

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
February 8, 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 25, 2016, were approved as presented.**

**CORRESPONDENCE**

None

**FINANCIALS**

Payables Checks #20384 through #20443 in the amount of \$106,932.28 and a Transfer (EFT) in the amount of \$654.92, for a total of \$107,587.20, were presented for approval.

**Commissioner Barstow moved to accept the payables in the amount of \$107,587.20, 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:

The District's Annual Awards Banquet is set for Saturday, February 27<sup>th</sup> at Frontier Park beginning at 5:30. Please see the attached flyer and RSVP if you plan to attend.

The six new Firefighter/Paramedics have completed their orientation and will start the West Pierce Fire & Rescue Academy tomorrow. Chief Baskett will provide the Board updates on their progress.

SS911. Chief Baskett reported the next Operations Board meeting is scheduled for this Friday, February 12<sup>th</sup>. The County Chiefs radio committee has sent a letter to the D.E.M. Director Lowell Porter to arrange a meeting to address the radio system user contract.

WSRB Rerate / Station 92 Living Quarters. Chief Baskett informed the Board staff is working on completing the mobile home RFP. He will have the RFP reviewed by legal counsel and anticipates will have it for the Board at the next meeting.

State Audit. Chief Baskett reported to the Board the state audit exit interview went very well. The final report has been released and a copy is in the Board's read file. Chief Baskett recommended the report be put on the District website for citizen access and transparency. The Board concurred.

Policy Review. Chief Baskett referred the Board to Operating Instruction 133 – Performance Management & Review located in their books. He explained he made one additional change on page three adding language to address how long an employee's Performance Notes will be maintained. He recited from the policy, "An individual's Performance Notes will be deleted from the online system after the employee has received his second annual evaluation after the Performance Note was written." Chief Baskett recommended the Board approve the policy. Discussion ensued.

**Commissioner Rosenlund moved the approval of Operating Instruction 133 – Performance Management & Review as written. Commissioner Barstow seconded the motion. Motion carried unanimously.**

GEMT. Chief Baskett informed the Board the Washington State Health Care Authority has completed their work on the GEMT State Plan Amendment (SPA). The State Chiefs work group is satisfied with the results and encouraged with the progress. The SPA was sent to the Centers for Medicare & Medicaid Services (CMS) for review. The CMS has 90 days to reply with their comments and/or acceptance. Chief Baskett stated they are still on track for having the program in place by the end of the year.

Apparatus Purchase. Chief Baskett updated the Board that the third medic unit has been ordered and he anticipates all three will be delivered in the spring. He distributed an Interlocal Cooperative Purchasing Agreement to the Board for their review and explained the document was written by Attorney Brian Snure. Once the Board approves this agreement, Chief Baskett will begin finalizing the contract with True North for the purchase of the two new fire engines. He explained the new engines will be just like our 2010 engines, the only difference being the new engines will have a door covering the pump panel.

**Commissioner Rosenlund moved to approve the Interlocal Cooperative Purchase Agreement between Snohomish County Fire Protection District No. 17 and the District, and to approve Chief Baskett to sign the agreement on behalf of the District. Commissioner Barstow seconded the motion. Motion carried unanimously.**

Strategic Plan. Chief Baskett informed the Board he has started holding shift meetings and the first two with A-shift went well. He requested the Board consider some possible dates for their S.W.O.T. analysis meeting which will include a group of citizens. Commissioner Rosenlund suggested they consult their calendars and select some dates following the Board meeting.

2016 Elections. Chief Baskett reminded the Board that prior to the last Board meeting he had reached out to the Pierce County Elections Office seeking information about measures planned for the April 26th special election. Since then they have responded

and confirmed they are planning a Marijuana Advisory Vote. This would drive the cost of the special election down; however, the cost is likely to be more than a primary or general election. He stated he maintains his recommendation to run a permanent EMS levy in August along with the other fire agencies, with a backup plan to place a six-year EMS renewal and the five-member Board measure on the November ballot. He added he confirmed with the elections office that pulling either of the November measures is possible depending on the results of the August election. He pointed out Commissioner Rosenlund had suggested this plan previously.

Chief Baskett responded to a request from Commissioner Gustafson at the last Board meeting to provide the historical results of the past several elections. They are as follows:

- 2006 EMS            Passed            63.95%
- 2008 Bond           Passed            63.31%
- 2011 EMS            Passed            70.66%
- 2014 M&O           Failed            58.43%            (August)
- 2014 M&O           Passed            60.47%            (November)

Discussion continued regarding possible scenarios. Chief Baskett advised the Board he does not need direction on the election now, but he just wanted to provide answers to the Board members' questions. He said he will, however, need direction at the next one or two meetings.

**NEW BUSINESS**

None

**OTHER BUSINESS**

None

**GOOD OF THE ORDER/PUBLIC INPUT**

Commissioner Gustafson stated with regards to the “bumps” or “wrecks” District vehicles have been involved in, he is aware of driver/operator training classes that are better than what we use now. He requested staff look into other training programs for old and new employees. Commissioner Rosenlund said the program is called EVIP. Chief Baskett stated he would direct the Training Division to look into it.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of February 8, 2016, was adjourned at 7:30 p.m.**

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Gerald W. Gustafson, Commissioner

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Anthony D. Judd, District Secretary