

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
October 27, 2014**

CALL TO ORDER

Commissioner Skaggs called the meeting to order at 7:00 p.m.

Attendance:

Present: Commissioner Robert E. Skaggs, 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 October 13, 2014, were approved as presented.

CORRESPONDENCE

- Invitation to the Graham Business Association Scholarship Auction

FINANCIALS

Payables Checks #18377 through #18425 in the amount of \$38,774.01, Payables (Payroll) Checks #18437 through #18453 in the amount of \$266,832.15, Payroll Checks #18426 through #18436 in the amount of \$34,806.01, and Payroll Transfers (EFTs) in the amount of \$450,549.89, for a total of \$790,962.06, were presented for approval.

Commissioner Barstow moved to accept the payables in the amount of \$790,962.06, after proper auditing. Commissioner Gustafson seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION

Chief's Report

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

He has returned from vacation refreshed. He thanked Deputy Chief Judd and staff for all of the extra work they completed in his absence.

The vote closed and Local 726 Firefighter's group approved the two-year contract agreement. He expressed his appreciation to their president and the bargaining team for their hard work. They clearly understood the big picture and worked to provide a fair solution and approach as we move forward. Commissioner Skaggs also thanked them for their hard work and professionalism.

Assistant Chief Mason is attending a training class at the National Fire Academy this week.

Lieutenant Flowers and his wife welcomed a new baby boy into their family. Cadon Lowell arrived two months early weighing just 3 lbs. 7 oz. and 16 inches long. All are doing well.

M&O Levy. The Town Hall meeting on October 21st at Station 94 had very low attendance. Thank you, Commissioner Barstow, for attending. At the meeting Chief Baskett received a request from a citizen to meet with another group on Tuesday night. He and Deputy Chief Judd have received several inquiries for information and have met with these individuals, with very positive results. The "For" Committee is distributing the factual information by various means to many people. Commissioner Skaggs inquired where the meeting will take place on Tuesday night. Chief Baskett replied at Station 96, and he expects five or six residents from a specific neighborhood to attend.

Grants/AFG. We began the testing process to hire four Fire Fighter/Paramedics last week. Thirty-one applications were submitted, 27 candidates took the written exam which had an 80% requirement to pass and 17 attended the assessment center. He and Commissioner Barstow will interview the top nine candidates tomorrow. He explained the grant we received only covers salaries and benefits, and not the cost of the testing process and background checks. He requested the Board fund the hiring process from the Emergency Fund, not to exceed \$15,000.

Commissioner Gustafson moved the approval of expending funds not to exceed \$15,000 from the Emergency Fund, line account no. 522.10.49.99, to cover the Fire Fighter/Paramedic hiring process. Commissioner Barstow seconded the motion. Motion carried unanimously.

Chief Baskett informed the Board that West Pierce Fire & Rescue is again requesting a county-wide station alerting grant. We took part in the initial grant and received funding to upgrade one station. This new grant would cover all substantially career-staffed stations in the county. He recommended to the Board we participate in this grant.

Commissioner Gustafson moved to approve staff to participate with West Pierce Fire & Rescue in the county-wide grant for funding the station alerting system upgrades. Commissioner Barstow seconded the motion. Motion carried unanimously.

South Sound 911. Much progress has been made toward moving fire dispatch from FireComm to South Sound 911. They are working on a financial agreement at this time. We have received our allotted tri-band portable radios and training is ongoing. Assistant Chief Richards is coordinating the installation of the base units.

SCBA Purchase. MSA notified us by letter they have completed and passed all testing necessary for approval and will receive final approval in the next couple of weeks. No delivery date is available yet.

Health Care Reform. The Community Paramedic Conference in SeaTac is November 4th and 5th. Chief Baskett will be driving each day and will take the Board members who plan to attend.

