

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
January 25, 2016**

CALL TO ORDER

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

Attendance:

Present: Commissioner Gerald W. Gustafson, Commissioner Russell T. Barstow, Commissioner Adam G. Rosenlund, Fire Chief Ryan Baskett, Deputy Chief Tony Judd and Board Secretary Jodi Reynolds

Commissioner Gustafson led the Pledge of Allegiance and welcomed the audience.

APPROVAL/MODIFICATION OF THE AGENDA

Commissioner Barstow moved to approve the Agenda as presented.

Commissioner Rosenlund seconded the motion. Motion carried unanimously.

APPROVAL OF THE MINUTES

The minutes of the Regular Board Meeting of January 11, 2016, were approved as presented.

CORRESPONDENCE

None

FINANCIALS

Payables Checks #20309 through #20360 in the amount of \$120,412.77, Payables (Payroll) Checks #20368 through #20383 in the amount of \$306,028.04, Payroll Checks #20361 through #20367 in the amount of \$21,282.80 and Payroll Transfers (EFTs) in the amount of \$518,514.16, for a total of \$966,237.77 were presented for approval.

Commissioner Barstow moved to accept the payables in the amount of \$966,237.77, after proper auditing. Commissioner Rosenlund 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:

Pierce County Fair Manager Betty Backstrom passed away January 14th. A celebration of her life will take place February 7th at the Puyallup fairgrounds. She will be greatly missed. Chief Baskett plans to attend her service.

Resident Firefighter Davit Holtz has resigned his position with the Department due to relocating out of state. Chief Baskett referred the Board to the copy of Mr. Holtz's resignation letter in their books. Staff will out-process him appropriately.

Legislative Day is this Thursday, January 28th. Chief Baskett explained he had informational binders for Commissioners Gustafson and Rosenlund to review and take with them on Thursday. He stated due to the short session and lack of extra tax revenue, the amount of fire service issues on the agenda is limited. However, the event still provides a good opportunity to thank our representatives for considering the issues important to us, and to continue to do so. Discussion ensued about attire and driving arrangements.

The Northwest Leadership Seminar in Portland is March 2nd – 4th. He asked the Board if any of its members were interested in attending. They declined.

The District's Annual Awards Banquet is set for Saturday, February 27th at Frontier Park Lodge beginning at 5:30 p.m. Invitations will be sent out shortly.

SS911. Chief Baskett stated he had nothing new to report.

WSRB Rerate / Station 92 Living Quarters. Chief Baskett informed the Board that out of the five individuals interested in becoming volunteers, only three of them submitted applications by the deadline. Assistant Chief Mason is working with Bates for possible volunteer candidates. He cautioned the Board that training a group this small is difficult and not very cost effective. He said staff is moving forward with the three candidates to see if they qualify.

Chief Baskett informed the Board citizens Carolyn and Bob Benum had agreed to volunteer their time to look into living quarters at Station 92. He met with them and they believe they have a plan to purchase a double-wide mobile home to place on site. The estimated cost is approximately \$80,000 permitted and installed. He provided the Board with a brochure showing a similar structure and explained it has three bedrooms. We would use the current location of the water and power at Station 92 and permit the structure under "caretakers unit."

Chief Baskett recalled for the Board they had previously approved spending the remainder of the facilities bond on Station 92. Deputy Chief Judd stated there was approximately \$170,000+ remaining. Chief Baskett requested Board approval to go out to bid for a 27' X 44', three bedroom, two bath mobile home. Commissioner Barstow asked how the station would be staffed. Chief Baskett said it would be a volunteer sleeper program, part of our resident program and/or come from home volunteer system. The call volume in that area is low due to the close proximity to Stations 96 and 93, so we could not justify putting career staffing there. He explained he and Assistant Chief Mason had discussed possibly developing a scholarship program whereby the recipient would receive a scholarship to Bates' Fire Program and living space at Station 92 as part of the award. Chief Baskett explained he is still working on a staffing plan, but needs to have the living quarters built first. Commissioner Rosenlund asked for the total cost once more, and Chief Baskett responded approximately \$80,000 installed, permitted, skirted and with decks. This building does not come sprinklered, so that would be an added cost. Commissioner Rosenlund inquired about a timeline. Chief Baskett responded there was no specific timeline for this piece of the process; however, the deadline set by WSRB to complete our plan is September 2016. Discussion ensued.

