

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
December 8, 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 and Board Secretary Jodi Reynolds

Commissioner Skaggs led the Pledge of Allegiance and welcomed the audience.

APPROVAL/MODIFICATION OF THE AGENDA

Commissioner Gustafson moved to approve the Agenda as presented. Commissioner Barstow seconded the motion. Motion carried unanimously.

APPROVAL OF THE MINUTES

The minutes of the Special Board Meeting of November 19, 2014, were approved as presented.

The minutes of the Regular Board Meeting of November 24, 2014, were approved as presented.

CORRESPONDENCE

- Letter from Pierce Co. Auditor's Office with Certificate of Election and Abstract of Votes
- Thank you letter from Graham Elementary
- Pierce Co. Fire Prevention Bureau Monthly Report for November 2014
- Press Release from South Sound 911 Director Neiditz

FINANCIALS

Payables Check #18592 through #18627 in the amount of \$26,976.68 and a Transfer (EFT) in the amount of \$99.48, for a total of \$27,076.16, were presented for approval.

Commissioner Gustafson moved to accept the payables in the amount of \$27,076.16, after proper auditing. Commissioner Barstow 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 authorized the duty crews to support the Graham-Kapowsin football team by attending their pep rally and escorting the team buses out to Meridian. Assistant Chief Richards videotaped the event and posted it on our social media sites. We received an overwhelming amount of positive feedback.

We are entering the busy holiday season with many events occurring. The Pierce County Fire Chiefs and Commissioners Annual Awards Banquet took place last Thursday and the Department Santa Breakfast was held on Saturday. Chief Baskett attended both events and said they were great successes.

Assistant Chief Mason met with support services Chaplain Debra Mason in regards to her lack of Department participation. She has not been active in over a year due to her very busy schedule. Chief Baskett recommended terminating her affiliation with Graham Fire & Rescue. If her schedule changes in the future, she is welcome to talk with us about returning.

Commissioner Gustafson moved to terminate Chaplain Debra Mason's affiliation with Graham Fire & Rescue due to her lack of participation. Commissioner Barstow seconded the motion. Motion carried unanimously.

Chief Baskett stated staff will notify her and schedule an exit interview.

The first four new hires have cleared the pre-employment screening and have received official job offers to start work December 16th. The additional two hires off the current eligibility list have been given conditional offers and are in the pre-employment screening process. The two temporary positions were accepted by volunteer/resident Russell Reece and volunteer/resident paramedic Michael Mallrie. They are currently working to complete their pre-employment criteria before being added to payroll.

Advertising for the new firefighter positions is planned to start mid-December with a minimum application requirement of FF1, FF2, Hazmat OPS and EMT certifications. Chief Baskett has learned some of our volunteer/residents may not have attained these requirements, even though these are standard objectives stated in the two-year books. He has directed Assistant Chief Mason of the Training Division to offer a FF2 test prior to the close of the application period. The written exam is scheduled for January 8th and the skills assessment for January 10th.

Commissioner Skaggs asked if the FF2 test is being offered just for two individuals. Chief Baskett responded he was unsure the exact number and reiterated these requirements were clearly outlined for them when they joined our Department in order for them to earn a career position in the future. Commissioner Skaggs stated his concern we are making special efforts for them rather than telling them they do not qualify and move on to someone else. Chief Baskett answered yes, we are running the test because individuals within our organization need it; however, we have the ability to do it and he thought it was a good gesture to do this for them.

Commissioner Skaggs asked the other Board members for their opinions. Commissioner Gustafson stated if the individuals do not have the FF2 credential, then they don't have it. They have had plenty of time to get it. Commissioner Barstow stated while he understands the points of view of the other Commissioners, because the test is already planned, we should go through with it. This should not become a precedent; rather, they need to follow their books and get the required certifications. Chief Baskett

stated he had reservations about offering the test, but wanted our people to have the opportunity to be successful. Commissioner Skaggs stated he understands the Chief's point of view, but stressed we should hold everyone to the same standard.

Assistant Chief Jensen added there were a number of career members scheduled to take the test in January, not just volunteer/residents. If the test was cancelled, these career members would be impacted, too.

IAFF Local 726 Representative Troy Flowers explained if the Department did not offer the FF2 test, these individuals would have to go to North Bend or elsewhere. These classes are not readily available. With the budget constraints and downsizing of the training program in the past years, he believes our volunteer/residents would have been reluctant to ask for money for offsite training, and this class was not offered by the Department in the recent past. He expressed he did not believe these individuals had intentionally "blown it off."

Commissioner Skaggs reiterated the need for a standardized program. The Board agreed to allow the tests to be offered, as scheduled.

Budget. Chief Baskett informed the Board the approved budget and resolutions were submitted to Pierce County prior to the deadline.

South Sound 911. Director Neiditz sent out a press release indicating two potential sites have been selected for the new county-wide dispatch facility, one in Fircrest and one in Tacoma. They are working to secure these sites in order to conduct feasibility studies.

