

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
February 22, 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 February 8, 2016, were approved as presented.**

**CORRESPONDENCE**

WFCA Legislative Report

Pierce Co. Certification of 2015 Levies and 2016 Tax Rates – Chief Baskett informed the Board the total tax amount came in approximately \$75,000 over the projected amount on which the 2016 Budget was based. As has been the practice in years past, the additional amount will be carried over to the next year. He also explained in 2015 the District collected approximately \$2.79 per \$1,000; whereas for 2016 the rate is \$2.72 per \$1,000, a reduction of approximately \$0.07 per \$1,000.

**FINANCIALS**

Payables Checks #20444 through #20493 in the amount of \$64,294.92, Payables (Payroll) Checks #20502 through #20517 in the amount of \$283,074.03, Payroll Checks #20494 through #20501 in the amount of \$21,819.19 and Payroll Transfers (EFTs) in the amount of \$545,929.40, for a total of \$915,117.54 were presented for approval.

**Commissioner Barstow moved to accept the payables in the amount of \$915,117.54, 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:

He approved Deputy Chief Judd's vacation leave request for the week of March 21-25.

Chief Baskett requested Board approval to take vacation leave from March 14-18.

**Commissioner Rosenlund moved to approve Chief Baskett's vacation leave request for March 14-18. Commissioner Barstow seconded the motion. Motion carried unanimously.**

Chief Baskett informed the Board he plans to take the executive team – the Assistant Chiefs and Deputy Chief Judd to the Northwest Leadership training conference in Portland on March 2<sup>nd</sup> – 4<sup>th</sup>. His objective is to use this as a mini executive retreat to focus on teamwork and future planning for the organization. He will make arrangements for coverage while they are gone.

SS911. Chief Baskett reported to the Board the implementation of the new CAD has been delayed in order to work through issues identified during the training process. He has not heard anything regarding the meeting requested by the Pierce County Fire Chiefs with DEM Director Porter regarding radio user fees. Operations Board meeting minutes have been added to the Board's books for review.

WSRB Rerate / Station 92 Living Quarters. Chief Baskett presented the Board with a draft Request for Proposal for the caretaker's unit at Station 92 for their review. He explained he was not requesting Board action tonight; but, he would be at the next meeting. He added that the Training Division is working on volunteer testing.

Strategic Plan. Chief Baskett informed the Board the first phase of the strategic planning process is in full swing and his meetings with the employees are producing much good feedback. The Board members/citizens meeting is tentatively scheduled for March 8<sup>th</sup> at 6:00 p.m. He has reached out to the Citizens Advisory Group members and additional citizens whose names had been provided to him. He requested Board approval to schedule a Special Board Meeting for March 8<sup>th</sup> beginning at 6:00 p.m.

**Commissioner Rosenlund moved to approve holding a Special Board Meeting on Tuesday, March 8<sup>th</sup> beginning at 6:00 p.m. to facilitate a Strategic Planning discussion with the Citizens Advisory Group at Station no. 94. Commissioner Barstow seconded the motion. Motion carried unanimously.**

Chief Baskett stated he is still securing commitments from citizens to participate. He requested the Board email him the names of any individuals they recommend he contact.

2016 Elections. Chief Baskett reported to the Board the Bethel School District measure failed to get a super-majority, receiving 57.6% of the vote. They plan to run it again in April. He stated he still was recommending the District run a permanent EMS levy in August with the other fire districts, and a six-year EMS renewal measure, if the permanent measure does not pass in August, and five-member Board measure in November.

**Commissioner Rosenlund moved to approve staff to proceed with placing a permanent EMS levy measure on the August 2016 ballot, then place a six-year EMS renewal levy on the November 2016 ballot, with the option to withdraw it if the permanent levy passes in August, and a five-member Board measure in November. Commissioner Barstow seconded the motion. Motion carried unanimously.**

Chief Baskett told the Board he would keep them informed of the ways staff reaches out to the citizens to inform them about the ballot measures.

**NEW BUSINESS**

Resolution No. 858, Honoring Robert E. Skaggs

Board Secretary Jodi Reynolds read Resolution No. 858, Honoring Robert E. Skaggs, into the record.

**Commissioner Rosenlund moved the approval of Resolution No. 858, Honoring Robert E. Skaggs, as presented. Commissioner Barstow seconded the motion. Motion carried unanimously.**

FEMA Grant. Chief Baskett informed the Board staff became aware of a FEMA Grant opportunity through the Department of Emergency Management (DEM) for emergency preparedness. Staff is prepared to submit a grant application for the purchase of a new back-up generator for Station 91, in the amount of \$140,000. The District would be responsible for 25% of the total if awarded, which is \$35,000 – \$40,000. The generator currently at Stat 91 is quite small for that facility. Chief Baskett requested Board approval to submit an application for the grant. Commissioner Gustafson asked Chief Baskett how big the new generator would be and he answered 230 kW. Deputy Chief Judd added the current generator is just 5,000 watts.

**Commissioner Barstow moved to approve staff to submit an application for the FEMA Grant through the Department of Emergency Management for the purchase of a new back-up generator for Station 91, and commit to the District's responsibility of 25%, which is \$35,000 – \$40,000.**

**OTHER BUSINESS**

None

**GOOD OF THE ORDER/PUBLIC INPUT**

None

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of February 22, 2016, was adjourned at 7:17 p.m.**

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Gerald W. Gustafson, Commissioner

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Anthony D. Judd, District Secretary