

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
November 24, 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 and Board Secretary Jodi Reynolds

Commissioner Skaggs 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 November 10, 2014, were approved as presented.

CORRESPONDENCE

None

Additional Correspondence - Chief Baskett distributed to the Board copies of a letter from the Washington State Auditor's Office confirming the fiscal year 2013 audit entrance conference scheduled for November 25, 2014 at 1:30 p.m. Commissioner Skaggs stated he planned to attend the conference on behalf of the Board in place of Commissioner Gustafson, due to his recent health issue.

FINANCIALS

Payables Checks #18494 through #18545 in the amount of \$58,298.79, Payables (Payroll) Checks #18560 through #18561 and #18574 through #18591 in the amount of \$307,429.21, Payroll Checks #18546 through #18559 and #18562 through #18573 in the amount of \$32,914.66, Payroll Transfers (EFTs) in the amount of \$476,756.15, and a Transfer (EFT) in the amount of \$400.00, for a total of \$875,798.81, were presented for approval.

Commissioner Barstow moved to accept the payables in the amount of \$875,798.81, 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:

The Department annual Stand Down for Safety took place last week and Chief Baskett received great feedback from the crews about the program. Thank you to Assistant Chief Jensen and his team for their outstanding work.

B-Shift announced its 25th annual holiday party will be held at the Steel Creek American Whiskey Company in Tacoma on December 13th beginning at 6:30 p.m. Everyone is welcome, and Battalion Chief Clawson would appreciate you letting him know if you are considering attending.

The Pierce County Commissioners and Chiefs Associations' Annual Awards Banquet is Thursday, December 4th. Chief Baskett and his wife Christy will be in attendance. Chief Baskett will be sworn in as Vice President of the Pierce County Chiefs Association at the banquet.

The Department's annual Santa Breakfast is planned for Saturday, December 6th. Details will be forthcoming.

Budget. Staff prepared a revised budget based on the requested adjustments resulting from last Wednesday's budget meeting. Chief Baskett distributed copies of the final budget documents to the Board for their review. He stated the changes included moving the \$320,741.00 in unspent funds into the Commissioners' Reserve Account. He deferred to Deputy Chief Judd to address some minor changes which were made for accounting purposes. Deputy Chief Judd explained that none of the budget numbers changed or the purposes changed. He pulled the deferred compensation out of the Benefits category and put it into the Salaries category for each division. Also, for those employees who elect to take their HRA as salary, he created a separate line item under Salaries, while maintaining the HRA line item under Benefits for the others. Chief Baskett informed the Board he would be requesting approval of the final budget and three Resolutions which would be presented later in the meeting under "New Business."

South Sound 911. The APX mobile radios and chargers have been installed. All members are receiving training on their use. Chief Vellias, who attended the last meeting on Chief Baskett's behalf, informed him Director Neiditz hired Ken Sharpe as interim Deputy Director of Fire Operations to help transition fire dispatch over to South Sound 911.

Administrative Consolidations. Staff met with our neighboring districts and all agreed to provide the group with a detailed list of administrative personnel and their functions prior to meeting again next month. South Pierce requested we investigate the feasibility of our Department taking on their fleet maintenance, and Chief Baskett has assigned this task to Assistant Chief Richards. South Pierce potentially has enough funds to hire someone to help our Mechanic Brian Fortner and pay us to maintain their fleet. He stated he will bring the information to the Board when the research is complete.

Promotional Testing. The assessment portion of the Captain's and Lieutenant's test was completed last week. The Chief's interviews are scheduled for next week to establish an eligibility list.

State Audit. Our annual state audit is underway and Chief Baskett anticipates a smooth and efficient review. He will keep the Board informed as the audit progresses. He reminded the Board the entrance conference is scheduled for November 25th.

Attorney Quinn Contract. Attorney Quinn sent Chief Baskett a letter offering the District a discounted rate if we sign an annual contract for one hour per month at a rate of \$210.00 per hour. Any unused hours would be placed in a bank for future use. Staff believes the cost can be covered from funds budgeted for legal services. He provided copies of the draft contract for Board review. The Board members requested a two-week review period and asked this be added to the agenda for consideration at the next Board Meeting.

NEW BUSINESS

Resolution No. 835 – Regular Property Tax 2015

Board Secretary Jodi Reynolds read Resolution No. 835, Regular Property Tax 2015, into the record.

Commissioner Gustafson moved the approval of Resolution No. 835, Regular Property Tax 2015. Commissioner Barstow seconded the motion. Motion carried unanimously.

Resolution No. 836 – EMS Property Tax 2015

Deputy Chief Judd read Resolution No. 836, EMS Property Tax 2015, into the record. As he was reading, Deputy Chief Judd identified a typographical error: "Section 3" should read "Section 2." He stated he would correct this for the official copy for the Board members' signatures.

Commissioner Gustafson moved the approval of Resolution No. 836, EMS Property Tax 2015. Commissioner Barstow seconded the motion. Motion carried unanimously.

Resolution No. 837 – 2015 Budget Approval

Board Secretary Jodi Reynolds read Resolution No. 837, 2015 Budget Approval, into the record.

Commissioner Barstow moved the approval of Resolution No. 837, 2015 Budget Approval. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Chief Baskett recalled at the November 19 Special Board Meeting he presented to the Board a hiring plan which required creating a temporary firefighter/paramedic position immediately and a temporary firefighter position beginning January 1st. Historically, these positions are filled from within our Department and these individuals are required to be checked off on equipment. He requested Board approval to start this process soon by announcing these positions to our members.

Commissioner Gustafson moved to approve Staff to begin the process to fill the temporary firefighter/paramedic position and the temporary firefighter position. Commissioner Barstow seconded the motion. Motion carried unanimously.

OTHER BUSINESS

None

GOOD OF THE ORDER/PUBLIC INPUT

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of November 24, 2014, was adjourned at 7:24 p.m.

Robert E. Skaggs, Commissioner

Anthony D. Judd, District Secretary