

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
December 22, 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 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 modify the Agenda and take up New Business, Resolution No. 841 at this time. Commissioner Barstow seconded the motion. Motion carried unanimously.

NEW BUSINESS

Resolution No. 841, Authorizing the Promotion of Matthew Black

Board Secretary Jodi Reynolds read Resolution No. 841, Authorizing the Promotion of Matthew Black to the position of Captain, into the record.

Commissioner Barstow moved the approval of Resolution No. 841, Authorizing the promotion of Matthew Black to the position of Captain, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

PRESENTATION:

The Board and Chief Baskett presented Matthew Black with his badge and collar brass for the position of Captain. Congratulations, Captain Black!

APPROVAL OF THE MINUTES

The minutes of the Regular Board Meeting of December 8, 2014, were approved as presented.

CORRESPONDENCE

- Certificate of Gratitude from Graham-Kapowsin Community Council to Fire Chief Ryan Baskett
- Letter from Pierce Co. Public Works Re: Fredrickson Area Road Construction Projects

FINANCIALS

Payables Check #18628 through #18696 in the amount of \$74,242.25, Payables (Payroll) Check #18721 through #18725 in the amount of \$139,967.43, Payroll Check #18697 through #18720 in the amount of \$164,875.30, Payroll Transfers (EFTs) in the amount of \$449,896.59 and a Transfers (EFT) in the amount of \$32,948.17, for a total of \$861,929.74, were presented for approval.

Commissioner Gustafson moved to accept the payables in the amount of \$861,929.74, after proper auditing. Commissioner Barstow seconded the motion. Motion carried unanimously.

Deputy Chief Judd clarified for the Board the Transfer (EFT) in the amount of \$32,948.17 was for the August 5th primary election costs.

GENERAL ADMINISTRATION Chief's Report

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

The Department participated in several holiday events in coordination with the union and our members including Fire House Santa, the delivery of food baskets, and the Giving Tree. Overall, we delivered 36 food baskets, took 175 Santa pictures, had contact with over 300 citizens, and handed out gifts from the Giving Tree to 12 families. Thank you to Public Prevention and Education Officer Merdian-Drake, the union and our members for their great work to make this a special holiday season for so many. A special thank you to Commissioner Barstow who helped transport the food baskets to the station for our members to deliver to the families. Commissioner Skaggs expressed his thanks and apologized that he and Commissioner Gustafson were not able to support the Department at these events this year as they had in the past due to injuries they recently sustained.

Chief Baskett and Deputy Chief Judd are inviting the Board, staff and their significant others to a holiday gathering on December 23rd at Shaken located near Station 91 beginning at 4:00 p.m. to show their appreciation for all of the hard work accomplished this year.

He released a document last Monday morning outlining the Department's hiring plan. Several news agencies picked it up including The News Tribune who wrote a favorable article. We posted it on the Department's social media sites, too. A copy of the press release is located behind the Chief's Report in the Board books.

Resident Firefighter Ryan Colbo's six-month leave of absence has lapsed and he informed us he will not be returning; however, he plans to test for a career firefighter position with us in January. Chief Baskett recommended the Board terminate Colbo's official affiliation with the Department.

Commissioner Gustafson moved to terminate Resident Firefighter Ryan Colbo's affiliation with Graham Fire & Rescue. Commissioner Barstow seconded the motion. Motion carried unanimously.

Chief Baskett informed the Board that Colbo's exit requirements were completed when he left on his leave of absence.

State Audit. The State Auditor has completed her work with no findings or recommendations. Commissioner Gustafson has agreed to attend the exit interview with Chief Baskett and Deputy Chief Judd tomorrow at 2:00 p.m.

South Sound 911. The December meeting was cancelled. Chief Baskett distributed to the Board an interim agreement he signed on behalf of the organization. He explained the financials are being moved from West Pierce Fire & Rescue to South Sound 911. Our contract for dispatch services has been with West Pierce. This interim agreement authorizes assignment of services to South Sound 911, so rather than paying West Pierce, we will send a check to South Sound 911. The fee structure is still being negotiated. The interim agreement needed to be signed and returned prior to the end of the year and will cover the transition through 2015.

