

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
February 23, 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, 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 February 9, 2015, were approved as presented.

CORRESPONDENCE

- WFCAs Legislative Report
- WFCAs 2015 Saturday Seminar Series Announcement

FINANCIALS

Deputy Chief Judd distributed revised financial documentation to the Board. He explained a resignation required revising a paycheck, a temporary hire's paycheck for the 19th through the end of the month was added, and some payroll payables which were not originally listed were added.

Payables Check #18902 and #18932 through #18966 in the amount of \$56,664.02, Payables (Payroll) Check #18914 through #18931 and #18967 through #18971 in the amount of \$314,777.35, Payroll Check #18903 through #18913 and #18972 in the amount of \$32,158.50 and Payroll Transfers (EFTs) in the amount of \$495,377.85, for a total of \$898,977.72, were presented for approval.

Commissioner Gustafson moved to accept the payables in the amount of \$898,977.72, 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 and Assistant Chiefs Jensen and Richards, Battalion 94 and Station 91 personnel attempted to make a terminally ill 9 year old boy's birthday a very special day. In partnership with Multicare they went to his house and presented him with cards from our personnel and a certificate making him an Honorary Fire Fighter for Graham Fire & Rescue. His parents approved posting pictures of the event on our social media sites. Commissioner Skaggs requested the Board be notified in advance of these events so they have the opportunity to participate. Chief Baskett agreed and explained this one crept up on them suddenly.

Staff recently updated the job title and work description for the District's part-time clerical position Kelli Colonna previously held. A temporary employment announcement was posted on our social media sites in an effort to fill the position for four months while Kelly is on a leave of absence. Deputy Chief Judd received seven applications which he narrowed down to five. He and Training/HR Specialist Michelle Greco will interview the candidates next week and award the position, if the Board approves. He stated no internal members applied.

Commissioner Barstow moved to approve Staff to proceed with the interview process and hire for the temporary, part-time clerical position. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Volunteer/Resident Fire Fighter Stephen Turnbull has requested a six-month leave of absence due to a change in his work schedule and to continue his schooling. Chief Baskett recommended the Board approve his leave request.

Commissioner Gustafson moved to approve Volunteer/Resident Fire Fighter Stephen Turnbull's request for a six-month leave of absence. Commissioner Barstow seconded the motion. Motion carried unanimously.

The District received a check from the Pierce County EMS office for \$821.00 to reward us for the timely manner in which Training/HR Specialist Michelle Greco submitted our recertification documentation. Chief Baskett recognized her for the outstanding work she does for us.

Bates contacted us regarding our two employees attending their fire academy. They reported that both Fire Fighter/Paramedic McWhirter and Wagner are outstanding. Their graduation will take place mid-March.

Recent changes in the Pierce County Fire Chiefs Association's representation on certain committees have resulted in Deputy Chief Judd being appointed to the Terrorism Early Warning Equipment committee to represent the fire agencies. Commissioner Skaggs requested this and future appointments be approved by the Board. The Board members had no questions and approved the appointment.

South Sound 911. Chief Baskett attended the Operations Board meeting on February 13th. SS911 has made conditional offers on two pieces of property for the facility site,

one in Tacoma and the other in Fircrest, with Fircrest being the preferred site. A design, development and construction firm from Seattle was selected for site and facility construction.

An agreement was drafted between all of the separate radio system owners to allow Motorola to engineer a single radio system at a cost of \$133,000. The actual transition to a single system will likely cost over \$1 million. The Operations Board, including Chief Baskett representing our agency, is in full support of a single radio system so that police and fire units in the field can talk to each other easily. The goal is to have all public safety agencies moved over to the new system by the end of 2015.

Chief Baskett asked the Board if they wished to continue receiving SS911 meeting minutes and other communications in their Board books, or if, in an attempt to save paper, they would prefer to receive the information electronically. Commissioner Barstow responded in favor of email, and Commissioner Gustafson said he preferred paper. Commissioner Skaggs had no preference. Chief Baskett stated he would continue putting the information in their Board books.

Volunteer Committee. Chief Baskett stated he had nothing new to report.

Policy Review. Chief Baskett asked the Board if they were prepared to take action on the two policies presented at the last meeting. The Board members responded affirmatively.

