

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
August 10, 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, Fire Chief Ryan Baskett and Board Secretary Jodi Reynolds

Commissioner Russell T. Barstow and Deputy Chief Tony Judd had excused absences.

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 Skaggs seconded the motion. Motion carried unanimously.**

**APPROVAL OF THE MINUTES**

**The minutes of the Regular Board Meeting of July 27, 2015, were approved as presented.**

**CORRESPONDENCE**

Pierce Co. Fire Prevention Bureau Monthly Report for July 2015

Letter from Pierce Co. Public Works Re: Drainage District 13

Additional: WFC Health Care Program Premium Announcement and Invitation to upcoming workshops. Chief Baskett reported there would be no increase in medical insurance premiums for 2016.

**FINANCIALS**

Construction Fund Payables Check #19662 in the amount of \$58,680.77, General Fund Payables Checks #19621 through #19661 in the amount of \$23,510.17, and a Transfer (EFT) in the amount of \$599.89, for a total of \$82,790.83, were presented for approval.

**Commissioner Gustafson moved to accept the payables in the amount of \$82,790.83, after proper auditing. Commissioner Skaggs 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:

Deputy Chief Judd is on vacation leave this week.

The Pierce County Fair wrapped up yesterday, and PPEO Merdian-Drake, the crews and volunteers once again did an outstanding job representing our organization. The fair organizers had relocated our booth without consulting us first. Chief Baskett said he informed them we would evaluate whether the new location provided the same customer value as the old location and determine whether we will participate in the future. Chief Baskett stated this presents an opportunity to meet with the director at Pierce County Parks and get involved in their master plan. Perhaps they could designate a specific area for us to locate when we are requested to participate in or be present at events in addition to the fair. This could possibly open up an opportunity to write a grant to fund the construction of a public education building – a place to store supplies and hold CPR and Safe Sitter classes. Commissioner Skaggs concurred and directed Chief Baskett to pursue meeting with the director.

Chief Baskett added that PPEO Merdian-Drake requested he extend a special “thank you” to Commissioner Gustafson for his extensive participation at the fair this year.

Chief Baskett, PPEO Merdian-Drake and Station 91’s crew attended the National Night Out on August 4th at Silver Creek. PPEO Merdian-Drake informed him they made contact with 312 people during this successful event.

The Volunteer Recruit Academy is finishing up and the Training Division has planned a graduation ceremony for Wednesday, August 26th at 7:00 p.m. at Station 21-4. Chief Baskett encouraged the Board members to attend, if possible.

Kelli Colonna has returned from her leave of absence. Her job description has been changed to include more procurement responsibilities, and Assistant Chief Richards has met with her regarding these changes.

With the official retirement of Battalion Chief Clawson, Chief Baskett recommended that Acting Battalion Chief Juergens, Acting Captain Davison and Acting Lieutenant Susee be promoted to their permanent ranks. He proposed a promotion ceremony be held at the August 24th Board meeting. He also requested the Board review the draft oaths included in the Board books and suggested including these in the ceremony. The Board members concurred.

South Sound 911. Chief Baskett requested the Board refer to the letter from South Sound 911 regarding narrow banding licensing, located in their Board books. He explained that staff is evaluating whether we need these licenses and if we will relicense them beyond the end of the year. He informed the Board he attended a combined Policy and Operations Board meeting on August 6th to discuss strategic planning and the 2016 budget. He distributed to the Board the Preliminary 2016 Estimate of the allocated cost for dispatch next year. He pointed out the cost of \$299,680 represents a decrease of 8.7% over 2015; however, a radio fee will be added because South Sound 911 does not own the 700 or 800 MHz systems. These are owned by Pierce County and City of Tacoma, respectively. Initially they were told the fee would be \$18-\$25 per radio monthly, then City of Tacoma came back with a figure of \$34 per radio, and Pierce County would not say, but he heard it was between \$70 and \$100 per radio. He stated Director Nieditz recognizes this is a big problem for the agencies and is proposing an interim radio fee of \$30 per radio per month to get us through 2016, and anything above

that South Sound 911 would pick up. He explained the Operations Board is investigating the ownership of these systems by South Sound 911, including operation and maintenance, but this is not likely in the near future. Commissioner Gustafson asked how many radios the Department will have, and Chief Baskett responded 75-80, and the total bill will be roughly \$50-\$60K per year for radio fees. He stated he has advised Deputy Chief Judd to use the estimated dispatch fee plus a radio fee of \$30 per radio per month for the Department's 2016 budget. Commissioner Skaggs asked if there was something in writing confirming the \$30 per radio fee. Chief Baskett responded there was a proposal and assured the Board the fee amount would be locked down for 2016 budget purposes.

Policy Updates. Chief Baskett requested the Board approve Operating Instruction 216 – Time Reporting, if they had no questions or comments. They responded they did not.

**Commissioner Gustafson moved the approval of Operating Instruction 216 – Time Reporting, as written. Commissioner Skaggs seconded the motion. Motion carried unanimously.**

Administrative Consolidations. Chief Baskett addressed Commissioner Skaggs' request from the last Board meeting for an update on progress made in the administrative staff consolidation with South Pierce Fire & Rescue. Chief Baskett replied they had not met again on this issue. He reported he did have a productive meeting with Districts 17 and 18 regarding our agency assisting them with a more formal Incident Command system. In particular, the districts are asking for options for us to add our Battalion Officer to their run cards. He said although they do not have all of the answers yet, he has enough to put together an interlocal agreement and then start a trial period to evaluate the impact on the work load of our Chief Officers. He stated the intent is for our agency to be a secondary option, whereby the other district's Chief Officers would be on the run cards and only if they were not available we would respond, and only for high acuity calls requiring this additional Incident Command structure. Chief Baskett informed the Board he is already working on the interlocal agreement and would likely have a draft ready for all of the Boards to review at their next meetings.

#### **NEW BUSINESS**

None

#### **OTHER BUSINESS**

None

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

None

#### **EXECUTIVE SESSION**

Chief Baskett requested a five-minute Executive Session under RCW 42.30.140 to plan or adopt a strategy/position for a labor grievance, with no business to follow.

**Commissioner Skaggs announced a five-minute Executive Session under RCW 42.30.140 to adopt a strategy/position for a labor grievance, with no business to follow. The Executive Session was announced as beginning at 7:28 p.m.**

**An announcement was made at 7:33 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 August 10, 2015, was adjourned at 7:38 p.m.**

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Robert E. Skaggs, Commissioner

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Anthony D. Judd, District Secretary