

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
April 14, 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 March 24, 2014, were approved as presented.

CORRESPONDENCE

- G-K Eagles Football Booster Club 5th Annual Silent Auction & Dinner
- Pierce Co. Fire Prevention Bureau Monthly Reports for March 2014

FINANCIALS

Payables Checks #17603 through #17659 in the amount of \$50,181.19 and Transfers (EFTs) in the amount of \$1,765.18, for a total of \$51,946.37, were presented for approval.

Deputy Chief Judd pointed out two of the EFT's are County interfund transfers; One is from January and one from March.

Commissioner Barstow moved to accept the payables in the amount of \$50,946.37 after proper auditing. Commissioner Gustafson seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION

Chief's Report

Chief Baskett reported on the following:

He received outstanding feedback on the success of the Daffodil Parade. PPEO Merdian-Drake mentioned to him while Central Pierce Fire & Rescue's personnel were deployed to the Oso landslide, Graham Fire & Rescue personnel stepped in and assisted Central Pierce in their preparation for the parade.

Many of the Department's members are involved in the Team McKenzie Project to bring McKenzie home after her serious accident. They have completed an extensive remodel of the family's home. This is an outstanding effort by our personnel and Local 726.

Resident Firefighter Ed O'Connell has accepted full time employment with Pullman Fire and has resigned his position with Graham Fire & Rescue. He expressed his appreciation in his resignation letter.

The District's Award Ceremony is April 23rd at 6:30 p.m.

The Local 726 Annual Awards Banquet is April 19th at 5:00 p.m. Board Secretary Reynolds has R.S.V.P.'d for the Board members, their guests and Chief and Mrs. Baskett.

M&O Levy. Chief Baskett has prepared the draft press release and is seeking Board approval. Once the press release is approved, he will begin citizen education and scheduling meetings with organized groups such as the PTA, homeowners associations, etc. to provide information and answer questions.

Commissioner Gustafson moved the approval of the press release as written.

Commissioner Gustafson requested clarification from Chief Baskett with regards to the total amount of the levy. He stated he understood the levy would start at \$2,750,000 and as assessed valuations increased, the amount would decrease; however, the press release states the levy is for \$2.75 million four years consecutively, and there is an extra \$350,000 already included in that amount.

Chief Baskett responded the \$2.75 million is a set dollar amount and as tax revenue rises when assessed valuations rise, the rate will go down. The \$2.75 million is based on the amount of revenue lost and the growth in call volume we have experienced. We will re-evaluate this after four years. He stated \$2.1 million will be dedicated to hiring 16 additional personnel to staff all stations, and \$325,000 annually will be placed into an equipment replacement fund, and the remainder will go to increase the funding of our facilities, training and public education divisions which have been cut considerably. He stated after four years he intends to incorporate as many of the 16 additional personnel at the normal tax rate, so each year when considering the upcoming budget he will calculate how many people we can afford at the normal tax rate and how much of the levy money we will need. The Board would determine how any excess funds will be allocated, possibly to the reserve account.

Commissioner Gustafson reiterated his concern the amount of \$2.75 million will stay the same. He also questioned the number of people proposed to be hired. He said he first thought the number was 9, then 11, 13 and now 16. Chief Baskett responded the number has always been 16; 7 of which are to replace positions lost through attrition and 9 are additional people. He stated based on increased call volume, 16 are needed.

Deputy Chief Judd added the \$2.75 million is the maximum we can take each year, and we have the ability to tell the County we want to take less.

Commissioner Skaggs recalled they had discussed perhaps not taking the full amount. They had decided to request the maximum and then re-evaluate the amount each year and budget what was necessary.

Deputy Chief Judd explained if the levy passes, in the first collection year 2015, the rate will be approximately \$0.58 rather than \$.60 because of increased assessed valuation.

With no further discussion or questions from the Board, the Board proceeded with their vote.

Commissioner Barstow seconded the motion. Motion carried unanimously.

Chief Baskett distributed to the Board an EMS flyer from a previous ballot measure for their review. He explained Chief Judd researched the project and said we could produce and mail a flyer at a cost of not more than \$10,000. Chief Baskett said he may come to the Board at the next meeting to approve a flyer. Commissioner Skaggs inquired where the funds would come from. Chief Baskett stated from the Emergency Fund.

South Sound 911. Chief Baskett attended the monthly Operations Board meeting on Friday, April 11th. Both the Policy Board and Operations Board meeting minutes are in the Board books. He reported much progress is being made, but slowly.

Chief Baskett distributed an email message from SS911 regarding the outage of the 911 system affecting their system and others statewide and their pursuit of information to identify a cause.

