

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
April 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, Assistant Chief Tom Mason 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 April 11, 2016, were approved as presented.**

**CORRESPONDENCE**

Thank you email from a Citizen

**FINANCIALS**

Payables Checks #20701 through #20748 in the amount of \$43,681.60, Payables (Payroll) Checks #20756 through #20772 in the amount of \$325,206.30, Payroll Checks #20749 through #20755 in the amount of \$21,804.40 and Payroll Transfers (EFTs) in the amount of \$547,348.58, for a total of \$938,040.88 were presented for approval.

**Commissioner Barstow moved to accept the payables in the amount of \$938,040.88, 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:

Chief Baskett distributed to the Board the Front Office Support Specialist Information Packet. The position is currently held by Bonni Mielbrecht who recently announced her retirement. He explained after evaluating the administrative personnel's workload and the current job description, staff recommends the position be returned to a full-time position. He said as a result of the economic downturn, hours were reduced. He requested Board approval to make it a full-time position again and start the testing process immediately. This would allow a tentative hire date of July 5<sup>th</sup> and provide a couple of weeks to train with Bonni. The Board members reviewed the packets.

Commissioner Rosenlund asked how much additional going to full-time would cost. Deputy Chief Judd responded for the remainder of the year, \$4,000 in salary. We would be adding 16 hours per week, from 24 to 40 hours. The new hire would start at the Step 1 pay grade; whereas the current employee is at Step 5. Commissioner Rosenlund stated although he had no other specific questions at present, he wanted two weeks to review the information. Chief Baskett stated the topic would be addressed again at the next Board meeting.

Chief Baskett acknowledged and congratulated volunteer Chaplain Ray Clark who received the Tacoma-Pierce County Chaplaincy's Steadfast Award at their annual luncheon, for his reliability of service. Chief Baskett thanked Commissioner Rosenlund and Assistant Chiefs Jensen and Mason for attending. Commissioner Rosenlund added he had not met Chaplain Clark prior to the event. He said everyone spoke very highly of him and he expressed that he represents the District well.

The District notified temporary Firefighter Russell Reece his six-month position has ended. This was his second round in a temporary position and once again he did an outstanding job. Chief Baskett requested Board approval to offer the next temporary position to the next most senior Resident Firefighter, Justin Funk.

**Commissioner Rosenlund moved to approve staff to extend an offer to Resident Firefighter Justin Funk for a six-month temporary firefighter position per the Collective Bargaining Agreement. Commissioner Barstow seconded the motion. Motion carried unanimously.**

SS911. Chief Baskett distributed to the Board a draft bridge agreement titled "Memorandum of Understanding between Pierce Transit-Pierce County Combined Communications Network (CCN) and Graham Fire & Rescue," for their two-week review. He explained the Pierce County Chiefs ad hoc committee led by Chief Burgess will be recommending approval and both the County's and the fire service's legal counsels have vetted the agreement. He explained it will cover the interim period through 2016, and commits all players to negotiate a fair and equitable process and fee for use of the radio system by public safety agencies. He stated the fee is \$30 per radio per month under the bridge agreement, contingent upon a supplement from South Sound 911. Deputy Chief Judd added that the \$30 fee was included in this year's budget.

Strategic Plan. Chief Baskett informed the Board he reviewed the amount of work and coordination needed for the next phase of the Strategic Planning process, and has determined a facilitator would be a worthy investment for the organization. He has met with consultant Paula Dillard to discuss what her role and fee would be to act as facilitator for phase two of the process. He expressed that in order to have a good Strategic Plan the employees will buy into, he believes it is in the best interest of the Department not to have the Fire Chief facilitate. He stated he should play a role in this phase and provide key messages, but would be afraid the end product would not have as much value if he acted as facilitator. He said Ms. Dillard's estimated fee is \$15,000. Commissioner Barstow and Rosenlund requested a firm dollar amount before making a determination. Commissioner Rosenlund stated he thinks it is a good direction to go and if the cost is in that ballpark, he can support the decision. Commissioner Gustafson requested a scope of work for Ms. Dillard's role. Chief Baskett stated he would provide that along with the cost when available.

**Commissioner Rosenlund moved to table the topic of hiring consultant Paula Dillard as the facilitator in phase two of the Strategic Planning process until staff provides the Board with a cost and scope of work. Commissioner Barstow seconded the motion. Motion carried unanimously.**

2016 Elections. Chief Baskett reported to the Board the permanent EMS levy resolution and explanatory statement are prepared and scheduled for action by the Board tonight. He referred the Board to the draft press release provided in their books for their review. The Board members stated they had no concerns with the press release as written.

