

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
October 26, 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.

Commissioner Skaggs announced Graham Fire & Rescue earned first place in the Washington Fire Commissioners Association's Management Excellence Award contest again this year. He and Commissioners Gustafson and Barstow were presented the trophy at the state conference last week. He congratulated Board Secretary Jodi Reynolds and staff, and thanked them for their efforts.

APPROVAL/MODIFICATION OF THE AGENDA

**Commissioner Gustafson moved to approve the Agenda as presented.
Commissioner Barstow seconded the motion. Motion carried unanimously.**

APPROVAL OF THE MINUTES

The minutes of the Regular Board Meeting of October 12, 2015, were approved as presented.

The minutes of the Special Board Meeting of October 15, 2015, were approved as presented.

CORRESPONDENCE

Thank you card from a Citizen

FINANCIALS

Payables Checks #19922 through #19974 in the amount of \$136,558.09, Payables (Payroll) Checks #19984 through #19999 in the amount of \$313,530.24, Payroll Checks #19975 through #19983 in the amount of \$37,859.79, and Payroll Transfers (EFTs) in the amount of \$551,936.64, for a total of \$1,039,884.76, were presented for approval.

Commissioner Gustafson moved to accept the payables in the amount of \$1,039,884.76, after proper auditing. Commissioner Barstow 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 this week.

Captain Black will be returning to shift in three weeks. Fire Fighter Olson has notified staff he is going out on extended sick leave for five to six months. Deputy Chief Judd will address the options for temporarily filling his position later during this meeting.

SS911. Updated minutes are in the Board books for review. Behind the Chief's Report is an email from Director Neiditz to Chief Baskett concerning the transition from VHF to the 700 MHz system and the cost to access this system. SS911 has committed to an access fee of \$30 per radio per month for 2016, but beyond that will need to be negotiated. Chief Baskett is actively engaged in this transition and will keep the Board apprised of any developments.

WSRB Rerate / Station 92 Living Quarters. Deputy Chief Judd informed the Board the WSRB representative notified him by phone they have accepted our proposed plan to increase the number of Volunteers at Station 92, with a one-year completion time frame. They will be checking in with us quarterly to assure we are on track. Deputy Chief Judd anticipates we will receive our rating in the near future.

Fire Fighter/Paramedic Testing. Deputy Chief Judd reported to the Board the testing process is completed. Resolution No. 851 – Fire Fighter/Paramedic Eligibility List will be presented for Board consideration this evening. If approved, staff will request approval to extend Conditional Offers of Employment to the top six individuals on the list.

ARL Consultant Study. Deputy Chief Judd referred the Board to the letter in their books from Attorney Quinn commenting on the proposed ARL zoning change study. South Pierce Fire & Rescue is splitting the attorney fees with us.

Job Descriptions. Deputy Chief Judd informed the Board that at the last Labor/Management meeting, the Union agreed to and signed off on updated job descriptions for Fire Fighter/EMT, Fire Fighter/Paramedic and Assistant Chief. Staff had then emailed these to the Board members for review. He inquired if the Board was prepared to take action at this time.

Commissioner Barstow moved the approval of the Fire Fighter/EMT job description as written. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Commissioner Barstow moved the approval of the Fire Fighter/Paramedic job description as written. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Commissioner Barstow moved the approval of the Assistant Chief job description as written. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Temporary Fire Fighter Position. Deputy Chief Judd reminded the Board there will be a Fire Fighter vacancy for five to six months. Because this is an L&I event, we will be reimbursed for time loss. Staff recommends hiring a temporary Fire Fighter to fill the vacancy. Per contract, we would offer this out to the current volunteers by seniority. Depending on the qualifications for the position, it could start as early as November 6th.

Commissioner Gustafson moved the approval to hire a temporary Fire Fighter for a period not to exceed six months, as requested. Commissioner Barstow seconded the motion. Motion carried unanimously.

NEW BUSINESS

Resolution No. 851, Fire Fighter/Paramedic Eligibility List

Board Secretary Jodi Reynolds read Resolution No. 851, Fire Fighter/Paramedic Eligibility List, into the record.

Commissioner Barstow moved the approval of Resolution No. 851, Fire Fighter/Paramedic Eligibility List, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

OTHER BUSINESS

None

GOOD OF THE ORDER/PUBLIC INPUT

Citizen Adam Rosenlund requested clarification of the Station 92 staffing options with regards to the insurance rating. He asked if one 24-hour employee and three volunteers would satisfy the requirements or did it have to be one of the options already discussed. Deputy Chief Judd responded it is an option, so either two full-time employees, six volunteers living within five driving miles of the station, or one 24-hour employee and three volunteers living within five driving miles of the station.

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of October 26, 2015, was adjourned at 7:20 p.m.

Robert E. Skaggs, Commissioner

Anthony D. Judd, District Secretary