

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
October 13, 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, Deputy Chief Tony Judd, Assistant Chief Todd Jensen and Board Secretary Jodi Reynolds

Excused: Fire Chief Ryan Baskett

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 September 22, 2014, were approved as presented.**

**CORRESPONDENCE**

- Pierce Co. Fire Prevention Bureau Monthly Reports for September 2014 and updated Contact List
- Notice from Washington State Dept. of Labor & Industries regarding a proposed 1.8% increase to the average workers' comp base rate

Additional correspondence:

- Letter from FEMA Grant Programs Directorate regarding the District's Assistance to Firefighters Grant application – Deputy Chief Judd informed the Board our application has been denied. He explained this was the \$25,000 micro grant application for some extrication equipment and training.

**FINANCIALS**

Payables Check #18311 through #18376 in the amount of \$59,454.67, and a Transfer (EFT) in the amount of \$168.41, for a total of \$59,623.08, were presented for approval.

**Commissioner Gustafson moved to accept the payables in the amount of \$59,623.08, after proper auditing. Commissioner Barstow seconded the motion. Motion carried unanimously.**

## **GENERAL ADMINISTRATION**

### **Chief's Report**

Deputy Chief Judd presented the Chief's Report he prepared on behalf of Fire Chief Baskett. He reported on the following:

Chief Baskett is on vacation through October 19th and will return to work on the 20th.

The Department participated in the All Bethel Community Day held at Graham-Kapowsin High School on September 27th from 9:00 a.m. to 3:00 p.m. The event included numerous vendors and showcased various school programs and outside activities. We had our Fire Safety Trailer on display and Deputy Chief Judd played his bagpipes, too! Chief Baskett visited and shook many hands and Public Prevention Education Officer Merdian-Drake and Support Services member Bill Budd oversaw the South Pierce Fire Cadets as they operated our Fire Safety Trailer. Deputy Chief Judd stated the Fire Cadets did an outstanding job and kept the trailer running the entire time. Commissioner Skaggs requested a "thank you" letter to the cadets be drafted by staff. Deputy Chief replied one had been prepared for the Board Chair's signature.

M&O Levy. Town Hall Meetings were conducted at Stations 21-5 and 21-6. Only two citizens attended at Station 21-5 and approximately 15 attended the meeting at Station 21-6. The next meeting is scheduled for October 21st at Station 21-4.

Bethel School District agreed to distribute our two-sided informational flyer (Fact Sheet and Frequently Asked Questions) to their students to take home, a total of approximately 8,000, in the area we cover. Deputy Chief Judd explained the cost for the M&O Levy mailers came in below the \$10,000 allotted and requested approval from the Board to expend not more than \$400 from the Emergency Fund to print the informational flyers.

**Commissioner Gustafson moved to approve staff to expend funds, not to exceed \$400 from the Emergency Fund line account number 522.10.49.99, to print informational flyers for distribution by the Bethel School District. Commissioner Barstow seconded the motion. Motion carried unanimously.**

Grants/AFG. The Department received official notice of award of a SAFER Grant in the amount of \$921,500 to pay salary and benefits for four people for the next two years. He reminded the Board a condition of the award requires we must maintain for the two-year period, the present number of operational personnel of 53, which he was required to submit to them.

Hiring Process. The SAFER Grant requires a 90-day performance period, which started in mid-September. Due to a technical problem in the award process, we lost a few days. December 16th is the tentative date to hire four new people. The recruitment packet is in the Board books for review. The application process is ongoing and closes October 20th. Deputy Chief Judd stated various stages of this process require Board involvement. First, Chief Baskett will hold interviews on October 28th and possibly the 29th, which requires a Commissioner be involved. Deputy Chief Judd also requested the Board consider holding a Special Board Meeting on November 3rd or 4th to establish a hiring list and approve conditional offers of employment, and another Special Board Meeting on December 1st for official hiring. Discussion ensued.

**Commissioner Barstow moved to schedule a Special Board Meeting on Monday, November 3rd at 10:00 a.m. to establish a hiring list and approve conditional offers of employment. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

**Commissioner Gustafson moved to schedule a Special Board Meeting on Monday, December 1st at 10:00 a.m. for official hiring. Commissioner Barstow seconded the motion. Motion carried unanimously.**

Captain/Lieutenant Testing. Deputy Chief Judd explained the Department also has a Captain and Lieutenant testing process in progress, and Chief Baskett will need assistance from the Board to interview candidates on December 1st and possibly December 2nd. These interviews are in addition to the Firefighter/Paramedic interviews on October 28th and 29th mentioned earlier. Discussion ensued. Commissioner Barstow stated he is available for the October 28th and 29th interviews. Deputy Chief Judd informed him the time period is 9:00 a.m. – 4:00 p.m. both days. Commissioner Gustafson stated he is available for the interviews on December 1st and 2nd. Deputy Chief Judd informed him the interviews on December 1st will commence following the Special Board Meeting and continue until 4:00 p.m., and take place from 9:00 a.m. – 4:00 p.m. on December 2nd.