Commissioner Rosenlund moved to authorize staff to proceed with the bid process to purchase a mobile home to serve as Station 92 living quarters. Commissioner Barstow seconded the motion. Motion carried unanimously.

Chief Baskett stated he will draft a Request for Proposal document and present it to the Board in the next month or so. He stated it will be fairly general in order to get the best price possible.

State Audit. Chief Baskett informed the Board the state audit has been completed with no major issues. They are recommending staff create a new fund to track HazMat expenditures. The exit interview is scheduled for 5:00 p.m. on Tuesday, January 26th. Commissioner Gustafson is planning to attend. Chief Baskett stated he will report back to the Board at the next meeting.

Policy Review. Chief Baskett recalled for the Board he had provided them with several policies at the previous meeting and he has since addressed them with the labor group. He stated he had received no comments or concerns from the Board and requested their approval of these policies.

- OI 601 – Vehicle Operations Safety. Chief Baskett informed the Board one change was made on the back page where it referenced the ladder truck and the placement of the wheel blocks; the wording was changed to “front” tire.

Commissioner Rosenlund moved the approval of Operating Instruction 601 – Vehicle Operations Safety as presented. Commissioner Barstow seconded the motion. Motion carried unanimously.

- OI 603 – Vehicle Driving Authorization. No additional changes made.

Commissioner Barstow moved the approval of Operating Instruction 603 – Vehicle Driving Authorization as presented. Commissioner Rosenlund seconded the motion. Motion carried unanimously.

- OI 423 – Chief Duty Officer. No additional changes made.

Commissioner Rosenlund moved the approval of Operating Instruction 423 – Chief Duty Officer as presented. Commissioner Barstow seconded the motion. Motion carried unanimously.

- OI 133 – Performance Management. Chief Baskett informed the Board he had a Labor Management Conference today and labor had a concern with how long management would hold an employee’s performance notes. Chief Baskett requested the Board allow him some time to consider labor’s concerns and develop a resolution, and he would present this policy again to the Board at a later meeting.

Grants. Chief Baskett reported to the Board the AFG grant application was completed and submitted on time. He has placed a copy of the application in the Board’s read file.

New MDCs. Chief Baskett reminded the Board that at the last Board meeting he informed them the new MDCs had been ordered. The order was subsequently cancelled after staff determined the proposed machines could not support the Windows 10 operating system, which is critical to the new CAD. Staff determined the Microsoft Surface Pro was the best option to use as our MDCs, due to their ease of use and operation. Also, they are far less expensive. The negative is they are not ruggedized,

so our personnel must be cautious when the machines are removed from their vehicle mounts.

Engine Purchase. Chief Baskett reported to the Board he researched a “straight lease” option as requested. He distributed an amended “Payment Options” sheet to the Board. He explained the sheet lists the original three payment options followed by straight lease options for 7, 8 or 10-year terms. He said he spoke with multiple agencies and was unable to find one that uses a full lease and return program. Some agencies do, however, spread the payments out over many years and make a payment at the end to pay it off. He reviewed the Straight Lease Option, 7-year term, with 2.66% interest rate, for total payments of \$1,199,468.62, plus the balloon payment at the end of \$168,000 that we would pay to keep the vehicle, or someone else would pay to purchase it. He pointed out the dollar figures in the far right outside column and said these were the “Total Cost” amounts for each of the payment options. The Straight Lease Options have a total cost of \$1.3+ million. He then directed the Board to the top of the sheet to Payment Option 1 – Pay outright with Prepayment – which has a Total Cost of \$1.1 million for two engines. We would pay \$250,000–\$300,000 more if we leased the engines. Chief Baskett recommended to the Board that while we have the M&O funds available we commit to this and move forward with Payment Option 1, and we will own the engines outright in 2017.

Commissioner Rosenlund moved to approve staff to purchase two new fire engines utilizing Payment Option 1, under an Interlocal Agreement with Snohomish Fire. Commissioner Barstow seconded the motion.

