

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
March 28, 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 March 14, 2016, were approved as presented.

CORRESPONDENCE

Thank you card from a Citizen

FINANCIALS

Payables Checks #20584 through #20633 in the amount of \$35,082.74, Payables (Payroll) Checks #20641 through #20657 in the amount of \$403,932.76, Payroll Checks #20634 through #20640 in the amount of \$21,154.13 and Payroll Transfers (EFTs) in the amount of \$552,641.44, for a total of \$1,012,811.07 were presented for approval.

Commissioner Barstow moved to accept the payables in the amount of \$1,012,811.07, 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 Daffodil Parade is Saturday April 9th. The District will have Ladder 91 carrying the winners of this year's Great Escape contest. The decorating party is planned for Friday April 8th at 12:30 p.m., and the plan is to leave from Station 91 at 10:30 a.m. on Saturday, if the Board members wish to participate. Chief Baskett offered special congratulations to the 5th grade students who won their respective school's Great Escape contest: Monique Carter, Camilla Lationov, Zeza Swarts, Rivir Schindler, Lillian LeBlanc, D'Eric Flores-Rivera, Alexis Chancellor, Corina Karyavy, Surina Martin and Melony Bridgeman.

All personnel have been scheduled for training on the new Performance Management program in April. This completes the transition of the entire Department over to the new program.

The next All Officers training scheduled for April 19th covering managing a Mayday will be led by retired Olympia Fire Chief Pat Dale. An expert in Blue Card, he trained and certified our Blue Card instructors. Chief Baskett invited the Board to attend this training.

Volunteer Firefighter Tim Thomas has not responded to the District's numerous attempts to contact him to catch up on his training. He last logged onto the Department's training program in June 2015. Chief Baskett stated he believes Tim has been given every opportunity to meet the requirements and recommended the Board terminate his affiliation with the Department.

Commissioner Rosenlund moved to approve staff to terminate Tim Thomas' affiliation with the District due to his inactivity effective immediately. Commissioner Barstow seconded the motion. Motion carried unanimously.

SS911. Chief Baskett informed the Board South Sound 911 is moving forward on locating a new communications center and have reached a tentative agreement with Pierce County to further evaluate the property currently occupied by the Tacoma-Pierce County Health Department. He referred the Board to the press release behind the Chief's Report.

Chief Baskett reported to the Board that Assistant Chief Richards scheduled a mobile and portable radio reprogramming operation on March 31st as part of the 700 system switch over. Staff is hopeful this reprogramming will address the radio issues reported by the crews.

Chief Baskett stated the County Chiefs group has a second meeting scheduled with Director Porter of the D.E.M. this Wednesday to discuss the radio contract.

WSRB Rerate / Station 92 Living Quarters. Chief Baskett explained to the Board he has a meeting scheduled with the civil engineer and septic designer Tuesday morning to look at the site and find a suitable area for a reserve and evaluate the current septic system as part of the process to place a mobile home there.

Strategic Plan. Chief Baskett informed the Board he is finishing up the stake holder meetings to complete phase one, and then will move into the work group part of the process.

Engineering Services. Chief Baskett stated he and Assistant Chief Richards will be meeting with Apex Engineering this Wednesday to evaluate the parking lot repair at Station 91. He added he believes we will need their assistance to complete a detailed Request for Proposal to properly repair the damage, including the drainage issues, etc., so we do not have a problem in the future.

Hose Replacement. Chief Baskett explained to the Board that hose and ladder testing has been completed for this year and several large diameter hose failed. The 2016 budget reflects funds to begin a hose replacement plan, starting with those sections that failed.

2015 Financials. Chief Baskett informed the Board Deputy Chief Judd has completed the 2015 financials and would like to close out the budget year. He explained there was \$512,279 unspent funds in the budget. He provided the following breakdown:

\$512,279:

- \$24,037 – Tax adjustments made by the county after preliminary projections received September 2014.
- \$104,128 – Taxes collected in 2015 projected to be delinquent. Estimated 3% delinquency whereas actual rate was less than 2%.
- Leaving \$384,114 money unspent in the line items:
 - \$177,450 – Contingency Fund
 - \$206,664 – Other line items unspent or 1.6% of the total budget.

Chief Baskett continued by explaining that traditionally, the Board has used one of three options for these funds:

- Transfer the money to the reserve account to increase uncommitted reserve fund.
- Roll the money over to next year's budget as additional cash carryover.
- Direct the money to the equipment replacement fund.

Chief Baskett recommend to the Board they direct this money to the equipment replacement fund to cover the additional amount needed for the purchase of the two new fire engines in next year's budget.

Commissioner Rosenlund moved to approve staff to direct the \$512,279 unspent funds from the 2015 Budget to the equipment replacement fund in the 2017 budget. Commissioner Barstow seconded the motion. Motion carried unanimously.

Commissioner Gustafson suggested staff have the county split the money over two years, i.e., ½ to 2016 and ½ to 2017, in case of a draw down or something comes up. Deputy Chief Judd explained this money would remain in the General Fund for all of 2016 and then when we budget for 2017, we would have that projected as carryover and put it in the equipment replacement line item.

NEW BUSINES

None

OTHER BUSINESS

None

GOOD OF THE ORDER/PUBLIC INPUT

Commissioner Rosenlund recognized Firefighter Jasper Stenstrom, who was in the audience, thanking him for his work on the local stairclimb charity event and representing Graham Fire & Rescue at the NYC Firefighter Stairclimb at the World Trade Center. Firefighter Stenstrom had the fastest time out of 343 participants in New York. Chief Baskett said he concurred with Commissioner Rosenlund and added that what Jasper is doing is a tremendous asset to the organization, the community and those in need. Jasper, this is fantastic work you're doing!

EXECUTIVE SESSION

Chief Baskett requested a ten-minute Executive Session under RCW 42.30.140 to adopt a position for collective bargaining, with no business to follow, a five-minute Executive Session under RCW 42.30.140 to plan/adopt a strategy/position for professional negotiations, with no business to follow, and a five-minute Executive Session under RCW 42.30.110 (1) (f) to receive/evaluate complaints/charges against a public employee/official, with no business to follow.

Commissioner Gustafson announced a ten-minute Executive Session under RCW 42.30.140 to adopt a position for collective bargaining, with no business to follow, a five-minute Executive Session under RCW 42.30.140 to plan/adopt a strategy/position for professional negotiations, with no business to follow, and a five-minute Executive Session under RCW 42.30.110 (1) (f) to receive/evaluate complaints/charges against a public employee/official, with no business to follow. The Executive Session was announced as beginning at 7:26 p.m.

An announcement was made at 7:46 p.m. to extend the Executive Session another 15 minutes.

An announcement was made at 8:01 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 March 28, 2016, was adjourned at 8:06 p.m.

Gerald W. Gustafson, Commissioner

Anthony D. Judd, District Secretary