

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
December 14, 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 Regular Board Meeting of November 23, 2015, were approved
as presented.**

CORRESPONDENCE

Pierce Co. Fire Prevention Bureau Monthly Report for November 2015
Thank you letter from South Pierce Fire & Rescue re: Mattresses
Letter from Pierce County Council announcing Drainage District 13 Commissioner
Openings

FINANCIALS

Payables Checks #20131 through #20203 in the amount of \$77,504.68 and a Transfer
(EFT) in the amount of \$546.40, for a total of \$78,051.08 were presented for approval.

**Commissioner Gustafson moved to accept the payables in the amount of
\$78,051.08, 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:

Based on several comments, he concluded the Department's Santa Breakfast was a
great success. He extended a special "thank you" to Lynne Walters and others who
helped at the event.

Public Prevention Education Officer Merdian-Drake would like the Board to be aware of
the upcoming Santa events including Rocky Ridge and Pioneer Valley visits on Friday,

December 11th and Fire House Santa at Station 91 on December 16th. If the Board is interested in participating, please contact PPEO Merdian-Drake for more information.

Lieutenant/Paramedic Guthrie notified the District he will be off on extended medical leave beginning in January. Firefighter/Paramedic Bonea, the number one candidate on the eligibility list, has been offered a temporary lieutenant position to fill the vacancy per the current CBA.

Temporary Firefighter/Paramedic Mallrie's temporary assignment concludes December 31st, 2015. He will then begin his permanent full-time employment with the other new hires around February 1st.

One of the initial six candidates given a conditional offer of employment has retracted his name from the process and accepted a job in Alaska. With the approval of Chairman Skaggs, Chief Baskett extended a conditional offer to the next candidate on the eligibility list. Chief Baskett requested the Board make the conditional offer of employment official.

Commissioner Barstow moved to approve staff to extend a conditional offer of employment to the next candidate on the 2016 Certified Eligibility List, Michael Erickson. Commissioner Gustafson seconded the motion. Motion carried unanimously.

The next regular Board Meeting is scheduled for December 28th, and staff is planning accordingly. Chief Baskett asked the Board members if they will be available on the 28th. The Board responded affirmatively.

SS911. Chief Baskett notified the Board the updated Operations Board meeting minutes are in their Board books. He also informed them the Department will be transitioning from the VHF radio system to the 700 MHz system sometime Tuesday, December 15th.

WSRB Rerate / Station 92 Living Quarters. Chief Baskett stated to the Board the volunteer recruitment letter was mailed to all citizens within five miles of Station 92. He said he has received inquiries – all positive in nature. However, confusion exists among some recipients who assume that because they received the letter, they will be impacted by a rerate. In these instances, he takes their address and determines if they are five miles from either Station 93 or 96, in which case they would not likely be affected; only the 435 parcels would likely be affected. He explained he wanted the letter sent to that geographical area of five miles around Station 92 to see if we could recruit enough volunteers to make that a viable volunteer station. Deputy Chief Judd added there are four people interested in becoming volunteers thus far.

Volunteers. Chief Baskett reported to the Board that Assistant Chief Mason has secured three spots at the upcoming Buckley volunteer academy. Unfortunately, we now only have one interested person. The Station 92 recruitment letter will hopefully provide us with additional candidates.

Engineering Services. Chief Baskett recalled for the Board that at the last Board Meeting a Request for Qualifications (RFQ) for engineer services was presented to them for review over the past three weeks. He stated he had not received any comments or concerns, and inquired if the Board was ready to approve the RFQ.

Commissioner Gustafson moved to approve the Request for Qualifications for Engineering Services as presented, and direct staff to proceed with advertising for submittals. Commissioner Barstow seconded the motion. Motion carried unanimously.

Attorney Contract. Chief Baskett reminded the Board that at the last Board meeting he presented to them a contract for legal services by Attorney Quinn for next year. He requested Board action.

Commissioner Barstow moved the approval of the Professional Services Contract for Legal Services between the District and Joseph F. Quinn, Attorney, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

GEMT. Chief Baskett reported to the Board the GEMT team has received information from the Health Care Authority (HCA) in Olympia regarding the GEMT implementation process. They have completed the hiring process and beginning December 1st will have someone in place to manage the GEMT program. HCA is now in the process of drafting the State Plan Amendment (SPA), and has informed the team they will send the draft SPA to them for review and input. He anticipates receiving a draft SPA around the beginning of 2016, with a goal of getting the GEMT program up and running by the beginning of 2017.