Discussion was held on the motion. Commissioner Gustafson asked Chief Baskett which engines the new ones would replace. He responded the 1986 Sutphens. Commissioner Gustafson said he calculated we have six years left on the Class A on the Sutphens, based on 20 years of class A, at the 19th year you rebuild them, then you have 15 more years at class A. So, those two engines still have six years of class A. Chief Baskett acknowledged Commissioner Gustafson’s statements. He stated we refurbished them back in 2004, so we are 12 years into that. He acknowledged we put a lot of money into them, but now we’re spending a lot to maintain them. The older the vehicle, the more you spend. He explained these engines are not as safe or productive for our employees. We are 30 years into those vehicles, and in the fire service that is a long time. Commissioner Gustafson said Tacoma has engines older than that.

Commissioner Rosenlund requested Assistant Chief of Logistics Steve Richards offer his opinion on the condition of the Sutphens, their value, and how much life remains in them. Assistant Chief Richards explained that when they break down, it is almost impossible to find parts for them and he no longer has a “graveyard” of old parts. He agreed with Chief Baskett these engines are not as safe as the new engines with their new safety features. They were good rigs back in 1986 and 1996, but they have had a lot of use and have been run hard. He said his recommendation is that we start replacing the fleet. We can still use them for training, but they are past their days of use as first out reserve rigs. We are running them 10-15 times a day and that is taking a toll on them. Deputy Chief Judd added there is no resale value on them. Chief Baskett reminded the Board we are still looking at 390 days out for the new rigs, so we still need to get considerable use out of the 86’s until then.

Commissioner Gustafson stated another problem he had with this is if we buy two at the same time, we will have to replace them at the same time. If we purchased them a year

or two apart, that would be better. Chief Baskett agreed, and stated the optimum process would have been to buy one in 2012, one in 2014 and one in 2016 to get our fleet updated, but we did not have the money until 2015. Deputy Chief Judd added the upside to buying two engines at the same time is the training time decreases because the vehicles are exactly the same, and parts are easier to get because they are exactly the same. Also, if you put two engines at two different fire stations, they will not wear out at the same rate because one station will run theirs more than the other. Assistant Chief Richards can manage the miles and move them from station to station so they are not dying at the same time. Chief Baskett added that if we cannot sell the retired vehicle, we will first attempt to donate it to an agency in need in state, but if not, then out of state, and then internationally, as we did with the ladder truck we donated to a large city in Mexico. Discussion concluded.

Commissioner Gustafson called the question. Motion carried unanimously.

Strategic Plan. Chief Baskett reminded the Board that at the end of last year he brought up the need to renew our Strategic Plan which was written in 2008 and adopted in 2009, and covered five years. He stated this is a tremendous amount of work, but he believes we have the skills in-house to accomplish this project. He distributed to the Board an outline for the Strategic Planning Process he will be starting soon. He explained he will start by holding separate meetings with all of the stake holder groups including each shift, the administration, volunteers, a citizens group and the Commissioners. These groups will address the current Mission, Vision & Values and determine if they are still relevant to the Department. They will also do a S.W.O.T. Analysis during which they discuss the Department's Strengths, Weaknesses, Opportunities and Threats. Board Secretary/Admin. Support Specialist Jodi Reynolds will attend each meeting and precisely document what is said.

Chief Baskett will then develop a work group comprised of representatives from all of the stake holder groups. All of the data collected will be given to the work group to evaluate and categorize. From these categories they will develop short and long term goals, develop objectives to accomplish these goals and develop and assign tasks with time frames to accomplish the objectives. He estimates the time line for holding the meetings and collecting data at two to three months. The work group will have their working document to Chief Baskett at six to nine months in. Finally, Chief Baskett and Jodi Reynolds will create a final document as our Strategic Plan for 5 and 10 years, which should be completed within 12 months from the start of the process. Chief Baskett asked the Board if they would prefer citizens be included in the Commissioners' meeting and they responded they would. He said he would reach out to the Citizens Advisory Group formed for the M&O Levy to see if they want to be involved. He added that he asked the labor group to what extent they wanted to be involved in the process and they want to be involved in the entire process.

Commissioner Gustafson asked Chief Baskett if Commissioners Barstow and Rosenlund had been provided a copy of the 2009 Strategic Plan and he responded they had not but he would make sure they each receive one.

