Annual Tacoma Highland Games Announcement
- Invitation to Local 726 Annual Awards Banquet – Chief Baskett stated he will attend if his schedule allows and inquired which of the Board members are available. Commissioners Skaggs and Barstow responded they will attend. Chief Baskett asked staff to R.S.V.P. for them.

FINANCIALS

Payables Checks #17483 through #17527 in the amount of \$30,785.20 and a Transfer (EFT) in the amount of \$648.55, for a total of \$31,433.75, were presented for approval.

Commissioner Gustafson moved to accept the payables in the amount of \$31,433.75 after proper auditing. Commissioner Barstow seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION

Chief's Report

Chief Baskett reported on the following:

Chief Baskett requested approval from the Board to take vacation from March 23rd to April 3rd. Deputy Chief Judd will be acting Fire Chief in his absence.

Commissioner Gustafson moved to approve Fire Chief Baskett's request for vacation leave from March 23rd to April 3rd. Commissioner Barstow seconded the motion. Motion carried unanimously.

Public Prevention and Education Officer Merdian-Drake and "Sparky" will represent the Department at the annual Mutt Show held at the Pierce County fairgrounds on March 29th.

Assistant Chief Richards and PPEO Merdian-Drake are making final arrangements for the Daffodil Parade on April 5th. Commissioners Gustafson, Skaggs and Barstow stated they plan to attend.

Chief Baskett received a request to participate in this year's Highland Games on June 28th-29th from its organizers. He stated he intends to inform them we are unable to accommodate their request within our normal staffing but could provide a unit for a fee to cover our overtime. Otherwise, our personnel would respond as needed for an emergency event. The Board concurred with Chief Baskett.

Chief Baskett met with staff to discuss the celebration of the Department's 50-year anniversary and decided to hold individual open houses at each of the fire stations in June, starting with Station No. 21-2 because that is where we started 50 years ago. PPEO Merdian-Drake is tasked with organizing these events. Staff will inform the Board when the dates are established.

Retired Commissioner Verne Pierson has agreed to record the history of Graham Fire & Rescue for us. Staff has been asked to provide him all available documents needed to accomplish this monumental task.

M&O Levy. Chief Baskett addressed the "Frequently Asked Questions" sheet which will be printed on the back of the "Graham Fire & Rescue Fact Sheet" and a timeline outlining critical bench marks to be used in the member and citizen education process. He plans to have a press release ready for Board review at the April 14th Board meeting. He requested Board approval to utilize these documents.

Commissioner Barstow moved to approve the utilization of the "Frequently Asked Questions" document and timeline submitted by Chief Baskett. Commissioner Gustafson seconded the motion. Motion carried unanimously.

South Sound 911. Chief Baskett is scheduled to meet on Friday with the Operations Board.

State Audit. The state auditors have completed their work and the Financial Audit indicated no findings or issues. The Accountability Audit is pending review by their legal department which is backlogged. Commissioner Skaggs inquired if staff had provided the documentation requested by the auditor. Deputy Chief Judd responded they had, including the legal opinion from Attorney Quinn.

Resident/Volunteer Program. Commissioner Gustafson and Battalion Chief Espinosa had nothing new to report.

Awards/Recognition. Chief Baskett stated staff is still on schedule for the awards event on April 16th at 6:30 p.m. Commissioner Gustafson stated he had a scheduling conflict on April 16th, as did Commissioner Barstow. The Board suggested Wednesday, April 23rd at 6:30 p.m. Chief Baskett stated staff will consider this date further, then confirm with the Board.

EPCR Reporting. As mandated, we are transitioning to electronic medical reporting. The new policy and operational order are under final review by staff and will likely be presented to the Board at the next meeting for review.

Accident Prevention Program. Deputy Chief Judd and Assistant Chief Mason have updated and streamlined this program. The electronic version of the accident form is now on the portal. Once a form is completed and submitted electronically, all appropriate personnel are notified simultaneously. The policy has been updated and is attached for Board review. Commissioner Skaggs inquired if the policy addresses disciplinary action for damage to District property. Chief Baskett responded it does under the Battalion Chief requirement and refers to Operational Instruction No. 501.

Stormwater Credits. We received a letter from Pierce County Surface Water Management indicating they intend to change the stormwater credit program. Assistant Chief Richards stated this has not yet been approved. The maximum credit allowed will decrease from 85% to 65%, which will effect Stations 21-4, 21-5 and 21-6. We may lose credits for Stations 21-1 and 21-3 altogether. Commissioner Gustafson requested we speak to the County Council and get us grandfathered in. Commissioner Skaggs acknowledged the Department has invested a lot of money in this program. Discussion ensued. Chief Baskett stated he would get the hearing date and have staff prepare a written response to the County's letter.

Commissioner Barstow moved to direct Fire Chief Baskett to draft a letter to Pierce County Public Works Department with a copy to the County Council expressing our disapproval of the proposed program changes. Commissioner Gustafson seconded the motion. Motion carried unanimously.

LEOFF 1 – WA Fire Chiefs LTC Program. Deputy Chief Judd is performing a risk benefit analysis of purchasing a long term care insurance policy for the Department's two LEOFF 1 employees. He stated he recently met with an agent from the Washington State Chiefs and learned our current medical policy does not pay for long term care beyond 90 days. The cost could be from \$5,000-\$15,000 per month per person, depending on the facility chosen. Deputy Chief Judd will be requesting information from the two LEOFF 1 individuals and looking into the cost for a long term care policy. Chief Baskett expressed that whether or not an additional policy is purchased, we will need to establish a budget line item to prepare for the possibility of this future cost. Deputy Chief Judd added we will need to fund the liability one way or another. The Board agreed and requested staff continue their research.

NEW BUSINESS

None

OTHER BUSINESS

None

GOOD OF THE ORDER/PUBLIC INPUT

Chief Baskett informed the Board our recent Special Recognition Award recipient Braylon Morgan made the front page of The Dispatch newspaper with a picture and article about his heroism.

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of March 10, 2014, was adjourned at 7:36 p.m.

Robert E. Skaggs, Commissioner

Anthony D. Judd, District Secretary