Staffing. The four firefighter/paramedics started on December 16th. The additional two are scheduled to start January 1st, but due to the holiday will report to work on January 2nd. They have successfully completed their preliminary employment screening. Commissioner Skaggs expressed the Board would like to meet them and give them their Department coins. Chief Baskett responded he will arrange for them to attend the first Board meeting in January. He added that two of the new hires are enrolled in the Bates Fire Academy starting January 15th to complete their required Firefighter 1 and Firefighter 2 certifications and the other four will be trained in-house.

Chief Baskett requested the Board's permission to investigate offering R.I.F. (Reduction in force) lateral positions to East Pierce Fire & Rescue firefighter/EMTs facing possible layoffs. Since we are advertising for four firefighter/EMT positions, he would prefer to offer the positions to these individuals, just as other agencies did for us when we were facing layoffs. The Board agreed and directed staff to investigate this further.

Policy Review. At the December 8th Board meeting, Chief Baskett had distributed several policies for the Board to review over a two-week period. Since he received no requests for changes, he recommended the Board approve the policies. The Board concurred and Commissioner Skaggs stated they would act on the Operating Instructions individually.

Commissioner Barstow moved to approve Operating Instruction 100 – Policy Writing, as written. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Commissioner Barstow moved to approve Operating Instruction 150 – Disciplinary Action, as written. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Commissioner Barstow moved to approve Operating Instruction 802 – Use of Fax Machine, as written. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Commissioner Barstow moved to approve Operating Instruction 315 – Grooming, as written. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Commissioner Barstow moved to approve Operating Instruction 609 – Accident Prevention Program/Accident Review Board, as written. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Commissioner Barstow moved to approve Operating Instruction 803 – Social Media, as written. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Chief Baskett stated staff will make sure the policies are assigned in Target Solutions.

Public Records Request. We received a public records request from The News Tribune for the salaries of all employees. Chief Baskett believes this request has gone out to all Pierce County fire agencies. Deputy Chief Judd complied with the request and provided them with the information last week.

Justin Funk. He is a former resident/volunteer firefighter of ours and is requesting reinstatement into the Volunteer Duty Program. Chief Baskett distributed a letter from Justin to the Board. Chief Baskett has reviewed his personnel file and spoke with Assistant Chief Mason and determined Justin left in good standing. Chief Baskett discussed with Justin that with his request for reinstatement comes an understanding he will meet the obligations of the program. Chief Baskett recommended the Board reinstate Justin Funk.

Commissioner Gustafson moved to approve the reinstatement of Justin Funk in the Department’s Volunteer Duty Program. Commissioner Barstow seconded the motion. Motion carried unanimously.

Awards Banquet. At the Board’s request, Chief Baskett met with the labor groups to determine their interest in having a Department Awards Banquet next year. Both labor groups are interested in having a banquet. Chief Baskett stated they will form a banquet committee to develop a plan and determine the associated cost for a banquet in February or March.

Administrative Support Division Benefit Package. Chief Baskett distributed to the Board a draft document prepared by Deputy Chief Judd of the revised benefit package for the Administrative Support Division non-contract employees. Chief Baskett explained the revisions bring the package current and more in line with the benefits provided to the rest of the organization. Chief Baskett outlined the changes, effective January 1, 2015, as follows:

- Work schedule hours updated.
- Long Term Disability premium now paid through payroll deduction.
- Vacation accrual for those with over ten years of service increased.
- Christmas Eve is now a holiday in lieu of the Personal Floating Day.
- Sick leave payment at retirement added.
- Education Reimbursement fund established.
- Salaries increased by 2%.

Commissioner Skaggs requested a signature page with date be added to the document.

Commissioner Gustafson moved the approval of the Administrative Support Division (non-contract employees) Benefit Package, as presented. Commissioner Barstow seconded the motion. Motion carried unanimously.

Deputy Chief Judd clarified with Commissioner Skaggs he is requesting a page be included for the Board members' signatures. He said yes, and also the date. Deputy Chief Judd said he would prepare one.

NEW BUSINESS

Resolution No. 840 – Establishing a Safe Sitter Program and Fee Structure

Chief Baskett explained to the Board the current resolution has no fee stated in it. Last year they re-evaluated the program and decided to base the fee on the cost of materials for the class. He and Deputy Chief Judd decided not to state a specific number in the resolution, because the cost will likely fluctuate from year to year. Rather, staff will re-evaluate the fee at the end of each year for the following year. They determined the fee for 2015 will be \$30 per student.