Management of Excellence. Chief Baskett informed the Board the Washington Fire Commissioners Association has opened the 2015 Management of Excellence Award process. He recalled for the Board the Department has won the award the last eight out of nine years; the one year we did not win our submission was lost in the mail. Staff dedicates 80+ hours to this effort. He explained while he is proud of the Department's past accomplishments, staff respectfully requests the Board allow another agency the opportunity to win this year. With the Strategic Planning process, support specialist hiring process and overall heavy workloads, staff requests to not put in for the award this year. He requested the Board make the final determination. Discussion ensued.

**Commissioner Rosenlund moved to allow staff to not apply for the WFC Management of Excellence Award this year. Commissioner Barstow seconded the motion. Commissioners Rosenlund and Barstow: Yes. Commissioner Gustafson: No. Motion carried by a majority.**

## **NEW BUSINESS**

### Resolution No. 859, Permanent EMS Levy 2016

Board Secretary Jodi Reynolds read Resolution No. 859, Permanent EMS Levy 2016, into the record.

**Commissioner Rosenlund moved the approval of Resolution No. 859, Permanent EMS Levy 2016, as presented. Commissioner Barstow seconded the motion. Motion carried unanimously.**

### Explanatory Statement.

The Board declined to have the Explanatory Statement read into the record, and opted to review the document individually.

**Commissioner Rosenlund moved the approval of the Explanatory Statement for Proposition No. 1, Permanent EMS Levy, as presented. Commissioner Barstow seconded the motion. Motion carried unanimously.**

## **OTHER BUSINESS**

Chief Baskett informed the Board that a citizen of our District who resides south of the burn line, Mr. Kelly, for many years has petitioned the Fire District's Administration and Board to outlaw burning in the entire District. The previous Administration and Board chose not to impose additional restrictions on burning. Mr. Kelly has recently been in contact with members of the Department and specifically Chief Baskett to address the change in how we respond to burn complaints. Approximately a year ago, in order to reduce the number of calls we respond to, we put burn complaints and non-priority calls into another category. We took the stance we would only respond on burn complaints if there was a hazard involved. We have an agreement with Puget Sound Clean Air

Agency (PSCAA), and there is a WAC that states if we issue burn permits we must respond on burn complaints. The WAC is somewhat vague, so he is working with PSCAA and has determined we have a couple of options: do not issue burn permits, so all burning would be illegal; or, go back to our previous response model and respond on burn complaints as non-priority calls, unless a hazard is involved. Chief Baskett stated he is planning to meet with PSCAA over the agreement signed with them back in 1992 to update the agreement. He explained he is not looking for direction from the Board at this time. He is currently working through this process with Mr. Kelly. Chief Baskett stated he wants to come to a place where the organization can move forward and support the majority of the citizens and their needs relative to outdoor burning. He expects Mr. Kelly will likely attend an upcoming Board meeting to voice his displeasure with the Board's position to allow burning in the allowed burning areas. Chief Baskett said he will keep the Board updated on this issue.

Chief Baskett distributed to the Board a document completed by Assistant Chief Mason titled "Graham Fire & Rescue Department Accidents and Driver Training." He explained he did so in response to the concerns voiced by Commissioner Gustafson about the Department's vehicle accidents and the driver training program. Chief Baskett summarized the document by stating it outlines our last two years of accidents, our current procedures and the driver training program we have adopted. According to the document, the Department has had 13 reported vehicle accidents: 11 classified as "minor, two "major," and four "not our fault." Assistant Chief Mason elaborated on the training program curriculum, the Department standards and the State driver operator rules and regulations.

#### **GOOD OF THE ORDER/PUBLIC INPUT**

Chief Baskett informed the Board he attended the Lake Kapowsin meeting held at Station 94 Saturday night. He reported it appears likely DNR will move forward with the SEPA review process to make Lake Kapowsin an aquatic reserve; therefore, it will remain as is for the foreseeable future, making it very difficult for any development along its banks.

#### **EXECUTIVE SESSION**

None

#### **ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of April 25, 2016, was adjourned at 7:50 p.m.**

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Gerald W. Gustafson, Commissioner

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Anthony D. Judd, District Secretary