

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
September 28, 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, Deputy Chief Tony Judd and Board Secretary Jodi Reynolds

Fire Chief Ryan Baskett had an excused absence.

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 September 14, 2015, were approved as presented.**

**CORRESPONDENCE**

None

**FINANCIALS**

Payables Checks #19803 through #19853 in the amount of \$94,786.17, Payables (Payroll) Checks #19863 through #19879 in the amount of \$366,813.44, Payroll Checks #19854 through #19862 in the amount of \$25,744.76, and Payroll Transfers (EFTs) in the amount of \$550,056.45, for a total of \$1,037,400.82, were presented for approval.

Deputy Chief Judd pointed out to the Board the \$58,000 check payable to Seawestern was a re-issuance of a previous check which was apparently lost in the mail.

**Commissioner Barstow moved to accept the payables in the amount of \$1,037,400.82, after proper auditing. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

**GENERAL ADMINISTRATION**

**Fire Chief's Report**

In Fire Chief Baskett's absence, Deputy Chief Judd presented the Fire Chief's Report to the Board, reporting on the following:

Fire Chief Baskett is on vacation leave for the next two weeks. Public Prevention Education Officer Merdian-Drake is on a two-week vacation leave starting October 6th.

Captain Black notified the District he will be on extended sick leave for 60-90 days. Per the Collective Bargaining Agreement, the District is moving forward with temporary promotions.

Keith Wright stepped down as Fire Chief for Central Pierce Fire & Rescue, and Retired Fire Chief Jack Andren has been named the interim Fire Chief. We will continue to work with them regardless of who is fire chief.

The Battalion Chief testing announcement has been published. The Firefighter/Paramedic application period closed today at noon. Staff received 25 satisfactory applications. The testing process starts next Monday, October 5th.

Back in July, C-shift responded to a house fire in Station 91's area, with Engine 95 arriving first. The homeowner's new puppy named Bear was missing and eventually rescued by the firefighters from under the master bed. They brought him out, cleaned him up and gave him some oxygen. Pictures were taken and posted on Facebook and various news agencies picked up the story. The homeowners wrote to the maker of the mattress, Tempur-Pedic, and told them about the firefighters rescuing their puppy out from under their bed, and included a clip of one of the news stories. The company's public relations firm received the correspondence and its executives were very touched, and contacted Deputy Chief Judd. They explained they wanted to send a film crew here to shoot a short promotional video of the family thanking the firefighters for saving Bear. In addition, Tempur-Pedic has offered to donate new mattresses to the family and to our firefighters for their living quarters. They said their delivery truck could hold 80 mattresses. Deputy Chief Judd stated we could not use all 80, so they asked if any neighboring agencies could use them. Deputy Chief Judd contacted Orting, South Pierce, Ashford/Elbe and Key Peninsula, and they will gladly accept the extra mattresses. The film crew will be coming up on October 13th to Station 94 or Station 95 to film their video and deliver the mattresses. Commissioner Skaggs stated he had two concerns: First, he asked if staff had run this by the Department's legal counsel. Deputy Chief Judd stated he had not, but would do so. Second, he voiced concern about how this would be viewed by the state auditor. Deputy Chief Judd concurred and said he would contact our auditor. Commissioner Gustafson asked what the Department will do with the used mattresses. Deputy Chief Judd said we could surplus them and then donate them to area kids in need. Commissioner Gustafson suggested they could go to a local assisted care facility like McGee's Guest Home. The Board agreed that either the kids or a facility would be fine. Deputy Chief Judd responded he would discuss this with Fire Chief Baskett and staff would prepare a resolution for Board approval at a future meeting.

South Sound 911. Deputy Chief Judd informed the Board updated Policy Board Meeting minutes are in their Board books for review.

Policy Updates. Deputy Chief Judd requested the Board approve Operating Instruction 311 – Sick Leave Return to Work, as staff had not received any comments or concerns.

