

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
January 26, 2015**

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 approve the Agenda as presented.

Commissioner Barstow seconded the motion. Motion carried unanimously.

APPROVAL OF THE MINUTES

The minutes of the Regular Board Meeting of January 12, 2015, were approved as presented.

CORRESPONDENCE

- Pierce Co. Assessor-Treasurer Certification of 2014 Levies and 2015 Tax Rates - Chief Baskett elaborated on the correspondence stating in 2014 the collection rate for the District's facilities bond was 32 cents per thousand, the 2015 total rate for the facilities bond and excess levy is 80 cents, for an overall collection rate increase of 48 cents per thousand over the 2014 rate.

FINANCIALS

Payables Check #18774 through #18823 in the amount of \$51,330.05, Payables (Payroll) Check #18837 through #18854 in the amount of \$308,651.09, Payroll Check #18824 through #18836 in the amount of \$36,041.80 and Payroll Transfers (EFTs) in the amount of \$505,520.13, for a total of \$901,543.07, were presented for approval.

Commissioner Gustafson moved to accept the payables in the amount of \$901,543.07, 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:

Kelli Colonna has requested a six-month leave of absence. Chief Baskett recommended the Board approve her request.

Commissioner Gustafson moved to approve Kelli Colonna's request for a six-month leave of absence. Commissioner Barstow seconded the motion. Motion carried unanimously.

Battalion Chief Clawson notified the District he will be out on an extended medical leave and will probably not be returning to work. Lieutenant Prather is also out on an extended medical leave. We should know more about his return date by the end of February. Assistant Chief Jensen is making the necessary adjustments and offering temporary promotions to fill the District's needs. Chief Baskett will keep the Board informed of any changes in their status.

Graham Fire & Rescue is hosting both the Pierce County Chiefs Association and Pierce County Commissioners Association meetings in February. Deputy Chief Judd and staff will make sure all necessary arrangements are made. Chief Baskett plans to attend both meetings.

Chief Baskett referred to the email from Assistant Chief Mason and asked the Board if any members planned to attend the 46th Annual Northwest Leadership Seminar in March. They responded they did not.

The Bates Fire Academy graduation ceremony for new hires Wagner and McWhirter is scheduled for March 26th at 1800 hours. The location has not been determined. Chief Baskett stated he will attend and asked the Board members to consider attending. He and the Board discussed the pinning and presentation of certificates for Wagner and McWhirter and determined they will take place at a separate Board meeting after their graduation.

South Sound 911. Updated minutes are in the Board books. Chief Baskett had nothing new to report.

Pierce County Mutual Aid Agreement. Chief Baskett stated he brought up Commissioner Skaggs' concerns about ICS training certification levels at the Pierce County Chiefs Executive Board meeting. These concerns along with others resulted in the Executive Board deciding not to approve the draft version of the Pierce County Mutual Aid Agreement. They are looking into these concerns and plan to revise the draft. Chief Baskett requested the Board put this issue on hold and he will present the final version of the agreement to them when it is complete.

Joint Impact Fee Committee. Chief Baskett distributed copies of the District's Capital Facilities Plan to the Board. He requested they review it over the next two weeks and contact him with any questions or concerns. He recommended the Board adopt the plan by resolution at the next Board meeting. Once the plan is approved, he will then give it to Chief Vellias to submit with the other districts' plans which will all become part of the Pierce County Comprehensive Plan.

Volunteer Committee. A meeting is scheduled with the volunteer officers for Tuesday, January 27th at 6:00 p.m. Commissioner Gustafson agreed to attend.

Policy Review. Chief Baskett stated he had received no comments from the Board regarding the policies presented at the last meeting and requested the Board approve them. Commissioner Skaggs stated they would act on the Operating Instructions individually.

Commissioner Barstow moved to approve Operating Instruction 105 – Board Meeting Minutes, as written. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Commissioner Barstow moved to approve Operating Instruction 606 – Respiratory Protection, as written. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Commissioner Barstow moved to approve Operating Instruction 614 – Education Fund Distribution, as written. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Commissioner Barstow moved to approve Operating Instruction 460 – Prefire Plan, as written. Commissioner Gustafson seconded the motion. Motion carried unanimously.

EMS Billing Companies. Chief Baskett informed the Board the District is ready to move forward with changing EMS billing companies from Systems Design to EF Recovery. Chief Baskett provided the Board with a copy of the contract package from EF Recovery for their review. He recommended the Board approve terminating the agreement with Systems Design effective February 28, 2015, and approving the contracts with EF Recovery effective March 1, 2015.

Commissioner Gustafson moved to terminate the agreement with Systems Design as our EMS billing agency effective February 28, 2015. Commissioner Barstow seconded the motion. Motion carried unanimously.

Commissioner moved to approve the contracts and enter into an agreement with EF Recovery as the District’s new EMS billing agency effective March 1, 2015. Commissioner Barstow seconded the motion. Motion carried unanimously.

Commissioners Emergency Fund. Chief Baskett explained the Emergency Fund is used for unforeseen, unfunded and/or emergency expenditures throughout the year. He and Deputy Chief Judd have discussed the name of that line item and are requesting the Board consider changing the name to Commissioners Contingency Fund to more accurately represent the actual use. Commissioner Skaggs asked if there is an RCW stating the fund must be called “Emergency Fund.” Chief Baskett and Deputy Chief Judd responded they have found no such requirement. They recommended changing the name of line item 522.10.49.99 to Commissioners Contingency Fund to better match how the line item is used.

Commissioner Barstow moved to approve changing the name of line item no. 522.10.49.99 from Commissioners Emergency Fund to Commissioners Contingency Fund. Commissioner Gustafson seconded the motion. Motion carried unanimously.

NEW BUSINESS

None

OTHER BUSINESS

Chief Baskett reminded the Board that Legislative Day is February 10th. Staff will schedule some meetings for the Board with the legislators, like last year. He asked which of the Board members planned to attend. Commissioner Skaggs stated he would attend; Commissioners Gustafson and Barstow needed to check their schedules and would get back to him. Commissioner Skaggs cautioned staff not to wait too long to reserve spots. The event was over capacity last year and the organizers were planning to limit the number of attendees this year. Chief Baskett said he would have staff call Tuesday morning.

Chief Baskett informed the Board the SCBA's have a delivery date of approximately February 15th.

GOOD OF THE ORDER/PUBLIC INPUT

None

EXECUTIVE SESSION

Chief Baskett requested a ten-minute Executive Session under RCW 42.30.110 (1) (g) to evaluate qualifications of a public employee or review their performance, with no business to follow.

Commissioner Skaggs announced a ten-minute Executive Session under RCW 42.30.110 (1) (g) to evaluate qualifications of a public employee or review their performance, with no business to follow. The Executive Session was announced as beginning at 7:27 p.m.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of January 26, 2015, was adjourned at 7:37 p.m.

Robert E. Skaggs, Commissioner

Anthony D. Judd, District Secretary