2016 Elections. Chief Baskett requested clarification from the Board regarding the upcoming elections and proposed ballot measures. He stated Commissioner Gustafson was interested in the possibility of the April 26th Special Election. The submission deadline is February 26th and would require some resolutions be put in place. He researched the election and did not find any county-wide measures planned for April, so

there would be a cost involved, but he did not know what that is, but it would be more than a primary or general. Chief Baskett requested the Board clarify if they still want staff to prepare a measure for a five-member Board for the August ballot. He reminded the Board we also need to renew our EMS levy. He requested direction as to whether the Board is still interested in a five-member Board, and stated we need to make a decision on an EMS renewal or go for a permanent EMS levy. The permanent EMS levy requires a supermajority to pass, whereas the six-year renewal requires a simple majority of 50%+1. He also requested the Board come up with a backup plan for whichever option they decide. Chief Baskett recommended running the measures in August along with the other county fire districts' measures. Also, he said he believes it is in the best interest of the district to go for a permanent EMS levy. If the Board decides to run the five-member Board measure, he recommends it be run at the same time as the permanent EMS levy to minimize election costs. He said he met with the labor group today and they have no problem with the five-member Board, but do have concerns about running the two measures together.

Commissioner Barstow stated he is in favor of a five-member Board; however, the EMS levy is more important at this time. He is in favor of a permanent EMS levy. Commissioner Gustafson stated he is in favor of going out for the five-member Board and permanent EMS levy measures in August. He is confident the permanent EMS levy will pass based on the previous EMS six-year renewal which passed with such high numbers. He requested Chief Baskett obtain the past election results and he said he would. Commissioner Rosenlund stated he is in favor of running the permanent EMS levy measure in August, and applying for the five-member Board and EMS levy renewal for the November election. Win or lose in August, we would pull one of the measures for November. If we lose in August, pull the five-member Board measure and focus on the EMS renewal. If we pass the permanent EMS levy in August, then pull the renewal for November and only run the five-member Board measure. The Board agreed that no measures would be run in the April 26th Special Election. Chief Baskett advised the Board he will be asking for direction on our measures for 2016 at a later date.

NEW BUSINESS

Resolution No. 857, Certified Chief's Eligibility List

Board Secretary Jodi Reynolds read Resolution No. 857, Certified Chief's Eligibility List, into the record.

Commissioner Rosenlund moved the approval of Resolution No. 857, Certified Chief's Eligibility List, as presented. Commissioner Barstow seconded the motion. Motion carried unanimously.

OTHER BUSINESS

Chief Baskett informed the Board he had received the contract with Pierce County to provide fire protection services for their properties located within our boundaries. He distributed copies to the Board members. He pointed out the contract is for 2015 and explained the county is extremely behind on paperwork. In order for us to get paid for services provided in 2015, he is requesting Board approval of the contract.

Commissioner Rosenlund moved the approval of the 2015 Contract for Fire Protection Services between Pierce County and the District. Commissioner Barstow seconded the motion. Motion carried unanimously.

GOOD OF THE ORDER/PUBLIC INPUT

Firefighter Jasper Stenstrom announced the Graham Fire stairclimb team is hosting a “Tap Takeover” fundraiser at Shaken Spirits & Brews on February 10th from 6:00 – 9:00 p.m. to benefit the Leukemia & Lymphoma Society.

EXECUTIVE SESSION

Chief Baskett requested a ten-minute Executive Session under RCW 42.30.140 to plan strategy for Collective Bargaining, with no business to follow, and a five-minute Executive Session under RCW 42.30.110 (1) (g) to evaluate qualifications of a public employee or review their performance, with no business to follow.

Commissioner Gustafson announced a ten-minute Executive Session under RCW 42.30.140 to plan strategy for Collective Bargaining, with no business to follow, and a five-minute Executive Session under RCW 42.30.110 (1) (g) to evaluate qualifications of a public employee or review their performance, with no business to follow. The Executive Session was announced as beginning at 8:17 p.m.

An announcement was made at 8:32 p.m. to extend the Executive Session another 10 minutes.

An announcement was made at 8:42 p.m. to extend the Executive Session another 10 minutes.

An announcement was made at 8:52 p.m. to extend the Executive Session another 5 minutes.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of January 25, 2016, was adjourned at 8:57 p.m.

Gerald W. Gustafson, Commissioner

Anthony D. Judd, District Secretary