Commissioner Skaggs requested information about another incident regarding the local dispatch center, FireComm. Chief Baskett explained the building was undergoing a remodel when a Halon fire extinguisher was set off accidentally by a contractor. The building was evacuated, they switched all calls over to Tacoma dispatch, sent personnel over, too, and we went into H.I.R.L. mode for a short time.

State Audit. There is nothing new to report at this time.

Resident/Volunteer Program Rebuilding. Chief Espinosa reported earlier to Chief Baskett the meeting was very productive and Commissioner Gustafson agreed.

Electronic Patient Care Reporting. Chief Baskett requested approval of the proposed policy if the Board has no questions.

Commissioner Gustafson moved the approval of Operating Instruction 502, EMS Patient Care Report Documentation Guidelines, as written. Commissioner Barstow seconded the motion. Motion carried unanimously.

Chief Baskett informed the Board two accompanying Operational Orders will also be distributed to personnel with the procedures for administering the policy and an accepted list of medical abbreviations.

Grants/AFG. The SAFER grant application has been officially denied. The letter indicates the application was well written, but did not rise high enough before the finite amount of funds was awarded.

Quarterly and Annual Reports. The reports show an increase in responses and staffing is down considerably at Station No. 21-6.

Web Page/Social Media. Staff has been working diligently on recreating our Web page to make it more interactive. Chief Baskett plans to launch the new website at the same time the press release is disseminated on April 16th. Deputy Chief Judd pulled up the new website on his computer and did a brief demonstration while Chief Baskett described the new features. Deputy Chief Judd commended IT assistant Marcus Edmunds for his excellent work on the website.

Washington State Chiefs Conference. The conference is May 19th through the 22nd. Chief Baskett and Assistant Chief Jensen would like to attend and intend to share a room to reduce the cost. Chief Baskett requested Board approval to attend the conference.

Commissioner Gustafson moved to approve Fire Chief Baskett and Assistant Chief Jensen to attend the Washington State Chiefs Conference from May 19th-22nd. Commissioner Barstow seconded the motion. Motion carried unanimously.

Puget Sound Clean Air Agency. Rumors are circulating the Agency is considering removing the non-attainment burn area and again allowing residential burning. No facts are available yet. Chief Baskett is concerned because of the extensive citizen education required over the years to reach the current level of compliance. He requested the Board's position and direction for staff if this becomes a reality.

Commissioner Skaggs voiced his concerns and stated he wants our policy to remain as it is for consistency. Commissioner Gustafson stated the only areas for concern should be in Tacoma, but not county-wide. He is in favor of removing the restriction now in place. Commissioner Barstow inquired if the District has problems with burning. Chief Baskett explained the difficulty of educating the public, especially because the border splits our District. He is looking for a consensus from the Board, but because the change would not take place until November, if at all, the Board has some time to consider its position. Chief Baskett and staff will attempt to obtain information from Puget Sound Clean Air Agency and revisit this issue at a future Board meeting.

Washington State Patrol Agreement. Chief Baskett requested Board approval to sign the annual contract renewal to utilize the State Fire Training Facility at North Bend. He also pointed out the contract shows Retired Chief Reggie Romines as Fire Chief, which will be changed to reflect our current Fire Chief Ryan Baskett.

Commissioner Gustafson moved to approve Fire Chief Baskett to execute the contract between the District and the Washington State Patrol for utilization of the State Fire Training Facility at North Bend. Commissioner Barstow seconded the motion. Motion carried unanimously.

Quarterly Divisional Updates. Chief Baskett referred to the Quarterly Divisional Updates in the Board books for review. Commissioner Skaggs inquired about the status of the research into long-term care policies for the Department's two LEOFF 1 Chiefs. Chief Baskett stated Deputy Chief Judd has sent out a medical questionnaire to both LEOFF 1 Chiefs. Once Deputy Chief Judd receives the information back, he will continue his research into the options available and costs involved and report to the Board.

NEW BUSINESS

Resolution No. 831 – Declaring the 2000 International Fire Extinguisher Trailer Surplus
Board Secretary Jodi Reynolds read Resolution No. 831, Declaring the 2000 International Fire Extinguisher Trailer Surplus to the Needs of the District, into the record.

Commissioner Barstow moved the approval of Resolution No. 831, Declaring the 2000 International Fire Extinguisher Trailer Surplus to the Needs of the District. Commissioner Gustafson seconded the motion. Motion carried unanimously.

OTHER BUSINESS

None

GOOD OF THE ORDER/PUBLIC INPUT

PPEO Merdian-Drake thanked the Board members for their participation in the Daffodil Parade and enthusiasm in general, and they, in turn, thanked her.

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of April 14, 2014, was adjourned at 7:41 p.m.

Robert E. Skaggs, Commissioner

Anthony D. Judd, District Secretary