

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
SPECIAL BOARD MEETING
May 29, 2014**

CALL TO ORDER

Commissioner Skaggs called the meeting to order at 7:30 a.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 Steve Richards and Board Secretary Jodi Reynolds

Absent: Assistant Chief Tom Mason and Public Prevention and Education Officer Myra Merdian-Drake had excused absences.

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 May 12, 2014, were approved as presented.

CORRESPONDENCE

- Thank you Note from a Citizen
- Letter from Pierce Co. Auditor's Office confirming receipt of Resolution No. 830 calling for a Special Election
- Letter from Pierce Co. Auditor's Office providing Notice of Final Official Ballot Title
- Flyer for Graham Fire & Rescue's Open Houses in June

FINANCIALS

Payables Checks #17814 through #17875 in the amount of \$40,580.63, Payables (Payroll) Checks #17781 through #17794 and #17809 through #17813 in the amount of \$273,613.07, Payroll Checks #17795 through #17808 in the amount of \$24,456.67, and Payroll Transfers (EFTs) in the amount of \$449,221.37, for a total of \$787,871.74, were presented for approval.

Commissioner Barstow moved to accept the payables in the amount of \$787,871.74 after proper auditing. Commissioner Gustafson seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION

Chief's Report

Chief Baskett reported on the following:

Thank you to the Board for allowing him and Assistant Chief Jensen to attend the State Chiefs Conference which proved to be very beneficial.

Public Prevention and Education Officer Merdian-Drake has returned from vacation. The end of the year school tours began May 28th.

Lieutenant Black is returning to full time from his light duty assignment at which time Acting Lieutenant Bamford will return to his previous assignment as Fire Fighter. Thank you to them both for doing an outstanding job in their temporary assignments.

The crews are working very hard to improve the overall cleanliness and appearance of the fire stations for the upcoming open house events. The current call volume and scheduled training is making this effort a challenge.

Chaplain Ray Clark has returned to active duty, and we are thrilled to have him back. He is a great asset to us as our Department Chaplain.

Tacoma Career Paramedic/Fire Fighter and longtime Pierce County Fire Marshal Floyd Keller passed away last week. He was truly an icon in the local fire service and will be greatly missed.

After 24 years serving Pierce County, 13 of those years with the Pierce County Department of Emergency Management, Deputy Director Jody Woodcock has announced she is leaving to take the Deputy Director of Emergency Management position with King County.

M&O Levy. He continues to meet with local groups and provide information on the upcoming M&O levy with very positive feedback. Pierce County advertised for four days statewide for opposition because we submitted no against committee members. He was informed our measure is one of three on the August ballot without official opposition.

South Sound 911. They are making progress developing operational plans for the fire side and we are on track to be under contract with SS911 at the first of next year. He anticipates we may not see a decrease in expense initially. The City of Puyallup approved the formal agreement which should have gone to the Policy Board yesterday, making Puyallup a full member of SS911.

State Audit. The Auditor's exit interview with Deputy Chief Judd and Commissioner Gustafson took place on May 20th. The audit report and associated letter were presented during the exit interview and are in the Board's reading file for review. The Auditor informed because our annual revenue exceeds \$10 M, they will begin conducting audits annually, so we must budget accordingly. Deputy Chief Judd submitted the 2013 audit information to the state. The audit will take place at the end of this year.

Resident/Volunteer Program Rebuilding. There is nothing new to report at this time.

SCBA Purchase. The Request for Proposals is out and closes June 17th.

Public Records Training. The Board had requested Staff review the requirements for public records training and report back to them. They found no requirement for a

specific class or minimum time requirement and no requirement to produce training records or certificates of completion to the Attorney General. They do, however, recommend documenting any training undertaken just in case records are ever requested. The Attorney General's web site lists the requirements and necessary training materials for compliance. Chief Baskett recommends our Training Division develop an online training program in Target Solutions for use now and in the future. He is aware the Pierce County Chiefs Association does not plan to fund a class, but the Pierce County Commissioners Association has planned a class to be held here at Graham Fire & Rescue's Headquarters Station. Commissioner Gustafson confirmed the date as Saturday, June 28th from 9:00 a.m. to 1:00 p.m. The class will be taught by Attorney Joseph Quinn.

Hazardous Materials Technicians. Historically, the Department has had twelve hazardous materials technicians and is now down to eight. Chief Baskett requested Board approval to run a testing process to fill the vacancies. He stated Washington State is sponsoring a training class in September. Commissioner Skaggs inquired if this training was budgeted for and Chief Baskett responded he plans to determine the interest level and exact number of individuals and associated cost, and then will determine how the training will be funded and return to the Board for discussion.