Budget Schedule. Deputy Chief Judd requested the Board members confirm their availability for the tentative Special Board Meetings on October 22nd and possibly November 13th, both at 7:00 p.m. Commissioner Skaggs stated the Board had a conflict with the October 22nd date due to their attendance at the State Commissioners Conference in Spokane, but they were available on October 27th prior to the Regular Board Meeting at 7:00 p.m. Discussion ensued.

**Commissioner Gustafson moved to schedule a Special Board Meeting on Monday, October 27th at 5:00 p.m. to receive the preliminary 2015 Budget as recommended by Administration. Commissioner Barstow seconded the motion. Motion carried unanimously.**

Deputy Chief Judd reminded the Board the tentative Special Board Meeting on November 13th will only be necessary if the M&O Levy is passing requiring a revised 2015 Budget. Discussion ensued.

**Commissioner Barstow moved to schedule a Special Board Meeting on Thursday, November 13th at 7:00 p.m. to receive a revised 2015 Budget as recommended by Administration. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Commissioner Skaggs requested staff provide the Board members with a list of the meetings and commitments scheduled during this meeting.

Department Insurance. The Department's property and liability insurance policies officially changed to Enduris effective October 1st. VFIS was notified.

Gate Inspection and Radio Testing Fees. Pierce County currently collects fees for the gate inspections and new radio capabilities testing required for commercial structures the individual fire departments are required to complete. Deputy Chief Judd informed the Board we will begin collecting these fees rather than the county if the Board has no

objection. Commissioner Gustafson inquired if the fees were retroactive. Deputy Chief Judd stated the gate inspection fees were not, and the radio testing fees will be once the 800/700 MHz radios are installed. Commissioner Gustafson stated he preferred we do these inspections at no charge because the owners are already paying property taxes. The Board agreed that if the fees are being collected and we are performing the inspections, they have no issue with Graham Fire collecting the fee.

SAFER Grant Award. Deputy Chief Judd informed the Board the official SAFER Grant Award document is located behind the Chief's Report in their Board books.

## **NEW BUSINESS**

None

## **OTHER BUSINESS**

None

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

A citizen inquired about the hiring process and whether the current volunteers get any special consideration. Commissioner Skaggs responded they do not this time. Deputy Chief Judd added this was because we are hiring paramedics, not firefighter/EMTs.

The same citizen asked about our presence on Facebook and whether we are experiencing interaction with citizens or just staff. Commissioner Skaggs asked Deputy Chief Judd if he knew the current Facebook count and he did not. Deputy Chief Judd added that our Twitter account is seeing significant activity as is our webpage. Our IT department has made it possible to determine if visitors to the webpage are coming from inside the Department or outside, and 97% are coming from outside, and we can track whether they are first-time or returning visitors. He stated he believes our Facebook page is doing well, too.

## **EXECUTIVE SESSION**

Chief Judd requested a five-minute Executive Session under RCW 42.30.140 to discuss a grievance process, with no business to follow and a 20-minute Executive Session under RCW 42.30.140 to plan strategy for collective bargaining, with possible business to follow.

**Commissioner Skaggs announced a five-minute Executive Session under RCW 42.30.140 to discuss a grievance process, with no business to follow and a 20-minute Executive Session under RCW 42.30.140 to plan strategy for collective bargaining, with possible business to follow. The Executive Session was announced as beginning at 7:32 p.m.**

**An announcement was made at 7:57 p.m. to extend the Executive Session another 20 minutes.**

**An announcement was made at 8:17 p.m. to extend the Executive Session another ten minutes.**

Commissioner Skaggs reconvened the Regular Board Meeting at 8:27 p.m. He announced that during the Executive Session under RCW 42.30.140, discussion was had regarding a grievance process and planning strategy for collective bargaining.

**Commissioner Gustafson moved to accept the contract between the District and IAFF Local 726 for the Fire Fighter's Bargaining Unit as presented. Commissioner Barstow seconded the motion. Motion carried unanimously.**

**ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of October 13, 2014, was adjourned at 8:30 p.m.**

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Robert E. Skaggs, Commissioner

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Anthony D. Judd, District Secretary