Commissioner Barstow moved to approve Operating Instruction 804 – Use of Internet and Email, as written. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Commissioner Barstow moved to approve the elimination of Operating Instruction 407 – Predesignated Landing Sites. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Commissioner Skaggs asked Chief Baskett why the “Administrative Consolidations” topic was placed under “Dormant Business” in his written Chief’s Report. Chief Baskett replied he had nothing new to report and he should have moved it up in his report, and would do so in subsequent reports. He added that the next meeting was scheduled for Wednesday afternoon of this week.

County Zoning Change. Chief Baskett referred to the letter from Pierce County regarding proposed land use zoning changes from R10 to agricultural. He stated he initially was unsure how these changes would affect the Department, so he attended the informational meeting at Kapowsin Elementary School. He expressed to the Board his disappointment in the format and content of the meeting. He was, however, able to learn the rezoning would not affect our ability to provide public safety service, if we were to expand or build something new, but may affect the tax base. He distributed to the Board a letter from Tom Seigel, Superintendent of Bethel School District, who has come out on record to oppose the rezoning. Discussion continued. Commissioner Skaggs requested this topic be put on a “watch list.” Chief Baskett responded he will monitor it very closely.

Department Financial State. Chief Baskett informed the Board the Department received an updated bond rating of AA- from Standard and Poor’s which is a great rating

considering the economic picture of the last few years and the need to expend reserves to maintain service. He explained he and Deputy Chief Judd felt this information is important to communicate to the citizens, so they drafted a press release covering the bond rating and this year's State Auditor's Office report for Board review. Chief Baskett explained he intended the press release to be posted on the Department's social media sites and web page with links to the Auditor's report and the bond rating letter and report from Standard & Poor's. In addition, he will email the release to his newspaper contacts for publication. The Board approved staff to distribute the press release as requested.

Chief Baskett also addressed the following topics:

SCBA's. A portion of the SCBA's arrived on Friday and the fit testing equipment is here. The inventorying, fit testing and training is underway. This process may take a couple of months to get the new units in place. Commissioner Gustafson asked if we had factory support for this process. Assistant Chief Steve Richards responded they sent a representative out to confirm we received the correct product and on Wednesday we will have an MSA factory rep and dealer rep from Seawestern to help with training and inventorying.

Chief Baskett received a letter of resignation from new hire Fire Fighter/Paramedic Dean Junell, which he accepted on the Board's behalf. He explained now that a position has been lost, he recommends offering a permanent position to Fire Fighter/Paramedic Joseph Psait, currently in a temporary position, effective March 1, 2015.

Commissioner Barstow moved to approve staff to appoint Fire Fighter/Paramedic Joseph Psait to a permanent, fulltime position, effective March 1, 2015. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Commissioner Skaggs requested Chief Baskett send a letter to Dean Junell thanking him for attending the graduation ceremony. Chief Baskett responded he would.

NEW BUSINESS

None

OTHER BUSINESS

Commissioner Skaggs informed his fellow Board members and staff he will be on vacation from February 25th through March 8th. In his absence, Commissioner Gustafson will perform the duties of the Board Chair.

GOOD OF THE ORDER/PUBLIC INPUT

None

EXECUTIVE SESSION

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

Commissioner Skaggs announced a five-minute Executive Session under RCW 42.30.140 to adopt a position for collective bargaining, with no business to follow, 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, 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 no business to follow. The Executive Session was announced as beginning at 7:34 p.m.

Commissioner Skaggs reconvened the Regular Board Meeting at 7:50 p.m. He asked Chief Baskett if he had any additional business to bring before the Board.

Chief Baskett responded affirmatively. He explained due to the long term vacancy created by Battalion Chief Clawson's leave and the permanent hiring of Fire Fighter/Paramedic Psait, he requests the Board consider hiring Fire Fighter/Paramedic Matthew McCleary from the approved eligibility list. This way, McCleary could be trained alongside Psait and both would be on shift by late spring.

Commissioner Barstow approved Chief Baskett to extend a conditional offer of employment to Fire Fighter/Paramedic Matthew McCleary. Commissioner Gustafson seconded the motion. Motion carried unanimously.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of February 23, 2015, was adjourned at 7:53 p.m.

Robert E. Skaggs, Commissioner

Anthony D. Judd, District Secretary