

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
September 14, 2015**

CALL TO ORDER

Commissioner Skaggs called the meeting to order at 7:00 p.m.

Attendance:

Present: Commissioner Robert E. Skaggs, Commissioner Russell T. Barstow, Fire Chief Ryan Baskett and Administrative Secretary Kathy Hickok

Deputy Chief Tony Judd and Board Secretary Jodi Reynolds had excused absences. It is undetermined if Commissioner Gerald Gustafson's absence is excused. Commissioner Skaggs directed Chief Baskett to contact Commissioner Gustafson.

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 Skaggs seconded the motion. Motion carried unanimously.

APPROVAL OF THE MINUTES

The minutes of the Regular Board Meeting of August 24, 2015, were approved as presented.

CORRESPONDENCE

Thank you card from a Citizen
Pierce Co. Fire Prevention Bureau Monthly Report for August 2015

FINANCIALS

Payables Checks #19747 through #19802 in the amount of \$50,543.22 and a Transfer (EFT) in the amount of \$464.89, for a total of \$51,008.11 were presented for approval.

Commissioner Barstow moved to accept the payables in the amount of \$50,543.22, 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 and Board Secretary Reynolds are on vacation this week and excused from tonight's meeting. Chief Baskett requested Board approval to take vacation leave from September 24 – October 9 and October 19 – November 6. During this time the District will be managed by Deputy Chief Judd and the Duty Chiefs.

Commissioner Barstow moved to approve Chief Baskett's vacation leave request for September 24 – October 9 and October 19 – November 6. Commissioner Skaggs seconded the motion. Motion carried unanimously.

The Training Division has developed a volunteer recruitment and testing process for the fourth quarter of this year in anticipation of sending new volunteers to an academy during the first quarter of 2016. A schedule is attached to this report.

The District is currently running a Paramedic testing process with applications closing September 28th. Per the Collective Bargaining Agreement, the District is responsible to run a Battalion Chief testing process and create an active list effective January 1st, 2016. Chief Baskett referred the Board to the draft announcement and application/testing process outline in their Board books for their review and approval.

Commissioner Barstow moved to approve staff to commence with the Battalion Chief testing process to create an Eligibility List effective January 1st, 2016. Commissioner Skaggs seconded the motion. Motion carried unanimously.

Chief Baskett requested Commissioner participation in the Chief's interview portion of each testing process. The Paramedic interviews are scheduled for October 14th and 15th all day and the Battalion Chief interviews are scheduled for December 8th from 9:00 a.m. to noon. Commissioner Skaggs responded he is available for the Paramedic interviews and Commissioner Barstow said he is available for the Battalion Chief interviews.

Volunteer Firefighter Steven Turnbull verbally resigned several months ago; however, he has not submitted an official letter of resignation or completed an exit interview. His gear has been collected and Chief Baskett recommended the Board terminate his membership with the Department.

Commissioner Barstow moved to terminate Volunteer Firefighter Steven Turnbull's membership with the Department. Commissioner Skaggs seconded the motion. Motion carried unanimously.

All Graham Fire & Rescue members deployed to Eastern Washington have returned safely. Chief Baskett thanked the Board for their support, and thanked the members who were deployed for their sacrifice and effort to assist those in need. The Board concurred and expressed their support and appreciation.

Since returning from Eastern Washington, Tender 89-1 suffered a transmission failure and is now in Kent being repaired. Staff will contact the state to inquire whether this is covered under the deployment criteria for reimbursement. Commissioner Skaggs asked Chief Baskett when the failure occurred and he responded it occurred two days after returning from deployment. Because of this he does not believe the state will cover the repair, but staff will still inquire.

South Sound 911. Chief Baskett referred the Board to the updated Policy Board minutes and newsletter in their Board books. He informed the Board he attended an Operations Board meeting on Friday, September 11th, and had nothing new to report.

Policy Updates. Chief Baskettt requested the Board review Operating Instruction 311 – Sick Leave and Return to Work, a draft of which is located in their Board books, over the next two weeks.

Chief Baskettt requested the Board approve Operating Instruction 604 – Hearing Protection, as he had not received any questions or comments.

Commissioner Barstow moved the approval of Operating Instruction 604 – Hearing Protection, as written. Commissioner Skaggs seconded the motion. Motion carried unanimously.

GEMT. Chief Baskettt informed the Board the members of the Washington GEMT team for the State Chiefs have met with state healthcare representatives on drafting the State Plan Amendment (SPA). The state has hired one employee to initially manage the program and once priorities are established, they will begin development of the SPA. The state expects to have a draft SPA by the end of September and implementation at the federal level in approximately one year. This is on schedule with the initial projection for a Medicaid reimbursement program in place in 2017.

