

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
July 27, 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 Barstow moved to approve the Agenda as presented.**

**Commissioner Gustafson seconded the motion. Motion carried unanimously.**

**APPROVAL OF THE MINUTES**

**The minutes of the Special Board Meeting of July 14, 2015, were approved as presented.**

**CORRESPONDENCE**

NAEFO Membership Letter – Commissioner Skaggs said some of the fees had been reduced to encourage new memberships.

NAEFO 2015 Conference Brochure and Registration Form – Chief Baskett asked the Board members if they wanted staff to register them. Commissioners Skaggs and Gustafson answered affirmatively.

Notice of Final Council Hearing on Proposal No. 2015-40

**FINANCIALS**

Payables Checks #19553 through #19593 in the amount of \$130,860.02, Payables (Payroll) Checks #19603 through #19620 in the amount of \$334,636.83, Payroll Checks #19594 through #19602 in the amount of \$31,792.47, and Payroll Transfers (EFTs) in the amount of \$538,749.07, for a total of \$1,036,038.39, were presented for approval.

**Commissioner Gustafson moved to accept the payables in the amount of \$1,036,038.39, 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:

Volunteer Firefighter Robert Merrill's leave of absence has expired. Deputy Chief Judd contacted him and he is still working in Alaska and will not be returning to the Department. Chief Baskett recommended the Board terminate his association with the Department.

**Commissioner Barstow moved to terminate Volunteer Firefighter Robert Merrill's association with the Department. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

South Sound 911. He has a meeting coming up soon. The South Sound 911 quarterly newsletter is in the Board books behind the SS911 tab.

GEMT. He had nothing new to report at this time.

Policy Updates. Chief Baskett requested the Board approve Operating Instruction 501 – Controlled Substances, if they had no questions or comments. They responded they did not.

**Commissioner Gustafson moved the approval of Operating Instruction 501 – Controlled Substances, as written. Commissioner Barstow seconded the motion. Motion carried unanimously.**

Chief Baskett requested the Board approve Operating Instruction 102 – Job Descriptions, if they had no questions or comments. They responded they did not.

**Commissioner Barstow moved the approval of Operating Instruction 102 – Job Descriptions, as written. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Chief Baskett requested the Board review Operating Instruction 216 – Time Reporting, a draft of which is located in their Board books, over the next two weeks.

Administrative Consolidations. Chief Baskett informed the Board he met with Chief Gibson of Orting Valley Fire & Rescue and Chief Vellias of South Pierce Fire & Rescue to discuss our ability to assist them with Incident Command on high acuity type calls. He stated he is considering drafting a contract for services for payment on these calls.

Commissioner Skaggs requested an update on the status of the administrative staff consolidation with Chief Vellias and South Pierce Fire & Rescue. Chief Baskett replied they have a meeting scheduled in August to discuss the District Secretary position, in particular.

Preliminary Commercial Assessment. Chief Baskett referred the Board to the Pierce County Assessor-Treasurer 2015 Commercial Revaluation Report located in their Board books. He stated our District shows a very small change—a decrease of 0.3%.

## **NEW BUSINESS**

None

## **OTHER BUSINESS**

Engine 86-3 Testing. Chief Baskett reminded the Board he had ordered testing done on one of the older engines, E86-3, to determine the cause of an odor in the cab, as reported by an employee. The testing process is complete, and the results have come back negative. He distributed the report to the Board members. He explained he sent out an email message with the report attached to all members of the organization and Russ Karns at IAFF Local 726.

New Medic Unit Specifications. Chief Baskett recalled for the Board that staff had budgeted for the purchase of a new medic unit this year. He informed them he had the written specifications ready for their review, and he distributed the Request for Proposal document to them. He explained staff wrote the specifications generic enough so multiple agencies could use them; however, they made it clear they want to keep the same configuration we are running in our current medic units. He requested that if the Board is confident in staff's ability to write specifications, then they could give direction to proceed tonight; otherwise, they could review the bid documents over the next two weeks. The Board members stated they had no questions or concerns.

**Commissioner Gustafson moved to direct staff to commence with the bid process to procure a new Medic Unit for the District. Commissioner Barstow seconded the motion. Motion carried unanimously.**

Chief Baskett stated he would bring a recommendation to the Board once the bid process is complete—in approximately 1 ½ months.

County Comprehensive Plan. Chief Baskett updated the Board that the County Council approved the Comprehensive Plan adjustments, leaving the ARL zoning where it is currently; however, Executive McCarthy vetoed the plan due to two items. One item not affecting us concerns mid-county rezoning, and the second involves the rezoning of the Fredrickson community plan to allow a “big box” store at Canyon and 176th as an anchor. He said Central Pierce Fire & Rescue contacted him today to inform him they were writing a letter to the County Council in support of the amendment change. Chief Baskett asked the Board if they wanted to direct him to draft a letter as well. They answered affirmatively.

**Commissioner Gustafson moved to direct Chief Baskett to write a letter on behalf of the District to the Pierce County Council in support of them overturning Executive McCarthy's veto of the Comprehensive Plan amendment. Commissioner Barstow seconded the motion. Motion carried unanimously.**

#### **GOOD OF THE ORDER/PUBLIC INPUT**

Commissioner Barstow requested to be absent from the August 10th Regular Board Meeting due to being out of the state.

**Commissioner Gustafson moved to approve Commissioner Barstow's request to be absent from the August 10, 2015, Regular Board Meeting due to being out of the state. Commissioner Skaggs seconded the motion. Motion carried unanimously.**

#### **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, 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, 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 7:24 p.m.**

**An announcement was made at 7:34 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 July 27, 2015, was adjourned at 7:39 p.m.**

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Robert E. Skaggs, Commissioner

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Anthony D. Judd, District Secretary