

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
June 22, 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 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.

PRESENTATION

The Board and Chief Baskett presented a Special Recognition Award to citizen Aaron Cox for his quick action in performing CPR on a stranger who went down outside his home during a cycling event. They also commended the response crew for their excellent work. Due to the collaborative effort of Mr. Cox and the EMS crew a man's life was saved!

APPROVAL OF THE MINUTES

The minutes of the Regular Board Meeting of June 8, 2015, were approved as presented.

CORRESPONDENCE

Email from WSP Lt. Zach Elmore Recognizing C-Shift, Station 21-3. Chief Baskett added he spoke with Captain Black who stated multiple stations responded, not just Station 21-3.

Enduris Board of Directors Election Ballot

Additional Correspondence: Memorandum from Pierce County Fire Prevention Bureau announcing a county-wide outdoor burn ban effective June 22nd at 8:00 a.m.

FINANCIALS

Construction Fund Payables Check #19482 in the amount of \$78,673.86. General Fund Payables Checks #19428 through #19481 in the amount of \$106,788.01, Payables (Payroll) Checks #19413 through #19427 and #19483 through #19486 in the amount of \$323,672.38, Payroll Checks #19404 through #19412 in the amount of \$25,882.46, and Payroll Transfers (EFTs) in the amount of \$507,431.32, for a total of \$963,774.17, and a grand total of \$1,042,448.03, were presented for approval.

Commissioner Gustafson moved to accept the payables in the amount of \$1,042,448.03, after proper auditing. Commissioner Barstow seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION

Fire Chief's Report

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

The Bates Fire Academy graduation of Firefighter/Paramedics Psait and McCleary occurred last Thursday. The Department had much representation at the event, including Chief Baskett, Commissioner Gustafson and Assistant Chief Mason. When Psait and McCleary return they will begin their internal training.

Lieutenant Prather has returned to full duty from his disability leave. Captain Fortier has returned to shift after very successfully completing his assignment in the Training Division. Commissioner Skaggs asked Chief Baskett to let Captain Fortier know how much the Board appreciated him stepping up. Chief Baskett responded he would do so.

South Sound 911. Chief Baskett said he had nothing new to report and the updated meeting minutes had been added to the Board books for review.

ARL Zoning. Chief Baskett said he had nothing new to report on this topic.

Mutual Aid Agreement. Chief Baskett recommended Board approval of the Pierce County Mutual Aid Agreement presented to them at the last Board meeting.

Commissioner Barstow moved the approval of the Pierce County Mutual Aid Agreement as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Chiefs' Bargaining Unit Agreement. Chief Baskett informed the Board the agreement went to a vote and was approved last Thursday night. Staff will begin implementing the contract.

Station 21-6 Staffing. Chief Baskett requested the Board review the new Operational Order included in their Board books. He explained this order will increase minimum staffing to 13 personnel per day effective June 30th, ensuring Station 21-6 will be open for response 100% of the time. He stated the addition of the seven new hires now on shift and the two that will be within two months, along with adjustments to the contract language, has allowed us to keep Station 21-6 open fairly regularly without incurring overtime. He expressed the need to fulfill the obligation the Department has to the citizens. He recommended the Board approve Operational Order 15-03 – Staffing Priorities.

Commissioner Barstow moved to approve Operational Order 15-03 – Staffing Priorities, as written. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Chief Baskett stated he will implement the plan effective June 28th.

Paramedic Hiring Process. Chief Baskett informed the Board Deputy Chief Judd and Human Resources Specialist Michelle Greco assembled the information packet for the final round of hiring under the M&O levy funding. He explained the last six positions are entry level firefighter/paramedics to be hired on January 1, 2016, and advertising for

these positions would begin July 27th. Chief Baskett requested Board approval to start this process as outlined. The Board members had no questions and advised staff to commence with the hiring process.

Preliminary Residential Assessment. Chief Baskett referenced the Pierce County Assessor-Treasurer 2015 Residential Revaluation Report included in the Board books. He cautioned the Board this preliminary figure does not include new construction and commercial assessments. The report shows a 6.6% increase over last year. Chief Baskett stated the county will provide firm numbers in September, from which staff will develop the 2016 budget.

Reciprocity Agreement. Chief Baskett explained to the Board recently the District has had several inquiries about levy write-offs for medical transports. After a review of the Reciprocity Agreement and a meeting between our neighboring districts, we discovered we were administering the agreement differently than the rest of the agencies and writing off more than necessary. According to the agreement, we should be billing residents of our neighboring districts who are transported from within our district. Levy write-offs should occur only if the patient is a resident of the district from which they were transported. He explained with our recent change to a new billing company, now is an opportune time to correct this to be consistent with our neighboring districts. The Board concurred.

NEW BUSINESS

None

OTHER BUSINESS

Chief Baskett informed the Board that staff has received complaints from employees about a potentially toxic odor coming from one of the older fire engines, E86-3. In response, he directed Assistant Chief Richards and Mechanic Brian Fortner to research the problem and they found a company to perform tests to determine if this is something that can be corrected. He assured the Board they are taking this very seriously and working to get it resolved as quickly as possible. Commissioner Skaggs asked if the engine was taken out of service and Chief Baskett responded affirmatively, then stated the testing company requested we put it back in service for a couple of days so they can apply their testing equipment for longer-range testing. Commissioner Skaggs voiced his concern for the personnel facing possible exposure and Chief Baskett explained preliminary testing had not identified anything thus far, but they were working to resolve the problem.

GOOD OF THE ORDER/PUBLIC INPUT

None

EXECUTIVE SESSION

Chief Baskett requested a 10-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 10-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 7:30 p.m.

An announcement was made at 7:40 p.m. to extend the Executive Session another five minutes.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of June 22, 2015, was adjourned at 7:45 p.m.

Robert E. Skaggs, Commissioner

Anthony D. Judd, District Secretary