State Audit. Chief Baskett informed the Board the State Auditor's Office (SAO) began their preliminary work last week. He and Deputy Chief Judd met with the auditor briefly and she anticipates the audit will be short based on last year's and because she has no specific concerns or issues. We need to do an entrance interview to go over what the audit will cover, which is also included in the letter attached to the Chief's Report. Chief Baskett stated just he and/or Deputy Chief Judd can attend and that it does not need to include a Board member, and then they would conclude with a formal exit interview. Commissioner Gustafson stated he preferred to have a Board member sit in on both the entrance and exit interviews, as has occurred in the past. He said he is available to attend these interviews. Chief Baskett stated the entrance interview will now be considered a formal interview which will require attendance by an auditor supervisor. Commissioner Skaggs informed Chief Baskett the Board had signed the letter from the WSAO. Chief Baskett said SAO also requested a Board member attend the Risk Management interview. Commissioner Gustafson stated he is available to attend that interview.

NEW BUSINESS

None

OTHER BUSINESS

Emergency Alert Policy. Chief Baskett distributed to the Board a draft Emergency Alert Policy to begin the two-week review process. He explained this is a new policy for the new alerting system and how our personnel use the emergency alert button on the radios.

L&I Rate Increase. Chief Baskett recalled for the Board the letter he wrote in response to L&I's continued rate increases. He explained staff received the bill for 2016, and he requested Deputy Chief Judd write an email outlining the changes. He said staff anticipated an overall 2% increase and expected our experience rating to increase

based on our usage, so they added another 3% to fire suppression personnel. The email shows an actual increase of 39.4% in L&I rates for next year. Staff estimates it will cost the District an additional \$75,000 to \$100,000, and he is not requesting a budget amendment at this time. He informed the Board we are working with the Washington Fire Chiefs on our options.

Commissioner Skaggs stated he had the Fire Chief's and Deputy Fire Chief's contracts up for review. At the request of the Board the contracts went through a legal review. Commissioner Gustafson stated the contracts should be approved. Commissioner Barstow stated he could not sign them at this time.

Commissioner Gustafson moved to approve the Personal Services Contract between the District and Fire Chief Baskett, as written. Commissioner Skaggs passed the gavel to Commissioner Barstow. Commissioner Skaggs seconded the motion. Commissioners Gustafson and Skaggs: Yes. Commissioner Barstow: No. Motion carried by a majority.

Commissioner Gustafson moved to approve the Personal Services Contract between the District and Deputy Chief Judd, as written. Commissioner Skaggs passed the gavel to Commissioner Barstow. Commissioner Skaggs seconded the motion. Commissioners Gustafson and Skaggs: Yes. Commissioner Barstow: No. Motion carried by a majority.

GOOD OF THE ORDER/PUBLIC INPUT

Citizen Joyce Moss stated she is very upset and confused about what's going on at the Graham Fire Department. She explained she has called several times about her neighbor who is burning illegal garbage. She first calls 911 and the dispatcher reads the following statement: "Graham Fire & Rescue generally does not respond on burn complaints without direct hazard to persons or property," and then refers her to the Graham Fire Department, who refers her to (Puget Sound) Clean Air (Agency). She said this neighbor burns during burn bans, burning illegal garbage and debris from cars, causing fumes, with a footprint at least 25 feet at one end. He has no water; he has a well, but no electricity to it. He was recently burning during a stage 2 burn ban. He burns all night long and recently had a huge bonfire going and left it unattended. She said if the fire takes off, she does not have a prayer to survive. She is a disabled senior and unable to drive, so she would not be able to drive out or run. She said someone sent her the burn rules from the internet, but what good are they if they are not enforced. She asked what procedure she should follow if the fire takes off and is out of control; is she supposed to stay in her house and call 911 or somehow hobble out of there.

Commissioner Skaggs responded the fire district here and other districts have always had trouble with smoke and burn complaints. They have put policies together to protect everybody including the fire fighters and the citizens. He stated that she mentioned she has a health problem. A health problem puts them into action and going out to her property. He asked if she had spoken directly with one of the Chiefs yet about this. She responded she had not. Commissioner Skaggs said they would have her do that so they know where her property is, since she has a health issue. And regarding the Clean Air Agency she has been referred to, they are the ones who issue fines, up to \$10,000 for non-compliance to our burn rules. She said she has called them every time she has been referred to them. She has called on a total of five fires now. Commissioner Skaggs said he will have her meet with Chief Baskett who will look into this to get the process working correctly.

Chief Baskett stated he would go out tomorrow to take a look at it. He explained that the RCW put the fire department in place but gave it no legal authority to act on certain events, and that is why they refer her to PSCAA because they are the legal authority that can ticket and stop them. He said he didn't know why they are not responding to her complaints. He said he can help her communicate with them. She said they were to send a form to her after the first complaint in early October, but she has not received it yet. Chief Baskett explained that when she calls 911 dispatch they should forward her information to our Battalion Chief who would call her to obtain more detailed information and then go out or send someone out. He said they have a system in place, but there may be a problem in the system with dispatch not recognizing what should be done. She stated she has reported a total of five fires now, most recently last Saturday. Commissioner Skaggs said he was sorry she had so much trouble with this and that they would help her.

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of December 14, 2015, was adjourned at 7:34 p.m.

Robert E. Skaggs, Commissioner

Anthony D. Judd, District Secretary