Volunteer Committee. In November Chief Baskett directed the Training Division to move ahead with the hiring process for volunteers in hopes of getting new members into an academy during the first quarter of 2015. Of the 296 interested people contacted, 22 actually submitted applications, and only five of the applicants live in the District. Also, we have been contacted by Browns Point who has cancelled their academy planned for January due to lack of interest. Chief Baskett plans to take this information to the volunteer committee at their next meeting to see how we can address this issue.

Promotional Testing. The Lieutenant and Captain promotional testing process is complete and staff has prepared resolutions establishing new eligibility lists for Board approval. All candidates did an outstanding job in the Chief's interviews and Chief Baskett was highly impressed with all of our personnel, and he assumed the Commissioners who participated in the interviews were, as well. They concurred.

Attorney Quinn Contract. At the last meeting he presented the Board with a draft agreement to retain Attorney Joseph Quinn's services at a reduced rate for one year. He recommended the Board approve moving forward with this contract.

Commissioner Gustafson moved to approve the contract for legal services between the District and Attorney Joseph Quinn. Commissioner Barstow seconded the motion. Motion carried unanimously.

State Audit. The audit team is very pleased with our work so far and may be done with their audit sooner than anticipated, so it is time to schedule the exit interview. Chief Baskett asked if the Board preferred staff schedule a Special Board Meeting or did they want to select one Commissioner to attend. He added there were no findings and it

should be just a standard exit interview. The Board determined a Special Board Meeting would not be necessary. Commissioner Gustafson stated he would attend. Chief Baskett said Deputy Chief Judd will notify Commissioner Gustafson with the date and time of the exit interview.

NEW BUSINESS

Resolution No. 838 – 2015 Lieutenant’s Eligibility List

Board Secretary Jodi Reynolds read Resolution No. 838, 2015 Lieutenant’s Eligibility List, into the record.

Commissioner Barstow moved the approval of Resolution No. 838, 2015 Lieutenant’s Eligibility List, as written. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Resolution No. 839 – 2015 Captain’s Eligibility List

Board Secretary Reynolds read Resolution No. 839, 2015 Captain’s Eligibility List, into the record.

Commissioner Gustafson moved the approval of Resolution No. 839, 2015 Captain’s Eligibility List, as written. Commissioner Barstow seconded the motion. Motion carried unanimously.

OTHER BUSINESS

Chief Baskett informed the Board we have experienced mechanical problems with both of our five-year-old Crimson fire engines, outside of the Cummins warranty. The radiators failed in both vehicles causing EGR valve and turbo issues, resulting in the rebuild/replacement of the turbo at a significant unbudgeted cost of approximately \$18,000. Fortunately, we can cover this expense in the budget and will not be requesting additional funds from the Board.

Chief Baskett distributed drafts of six revised policies to the Board for their review over the next two weeks. He explained draft Operating Instruction 100 Policy Writing contains changes involving chain of command and the revised numbering series. Renumbering some of the policies will make them easier to locate by grouping them in the appropriate categories. He explained once this policy is approved, staff will begin renumbering existing policies as necessary according to the new numbering series and rewriting some policies to bring them current. The second policy for consideration was Operating Instruction 501, renumbered as 150, Disciplinary Action. Chief Baskett stated he has been working with labor to allow first line supervisors some flexibility to utilize our verbal warning system for some minor incidents, so staff made some language changes in the policy. Also, any disciplinary action rising to a level to affect the employee’s compensation would be administered by the Fire Chief or Deputy Chief. The next policy for review was Operating Instruction 455, renumbered as 802, Use of Fax Machine which included some minor language changes. He explained the remaining three policies for review, Operating Instruction 315 Grooming, 609 Accident Prevention Program, and 803 Social Media, have already been updated and require numbering changes only. Chief Baskett requested the Board contact staff directly during the two-week review period with any comments or questions they may have. He stated these policies have been provided to labor as well for their review and comment.

GOOD OF THE ORDER/PUBLIC INPUT

None

EXECUTIVE SESSION

Chief Baskett requested a 10-minute Executive Session under RCW 42.30.140 to plan strategy for collective bargaining, with no business to follow, and a five-minute Executive Session under RCW 42.30.140 to adopt a position for collective bargaining, with possible business to follow.

Commissioner Skaggs announced a 10-minute Executive Session under RCW 42.30.140 to plan strategy for collective bargaining with no business to follow, and a five-minute Executive Session under RCW 42.30.140 to adopt a position for collective bargaining, with possible business to follow. The Executive Session was announced as beginning at 7:36 p.m.

Commissioner Skaggs reconvened the Regular Board Meeting at 7:51 p.m. He announced that during the Executive Session under RCW 42.30.140, discussion was had regarding adopting a position for collective bargaining.

Chief Baskett requested the Board consider promoting one Captain on January 1, 2015, to fill staffing needs.

Commissioner Gustafson moved to direct staff to prepare a resolution to promote one Captain on January 1, 2015, to meet the Department's staffing needs. Commissioner Barstow seconded the motion. Motion carried unanimously.

Chief Baskett stated to the Board that staff will prepare the resolution for the next Board Meeting.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of December 8, 2014, was adjourned at 7:56 p.m.

Robert E. Skaggs, Commissioner

Anthony D. Judd, District Secretary