

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
August 25, 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 Steve Richards 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 August 11, 2014, were approved as presented.**

**CORRESPONDENCE**

- Letter from Pierce Co. Auditor's Office – Notice of Final Official Ballot Title
- Brochure for WFCFA 2014 Conference and Snure Seminar Registration
- Invitation from King Co. Fire Commissioners to visit the Fire Training Center in N. Bend – Commissioner Skaggs inquired if any of the Board members planned on attending and they each responded no.
- Thank you email from Fire Chief Bob Vellias of South Pierce Fire & Rescue

**FINANCIALS**

Payables Check #18136 and #18166 through #18213 in the amount of \$33,423.44, Payables (Payroll) Checks #18137 through #18141 and #18153 through #18165 in the amount of \$274,543.71, Payroll Checks #18142 through #18152 in the amount of \$23,434.52, and Payroll Transfers (EFTs) in the amount of \$439,042.86, for a total of \$770,444.53, were presented for approval.

**Commissioner Barstow moved to accept the payables in the amount of \$770,444.53, after proper auditing. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

**GENERAL ADMINISTRATION**  
**Chief's Report**

Fire Chief Baskett greeted the Board and then reported on the following:

The Department's annual picnic is scheduled for Sunday, September 7th at Station 21-6.

The 2014 Washington Fire Commissioners Conference is scheduled for October 23rd-25th in Spokane. Please let Deputy Chief Judd know if you plan on attending. Commissioner Skaggs responded affirmatively and Commissioners Gustafson and Barstow said no.

The Department has two volunteers who have not participated in training or other activities for a long period of time. Staff has reached out to Terry Steffe and support services volunteer Sheri Gray-Moss to determine their status without success. Chief Baskett recommended the Board terminate their association with the Department. Staff will make every effort to collect the Department-assigned equipment from them and conduct exit interviews.

**Commissioner Barstow moved to terminate volunteer members Terry Steffe and Sheri Gray-Moss from their association with the District. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Medic Unit 91 was involved in a minor rear end accident while returning from a transport. The accident was clearly the other driver's fault. The medic unit sustained no visible damage, and information was exchanged. Our personnel submitted an accident report. Chief Baskett recommended no further action be taken. The Board agreed.

M&O Levy. In an effort to continue educating the citizens as we move forward to the November election, Chief Baskett recommended the District use emergency funds, not to exceed \$10,000, to produce another mailer to include a safety message and list the operational changes made in order to balance the budget. The safety message could include information for preventing chimney fires.

**Commissioner Gustafson moved to approve staff to expend up to \$10,000 from the Emergency Fund line account no. 522.10.49.099 to produce and send out an informational mailer prior to the November General Election. Commissioner Barstow seconded the motion. Motion carried unanimously.**

In addition to the mailer, Chief Baskett stated he would like to plan and advertise for two fire Department town hall meetings to be held in September. The intent of these meetings would be to inform the citizens of our current operational picture and answer questions regarding the M&O levy. Commissioner Skaggs suggested Chief Baskett include the Citizens Advisory Committee in these meetings, and Chief Baskett stated he had been in contact with them and they planned to participate. The Board asked if the dates have been set yet and Chief Baskett stated no, but he would inform them. With no further comments from the Board, Commissioner Skaggs advised Chief Baskett to proceed with planning the meetings.

Chief Baskett distributed to the Board the certified results from the August election.

South Sound 911. The 2nd Quarter Financial Report is in the Board books for review. Chief Baskett stated he has a South Sound 911 operational meeting scheduled this week.

Resident/Volunteer Program Rebuilding. With the M&O levy failing to pass, he has a clearer picture of what needs to be done. He intends to work with the committee to determine the needs for next year prior to completing the budget process. He stated Assistant Chief Mason has secured some places in the February academy and is determining the cost to run a process.

Joint Impact Fee Committee. The Executive Board of the Pierce County Chiefs Association met last week and Fire Chief Bob Vellias of South Pierce Fire & Rescue has graciously agreed to chair the committee. He is working on determining solid objectives and establishing the associated time line.

Grants/AFG. Several months ago we received a letter informing us we did not receive the SAFER grant applied for last August. Then, last Tuesday morning we received a phone call from the SAFER grant people notifying us not all agencies accepted their awards and our request had resurfaced. They allowed us to resubmit our application for funding of the four positions lost since the initial application. We should know in the next 30-60 days if our application is approved.

Captain/Lieutenant Testing. Per the collective bargaining agreement, the testing process to establish two-year lists is underway. The 90-day notification has been sent out and Deputy Chief Judd and Administrative Support Specialist Greco are establishing the process and time frames.

Operational Changes. Chief Baskett is developing a plan including some operational changes in order to meet three objectives: 1) eliminate overtime cost, 2) call volume management, and 3) revenue increasing options. He will present the plan addressing these three objectives to the Board at the next meeting.

## **NEW BUSINESS**

None

## **OTHER BUSINESS**

None

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

None

## **EXECUTIVE SESSION**

Chief Baskett requested a fifteen-minute Executive Session under RCW 42.30.140 to plan strategy for collective bargaining, with no business to follow.

**Commissioner Skaggs announced a fifteen-minute Executive Session under RCW 42.30.140 to plan strategy for collective bargaining, with no business to follow. The Executive Session was announced as beginning at 7:20 p.m.**

**An announcement was made at 7:35 p.m. to extend the Executive Session another ten minutes.**

**An announcement was made at 7:45 p.m. to extend the Executive Session another ten minutes.**

**ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of August 25, 2014, was adjourned at 7:55 p.m.**

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Robert E. Skaggs, Commissioner

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Anthony D. Judd, District Secretary