Medic Unit Purchase. Chief Baskettt reported to the Board the medic unit Request for Proposal closed on September 2nd with Braun N.W. Inc. the only bidder. He stated Assistant Chief Richards and Mechanic Brian Fortner reviewed the proposal for bid specification compliance. They concluded the proposal is compliant and does qualify. Chief Baskettt recommended the Board award the contract in the amount \$178,428.00 plus sales tax, to Braun N.W. for the purchase of one medic unit. Commissioner Skaggs asked if this is a 2015 budgeted item and Chief Baskettt answered affirmatively, and added that Braun N.W. has provided several of our previous medic units. Commissioner Skaggs asked if a copy of the proposal was available for Board review, Chief Baskettt responded it was, then Commissioner Skaggs said it would not be necessary.

Commissioner Barstow moved to award the contract in the amount of \$178,428.00 plus sales tax, to Braun N.W. Inc. for the purchase of one medic unit. Commissioner Skaggs seconded the motion. Motion carried unanimously.

Five-Member Board. Chief Baskettt informed the Board staff formulated a plan for a five-member Board as directed at the last meeting, and distributed an information sheet to them. He stated he concluded it is in the best interest of the citizens to increase the number of Board members from three to five. This concept was identified as a goal in the District's 2009 Strategic Plan, and we are currently the only fire district of our size and budget with a three-member Board. He presented the following information offering three options, and concluded with his recommendation:

5-Member Board Information

- Board of Commissioners positions are governed under R.C.W. 52.14.
- Increasing the number of Commissioners is covered under R.C.W. 52.14.015.
- Filling newly created positions is covered under R.C.W. 52.14.020.
- According to legal counsel, our current circumstances would require a resolution of the Board and a simple majority vote of the citizens to increase the number of Commissioners to 5.

- 5-member Board was adopted as a goal during the 2009 Strategic Plan.
- The District is scheduled to renew the EMS levy funding in 2016.

Option 1:

February Election Single Issue (5-member Board only)

- Deadline to file is December 25th and would take a resolution by the Board.
- Cost for Special elections vary between \$2.00 and \$4.00 per registered voter and can be as high as \$8.00 depending on number of other issues on ballot. Calculated at an average of \$3.50 per voter, the cost is just over \$100,000.
- Bethel School District is scheduled to run a bond measure in February.
- This limits the time to educate citizens and creates a separate election cost from that for an EMS levy.

Option 2:

February Election Dual Issue (5-member Board and EMS levy)

- Same deadline and associated costs as above.
- Places measures on ballot with the Bethel School District measure.
- Limits time to educate citizens on two separate issues.
- Will need to determine EMS levy parameters: 6-year renewal or permanent funding which takes a super majority vote (60%).
- Allows time for EMS back-up measure if needed.

Option 3:

August Election Dual Issue (5-member Board and EMS levy)

- Deadline to file is early May.
- Primary and General election costs are generally much lower and the District can budget for a single election cost. (Last two elections cost the District \$32,948.17 and \$35,821.00.)
- CPFR and other fire agencies are planning EMS measures for August 2016.
- Allows time to adequately educate citizens on both issues.
- Allows time to evaluate EMS parameters: 6-year renewal or permanent funding which takes a super majority vote (60%).
- Allows time for EMS back-up measure if needed.

Chief Baskett concluded that staff considers Option 3 the most logical as it is more cost effective, allows the District to partner with other fire agencies on the EMS levy measure and provides adequate time to educate citizens on both the five-member Board and EMS issues. Discussion ensued. Commissioners Skaggs and Barstow responded they agreed with Chief Baskett's recommendation of Option 3. Commissioner Skaggs expressed that Commissioner Gustafson also needs to review the information and Chief Baskett said he would leave this issue on the agenda for the next Board meeting.

Station 21-2 Living Quarters. Chief Baskett stated staff is currently exploring options for living quarters at Station 21-2 as directed by the Board, and does not yet have a plan to present to them.

Memorial Policy. Chief Baskett reported to the Board he and Deputy Chief Judd researched this issue as directed by the Board and determined the District does not have a memorial policy. However, a few years ago, the Washington State Chiefs, Fire Commissioners, Council of Firefighters, Firefighters Association and National Fallen Fire Fighters Association jointly drafted an extremely in depth L.O.D.D. policy which satisfies the criteria set by the Board. He stated that he and Deputy Chief Judd are modifying this draft to create a Graham Fire & Rescue policy to present to the Board for approval.