**Commissioner Barstow moved the approval of Operating Instruction 311 – Sick Leave Return to Work, as written. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

GEMT. Deputy Chief Judd explained that with the leadership change at Central Pierce Fire & Rescue, their Board requested Keith Wright continue to lead the GEMT project and he has agreed to do so.

Five-Member Board. Deputy Chief Judd asked Commissioner Gustafson if he had reviewed the information provided by Chief Baskett at the last Board meeting. He responded he had not. Deputy Chief summarized Chief Baskett's recommendation to place the measure on the August ballot along with our EMS levy would be our least expensive option, and provide another opportunity to run it in November if it does not pass in August. The Board concurred and Commissioner Skaggs directed staff to proceed with preparations for the August election.

WSRB Rerate / Station 92 Living Quarters. Deputy Chief Judd informed the Board the WSRB had contacted us by letter, a copy of which is in their Board books. While they have not yet issued a rating to us, they are asking what we plan to do with Station 92. In order to count as a fire station, in addition to having an engine, it must have a minimum of six volunteers assigned to the station. Currently we have only one. They are asking us to formulate a plan, able to be accomplished in a year or less, to meet their staffing requirement; otherwise, the roughly 435 parcels located within five miles driving distance of only Station 92 will receive a Protection Class 9 rating. With regards to the directive from the Board for staff to formulate a plan to construct living quarters at Station 92, Chief Baskett has contacted two ex-county employees to explore the feasibility of living quarters at the current site. A possible plan is to attach a single-wide mobile home to the existing building and assign all volunteers to that station to pull their required Volunteer Duty Program shifts. Deputy Chief Judd stated that Chief Baskett will prepare a letter to the WSRB detailing our plan for Board review at the next Board meeting, and then it will be submitted to the WSRB to make a determination.

Budget Items. Deputy Chief Judd informed the Board he received the 2016 Preliminary Certification of Assessed Value from the Pierce County Assessor-Treasurer's office. He reported the increase is not as high as we had hoped for. In the assessment from 2014 to 2015 we saw a 2.68% increase for Fire/EMS and 1.71% increase for new construction for a total of 4.4%; but, we were hoping for an increase of 5-6%. However, it is an extra \$444,648.00 into our budget. Deputy Chief Judd confirmed with the Board members they are available on October 15th at 9:00 a.m. for the budget presentation. They answered affirmatively.

Fire Alarm System at Station 94. Deputy Chief Judd reported to the Board the fire alarm system main electrical board went out and a replacement board was not available because they are no longer being made. Therefore, we had to install an entire, new fire alarm system at a cost of \$7,000, which will be absorbed in the budget. The system is now functioning properly.

## **NEW BUSINESS**

Commissioner Gustafson stated it is time for the Board to do performance evaluations for Fire Chief Baskett and Deputy Chief Judd and prepare to renegotiate their personal services contracts. Commissioner Skaggs suggested when Chief Baskett returns, he and Deputy Chief Judd select possible meeting dates. Deputy Chief Judd responded they will have dates for the Board to consider at the next meeting.

## **OTHER BUSINESS**

None

**GOOD OF THE ORDER/PUBLIC INPUT**

Deputy Chief Judd suggested the Board set a date for the next Department Awards Banquet. He offered Saturday, February 20, 2016. Commissioner Gustafson stated he would not be in town then. Commissioners Skaggs and Barstow said they would be available. The Board agreed on the February date. Deputy Chief Judd stated he would request staff send out a “save the date” email Department-wide.

Deputy Chief Judd informed the Board he had secured the February 25, 2016, Pierce County Commissioners Association meeting for Graham Fire & Rescue to host, not realizing Commissioner Gustafson would not be in town. Commissioner Skaggs explained he had already requested the April meeting at the last association meeting, but maybe it did not get recorded. Deputy Chief Judd stated he would contact the association and request the April meeting.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of September 28, 2015, was adjourned at 7:30 p.m.**

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Robert E. Skaggs, Commissioner

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Anthony D. Judd, District Secretary