

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
December 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, 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 Skaggs requested the Agenda be modified to take up New Business item, Rotating Chairmanship of the Board - Resolution No. 597 at this time, and to add the swearing in of new Fire Commissioner Adam Rosenlund under Other Business.

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

Commissioner Skaggs reflected on his 25 years as a Fire Commissioner for Graham Fire & Rescue. He remarked that the Department has changed drastically over the years. He said he appreciates all of the support that the present and former staff members have given to the Board. He addressed the crew members in the audience and said they are amazing. He said his journey had been a rough road at times, with some disagreements, but the end result is that he always had their best interest and that of the citizens at heart. He thanked previous Commissioners Jim Berry and Verne Pierson, and Commissioner Gerry Gustafson for their continued support, leadership and vision for the Department. He expressed he had great concern about the fire service nationally and within the state, that some were losing focus of what they are supposed to be doing and why they are here – to serve. He urged the members to appreciate the lifestyle they have, they have earned it, but not to lose sight of why they are here – to serve. He said he has nothing but love for the Department and its people. He expressed to Commissioner-elect Rosenlund he has big shoes to fill, not just his, but those who went before him, and wished him well.

Commissioner Skaggs concluded by stating that according to Resolution 597, the Chairmanship of the Board of Fire Commissioners will rotate to Gerry Gustafson. He asked Commissioner Gustafson if he would accept and he answered he would. Commissioner Skaggs passed the gavel to Commissioner Gustafson who chaired the remainder of the meeting.

Commissioner Gustafson thanked Commissioner Skaggs for his years of service and the memories. He also thanked the previous Commissioners for what they accomplished for the District.

## **APPROVAL OF THE MINUTES**

**The minutes of the Regular Board Meeting of December 14, 2015, were approved as presented.**

## **CORRESPONDENCE**

WFCA 2016 Saturday Seminar Series Announcement. Chief Baskett requested the Board members contact staff for registration if they are interested in attending any of the seminars.

2016 L&I Rates Explanatory Statement

Additional correspondence: Letter from the Washington State Auditor's Office to the Board of Commissioners regarding the entrance conference scheduled for 3:30 p.m. on December 29, 2015, at District Headquarters. Chief Baskett stated Commissioner Gustafson had agreed to attend.

## **FINANCIALS**

Payables Checks #20204 through #20255 in the amount of \$71,018.37, Payables (Payroll) Checks #20263 through #20279 in the amount of \$343,840.86, Payroll Checks #20256 through #20262 in the amount of \$20,763.53, and Payroll Transfers (EFTs) in the amount of \$504,966.73, for a total of \$940,589.49, were presented for approval.

**Commissioner Barstow moved to accept the payables in the amount of \$940,589.49, 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:

He attended several charity events sponsored by the Department and Local 726 during the holiday season. He thanked the members who donated their time to make these events a great success. These events included Fire Department Santa school tours, food baskets for families in need, Fire House Santa, Coats for Kids and the Giving Tree. A special thanks to everyone!

Legislative Day is scheduled for Thursday, January 28<sup>th</sup>. Staff is prepared to schedule appointments for the Board with our legislators, if desired. They responded affirmatively.

SS911. Chief Baskett stated he had nothing to report at this time.

WSRB Rerate / Station 92 Living Quarters. Chief Baskett stated he had nothing to report at this time.

Engineering Services. Chief Baskett informed the Board the Request for Qualifications will be out for advertising and staff will provide the Board a recommendation when the process is complete.

State Audit. Chief Baskett reported to the Board the audit is progressing as expected with no concerns.

Policy Review. Chief Baskett recalled for the Board at the last meeting he had presented them a new policy, Operating Instruction 408 Emergency Alert (EMER) for their review, and had not received any questions or concerns. He asked the Board if they wished to take action.

**Commissioner Barstow moved to approve Operating Instruction 408 Emergency Alert (EMER), as written. Commissioner Skaggs seconded the motion. Motion carried unanimously.**

Chief Baskett stated staff would get the policy out to the appropriate personnel.

Five-Member Board. Chief Baskett explained that Commissioner Gustafson had contacted him last week in regard to Pierce County potentially running an initiative during the spring election, and if we should consider running our Department measures at the same time. Chief Baskett recalled for the Board that he presented several options for a 2016 Board expansion at the September 14<sup>th</sup> regular meeting. During the September 28<sup>th</sup> regular meeting the Board directed staff to prepare to run the EMS renewal and five-member Board measure during the August primary election. The 2016 budget currently reflects this direction. He asked the Board if they have an interest in revisiting this issue. Commissioner Gustafson explained his reason for suggesting the spring election is that if the measure does not pass in August and we have to run it again in November, there are a lot of measures on the ballot and it could get lost. Chief Baskett responded he was aware of other fire districts running EMS measures in August, which is beneficial for us, but he is not aware of any county measures in February other than the school district. Commissioner Skaggs suggested staff look into April as a possibility, too, as he is aware of a marijuana measure on that ballot. Chief Baskett stated staff will look into spring and August election possibilities.

## **NEW BUSINESS**

### Resolution No. 856, Rescind Policies

Board Secretary Jodi Reynolds read Resolution No. 856, Rescind Policies, into the record.

**Commissioner Barstow moved the approval of Resolution No. 856, Rescind Policies, as presented. Commissioner Skaggs seconded the motion. Motion carried unanimously.**

## **OTHER BUSINESS**

Chief Baskett informed the Board he had three additional items to bring before them:

Intergovernmental Cooperative Purchasing Agreement. Chief Baskett requested Board approval to sign an interlocal agreement which would allow the Department to continue purchasing jointly with the rest of the EMS purchasing group.

**Commissioner Skaggs moved to approve Chief Baskett to sign the Intergovernmental Cooperative Purchasing Agreement on behalf of the District for the purchase of EMS Supplies and Equipment. Commissioner Barstow seconded the motion. Motion carried unanimously.**

Letter of Appreciation to Commissioner Robert E. Skaggs. Chief Baskett read into the record a letter he had written to Commissioner Skaggs expressing his gratitude for his

years of service to the District and for his support for Chief Baskett during his 28-year fire service career. He presented the letter to Commissioner Skaggs.

Commissioner Skaggs responded that it had been an honor to serve. He said to “stand tall; be the leaders that you are; set goals for others to follow; and you will be so proud of what you can accomplish.” He thanked everyone.

Swearing in of New Fire Commissioner.

Chief Baskett requested Commissioner-elect Adam Rosenlund come forward.

**District Secretary Judd administered the Oath of Office to Fire Commissioner Adam G. Rosenlund.**

**GOOD OF THE ORDER/PUBLIC INPUT**

Citizen Joyce Moss stated she had attended the last meeting seeking help with a neighbor who was illegally burning. She thanked the Board and Chief Baskett for the way the situation was handled – very graciously, nicely and quietly, and she appreciated that.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of December 28, 2015, was adjourned at 7:29 p.m.**

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Gerry W. Gustafson, Commissioner

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Anthony D. Judd, District Secretary