Board Secretary Jodi Reynolds read Resolution No. 840, Establishing a Safe Sitter Program and Fee Structure, into the record.

Commissioner Gustafson moved the approval of Resolution No. 840, Establishing a Safe Sitter Program and Fee Structure, as presented. Commissioner Barstow seconded the motion. Motion carried unanimously.

Chief Baskett informed the Board we are now up to date on our resolutions. Commissioner Skaggs thanked staff for their hard work.

OTHER BUSINESS

None

GOOD OF THE ORDER/PUBLIC INPUT

Commissioner Gustafson stated he had some inquiries he wanted addressed. He presented them as follows:

1. Where are we on our SCBA's? Are they certified? He was informed today the buddy system is not certified.
2. Bond money – Where is it? When do we have to give it back to the taxpayers? He wants Jim Nelson to tell us in a written, signed letter exactly where we are at on this.
3. Look into refinancing our bonds at a lower rate for our buildings. Other districts have done this and it needs to be done now and not drag on.
4. Volunteers – He wants the Board members and Chiefs Baskett and Judd to sit down with the volunteers to discuss how things are going. No one else. The program needs to be finalized.

Commissioner Skaggs expressed he had some questions related to these inquiries. He said he was under the impression the breathing apparatus was approved and certified. Chief Baskett responded the last letter he received stated it was certified. Commissioner Gustafson said it is not. Commissioner Skaggs requested clarification and Commissioner Gustafson said part of it is certified but the buddy hose is not. Chief Baskett said he would be surprised because this is the same buddy system they have had on their other units. He told Commissioner Gustafson he would look into this and report back.

Commissioner Skaggs questioned Commissioner Gustafson about the existence of a Volunteer Committee under his guidance working on issues. Commissioner Gustafson acknowledged this. Chief Baskett reminded the Board that at the last Board meeting he

informed the Board he had directed Assistant Chief Mason to go ahead with the volunteer testing process. Chief Baskett stated he had been unable to schedule a meeting with the Volunteer Committee, but he now has the impression from Commissioner Gustafson he does not want the committee assembled, but would prefer the Board members meet with Chiefs Baskett and Judd and the volunteers. Chief Baskett asked the Board if waiting until after the first of the year to schedule a meeting was acceptable, due to the busy holiday season. Commissioners Skaggs and Gustafson agreed. Discussion ensued about the need to schedule a Special Board Meeting if Commissioner Gustafson wanted the entire Board present. He answered yes.

Commissioner Gustafson redirected discussion back to the SCBAs. He informed Chief Baskett he learned the process for disinfecting the regulator is different on the Scott unit than on the MSA unit. The Scott regulator can be disinfected in 10 minutes, but the MSA regulator must be dismantled, disinfected, and then reassembled. Also, after so many hours the entire unit must be taken apart and O rings replaced, which is not the case with the Scott unit. Chief Baskett stated he would contact Assistant Chief Richards for clarification on this issue since he had previously covered all of this with the service technicians. Chief Baskett assured Commissioner Gustafson he would look into all of these allegations and requested he identify his source for his information so he could contact them directly. Commissioner Gustafson said he would provide that to him.

EXECUTIVE SESSION

Chief Baskett requested a five-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 42.30.110 (1) (g) to evaluate qualifications of a public employee or review their performance, with possible business to follow.

Commissioner Skaggs announced a five-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 42.30.110 (1) (g) to evaluate qualifications of a public employee or review their performance, with possible business to follow. The Executive Session was announced as beginning at 7:51 p.m.

An announcement was made at 8:01 p.m. to extend the Executive Session another five minutes.

An announcement was made at 8:06 p.m. to extend the Executive Session another five minutes.

Commissioner Skaggs reconvened the Regular Board Meeting at 8:11 p.m. He announced that during the Executive Session under RCW 42.30.110 (1) (g), discussion was had regarding whether to renew the Personal Services Contract for the District Mechanic, Brian Fortner.

Commissioner Gustafson moved to not renew the Personal Services Contract for the District Mechanic, Brian Fortner, but to provide him with all of the benefits of a non-contract, non-represented employee. Commissioner Barstow seconded the motion. Motion carried unanimously.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of December 22, 2014, was adjourned at 8:15 p.m.

Robert E. Skaggs, Commissioner

Anthony D. Judd, District Secretary