The Ebola Virus is the big talk of EMS currently and all over the news. He assured the Board he and Assistant Chief Jensen are informed on the most current information available. Assistant Chief Jensen is part of the Pierce County task force working on response protocols with the CDC. The fire service has been training for this type of event for many years and we are confident we are prepared, if called upon, to deal with this situation. Unfortunately, the press sees this as a big story and is causing some citizen anxiety. Assistant Chief Jensen sent out an email to the entire department explaining our current status and that we are planning a Stand Down for Safety for all members and will bring in some experts and address the potential risks and make sure our people are taken care of and safe. Chief Baskett then deferred to Assistant Chief Jensen to elaborate on this subject. Assistant Chief Jensen explained the Department-wide Stand Down for Safety is planned for November 13th, 14th and 15th. Every shift will get a full day of education and training, including a discussion of our pandemic/endemic plan, and the opportunity to practice donning and doffing of PPE. Family members are also invited to attend.

Assistant Chief Jensen assured the Board he is monitoring the situation closely and attending meetings with state and county health officials on a daily basis. We are partnering with Central Pierce and East Pierce to develop our own transport vehicle, much like we did with our bariatric unit. We have already instituted changes in call receiving at FireComm and Tacoma Fire where they are asking specific questions to identify potential Ebola cases. More information will be presented at the Stand Down for Safety sessions.

Chief Baskett informed the Board we are encouraging all members to get their flu shots.

Fleet Maintenance. Assistant Chief Richards has informed Chief Baskett that with Medic Unit 10-1 receiving a major engine repair the vehicle maintenance line account will be going into the negative. All three 2010 medic units have over 100,000 miles and are experiencing some wear and tear. Staff believes we can absorb the cost overrun in the normal budget and wanted to inform the Board of the situation.

NEW BUSINESS

Commissioner Skaggs announced he and Chief Baskett have met with Chief Vellias and Commissioner Werner from South Pierce Fire & Rescue to discuss possible efficiencies that could be achieved by the functional consolidation of the two administrative teams. He stated the meeting was very productive. They believe the two agencies can work well together, as they do now. They considered giving Chief Baskett and Chief Vellias direction to look at possible areas of administrative operations that could be combined to eliminate duplication and create opportunities for cost sharing. Chief Baskett concurred with Commissioner Skaggs' comments.

Commissioner Barstow moved to direct Chief Baskett to collaborate with Chief Vellias of South Pierce Fire & Rescue to identify areas of administrative operations which could be consolidated between the two agencies to increase efficiency and reduce cost, and report back to the Board in March of 2015. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Chief Baskett informed the Board following the initial conversation with South Pierce Fire & Rescue, he was contacted by Chief Wright of Central Pierce Fire & Rescue who indicated he was also interested in administrative efficiencies and would like to be involved in the preliminary discussions with the two chiefs. Chief Baskett asked the Board if they were in favor of including Chief Wright in the process. The Board members responded affirmatively.

OTHER BUSINESS

Chief Baskett requested to take vacation leave from November 10th through November 14th.

Commissioner Barstow moved to approve Chief Baskett's vacation leave request for November 10th through November 14th. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Deputy Chief Judd informed the Board he would need a Commissioner's signature on the Washington Fire Commissioners medical plan annual application, but he would not have the document until Tuesday. He asked if Commissioner Barstow could sign the application on behalf of the Board on Tuesday when he would be at the station for the Chief's interviews with the Fire Fighter/Paramedic candidates. Board Chair Skaggs stated Commissioner Barstow could sign the application.

GOOD OF THE ORDER/PUBLIC INPUT

Commissioner Skaggs announced Graham Fire & Rescue earned first place for our entry in the Washington Fire Commissioners Association's Management Excellence Award contest. He and Commissioner Gustafson were presented the trophy at the state conference last week. He congratulated Board Secretary Jodi Reynolds and staff and thanked them for their hard work.

EXECUTIVE SESSION

Chief Baskett requested a five-minute Executive Session under RCW 42.30.140 to plan strategy for grievance arbitration, with no business to follow.

Commissioner Skaggs announced a five-minute Executive Session under RCW 42.30.140 to plan strategy for grievance arbitration, with no business to follow. The Executive Session was announced as beginning at 7:35 p.m.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of October 27, 2014, was adjourned at 7:40 p.m.

Robert E. Skaggs, Commissioner

Anthony D. Judd, District Secretary