Budget Items. Chief Baskett informed the Board that staff has begun preparing the 2016 budget and is ready to schedule the associated meetings with the Board. He recommended the first meeting be held on October 14th in the evening to review the proposed budget and receive recommendations, the second on November 11th prior to the regular scheduled Board meeting or November 10th in the morning, and then finalize the budget at the November 23rd regular Board meeting. Discussion ensued. Chief Baskett stated he would look into October 15th for the first meeting, November 10th for the second meeting and November 23rd for the final meeting. He will have staff reach out to Commissioner Gustafson and determine his availability and then will finalize the schedule with the Board.

2014 Unspent Funds. Chief Baskett recalled for the Board that historically the District closes out the previous year's budget in the spring and recommends the unspent funds be placed in one of three options (reserve, cash carryover, equipment replacement). He explained he delayed his recommendation by approximately three months over concerns of cash flow due to the change in our EMS transport billing agency. The change created a three-month void in billing revenue and he wanted to ensure enough cash was on hand until the billing could catch up. He reported the new company has completed the back billing and revenue is now coming in at a much higher rate. He stated he is confident with the 2015 budget numbers and is ready to make a recommendation.

Chief Baskett informed the Board the 2014 unspent money is slightly higher than our historical average of 2% due to unanticipated revenue. He provided the following breakdown for the Board:

\$147,178.00 - In late November of 2013, the county called to let us know that they were increasing our AV for 2014. The 2014 budget was already submitted but we did give a 1% raise to the employees. The remaining amount was unanticipated tax revenue for 2014.

\$154,000.00 - Staff projected uncollected taxes for 2014 at 3% and we collected an unusually high amount leaving only 1.8% uncollected.

\$170,786.00 - The remainder is unspent money from the 2014 budget with the majority coming from the contingency line item.

\$471,964.00 - Total unspent money

Chief Baskett recommended the Board move the entire amount into the Reserve Fund to begin building the Uncommitted Reserve Fund. He explained at the beginning of the 2015 budget we have committed reserves for two months' operating capital and another committed amount of approximately \$200,000 for the retirement leave liability we have to cover as required by the state auditor. Those amounts combined leave us approximately \$18,000 short in committed reserves. He stated he is interested in

building up the uncommitted reserves to use in the future to extend revenue if for some reason we lose a revenue source. If we were to add the \$471,964.00 today, it would put us at approximately \$453,000 in the Uncommitted Reserve Fund. Chief Baskett then distributed the 2015 Reserve Fund Breakdown to the Board for their review. Commissioner Skaggs stated he had no questions and asked Commissioner Barstow if he had any, and he responded he did not.

Commissioner Barstow moved to direct staff to transfer the \$471,964.00 in 2014 unspent General Funds to the 2015 Reserve Fund to begin building the uncommitted reserve. Commissioner Skaggs seconded the motion. Motion carried unanimously.

NEW BUSINESS

Chief Baskett informed the Board that South Kitsap Fire & Rescue contacted him on Thursday and requested to enter into an Interlocal Agreement with us for the purchase of SCBAs in order to receive the same pricing as we did. He explained their Board has already approved the Interlocal Agreement, and he has a copy for our Board's signature, if approved. Commissioner Skaggs verified with Chief Baskett our equipment has been in service and asked if we had experienced any problems with regards to the electronics, heads-up display, buddy breathing system, etc. Chief Baskett responded the equipment has been in service and he was not aware of any problems. Commissioner Skaggs also asked audience member Lieutenant Troy Flowers and he responded the only issue they had was initially the charge in the battery packs was running out very fast, so the representative came out and changed a setting and now the batteries are lasting much longer.

Commissioner Barstow moved to approve the Interlocal Agreement between the District and South Kitsap Fire & Rescue for the purchase of SCBAs. Commissioner Skaggs seconded the motion. Motion carried unanimously.

OTHER BUSINESS

None

GOOD OF THE ORDER/PUBLIC INPUT

Local No. 726 Fire Fighters Bargaining Unit Representative Troy Flowers requested a clarification be made regarding the "1% raise" referenced in Chief Baskett's report (under the "2014 Unspent Funds" topic). Specifically, he stated he would like the minutes to reflect it was not a "raise," but rather a reduction in the overall concessions package. Chief Baskett agreed, stating all employees did take concessions and the money was used to reduce the overall amount.

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of September 14, 2015, was adjourned at 7:37 p.m.

Robert E. Skaggs, Commissioner

Anthony D. Judd, District Secretary