Commissioner Barstow moved to allow Staff to select up to four individuals to attend the state sponsored Hazardous Materials Technician training class. Commissioner Gustafson seconded the motion. Motion carried unanimously.

NEW BUSINESS

Accident Report. Chief Baskett reported to the Board he was involved in a minor accident with the Department utility vehicle while backing up in the driveway at his residence, sustaining very minor damage to the vehicle's bumper and none to the other vehicle involved. He stated he emailed the preliminary accident report to Commissioner Skaggs. Staff has drafted a written warning for Commissioner Skaggs' signature and placement in Chief Baskett's personnel file in accordance with Operating Instruction 501, Disciplinary Action. Commissioner Gustafson inquired if Staff had obtained an estimate to repair the damage, and Chief Baskett said they had not yet done so but would.

Commissioner Gustafson moved to issue a written warning to Fire Chief Baskett for placement in his personnel file in accordance with Operating Instruction 501, Disciplinary Action. Commissioner Barstow seconded the motion. Motion carried unanimously.

OTHER BUSINESS

Commissioners Gustafson and Skaggs requested an update on the County's response to the Affordable Care Act and associated programs from Assistant Chief Jensen. Assistant Chief Jensen responded with the following information:

- Community Paramedicine: The upcoming conference in November will bring all of the stakeholders in "Community Paramedicine" in Washington State together. He cautions against moving too quickly and risk isolating or "turning off" any of these core groups who fear they will lose work. In Washington State, levels of care and scope of practice are strictly governed by the WAC and the RCW. The co-sponsors of the conference are many including home health care nurses, Washington State Association of Nurses, doctors groups, hospitals, labor groups, volunteer groups. Speakers at the conference are

coming from many systems across the country: Arizona, Maine, AMR, MedStar, and others.

- Physician Assistants in Fire Stations: Yes, we can have a physician assistant or nurse in a clinic in a fire station because they operate under a physician's license in a clinical setting. We cannot, however, place these individuals on a vehicle because that changes their scope of practice and the legal requirements change. To consider setting up a clinic, we would need to do a community assessment to determine if the need exists. Chief Baskett brought up the issue of cost. Commissioner Gustafson referenced the Mesa, Arizona program and pointed out a cost and time savings which would result if we are able to treat a patient at the station rather than transporting them to a hospital. Assistant Chief Jensen stated the WAC states we will transport the patient to an emergency facility. The hospital systems are very concerned about changing this process because 30% of their total revenue is generated from EMS patients we transport to them. This will continue to be on our radar as part of the joint Pierce County grant process we were involved in and will continue to participate in going forward. He stated he would contact the conference committee and request they invite a representative from the Mesa, Arizona program to speak at the conference as requested by Commissioner Gustafson.

Commissioner Gustafson inquired if Assistant Chief Jensen had contacted any of the state representatives, senator, etc., to enact changes to state laws to make healthcare less expensive. Assistant Chief Jensen responded they have a committee doing just that in a calculated manner. We are one of four agencies in the state talking to an ACO, part of Franciscan, and the ACO is taking this to the state level and fighting to get the WAC changed. The ACA states there will be ACO's that govern everybody's care, but does not get down to our level and state how that will be done.

We are working on a pilot program with our ACO in which the four agencies identify the top 10 common customers who are members of the ACO and every time we are out to see them, we will submit the electronic patient records to the ACO and work directly with their primary care physician. He cautioned we must move ahead cautiously and carefully to ensure we remain a player as the process moves forward. Chief Baskett added the business agreement for the pilot program is delayed due to HIPAA law concerns.

Commissioner Skaggs stressed the need to be proactive to comply with federal law and that state law will have to follow suit. Commissioner Gustafson stated he would like to see progress made more quickly and referenced the Mesa, AZ program as a model for our system. Commissioner Skaggs expressed he is disappointed the state is not moving faster which is tying our hands, and he would like to see the agreements moving faster. He said he is anxious to be part of the solution and not the problem. He thanked Assistant Chief Jensen for his efforts and his report. Assistant Chief Jensen, in turn, thanked the Board for their support and enthusiasm on this topic.

GOOD OF THE ORDER/PUBLIC INPUT

None

EXECUTIVE SESSION

Chief Baskett requested a 15-minute Executive Session under RCW 42.30.110(1)(f) to receive and evaluate complaints/charges against a public employee or official, with no business to follow.

Commissioner Skaggs announced a 15-minute Executive Session under RCW 42.30.110(1)(f) to receive and evaluate complaints/charges against a public employee or official, with no business to follow. The Executive Session was announced as beginning at 8:31 a.m.

ADJOURNMENT

With no further business to come before the Board, the Special Board Meeting of May 29, 2014, was adjourned at 8:46 a.m.

Robert E. Skaggs, Commissioner

Anthony D. Judd, District Secretary