

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
May 9, 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 April 25, 2016, were approved as presented.**

**CORRESPONDENCE**

Pierce Co. Fire Prevention Bureau Monthly Report for April 2016

**FINANCIALS**

Payables checks #20773 through #20827 in the amount of \$50,438.42 and a Transfer (EFT) in the amount of \$1,033.50, for a total of \$51,471.92, were presented for approval.

**Commissioner Barstow moved to accept the payables in the amount of \$51,471.92, 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 Board has had two weeks to review the information regarding replacing the front office support specialist position. He asked if they had any questions. They responded they did not. He stated he still recommended the District fill the vacancy as a 40-hour position.

**Commissioner Rosenlund moved to approve staff to proceed with the hiring process to fill the Front Office Support Specialist as a 40-hour per week position, as presented in the information packet documents. Commissioner Barstow seconded the motion. Motion carried unanimously.**

Chief Baskett responded that staff would move forward. He added he recently received some light duty requests and is considering utilizing one of those people to fill the front office position temporarily which would benefit the District financially and staff would have additional time to hire a permanent replacement.

The Washington Fire Commissioners Association's spring seminar in Chelan begins June 4<sup>th</sup>. He asked that if any of the Board members wished to attend they notify staff soon in order to register them and arrange lodging. Commissioner Gustafson added there is a pre-conference session the Friday before, which in the past years has been worthwhile. He stated he would not be attending this year. Commissioner Rosenlund stated he would attend, and Commissioner Barstow said he may be able to attend. Chief Baskett requested he notify Deputy Chief Judd with his decision.

Chief Baskett requested Board approval to attend the Washington Fire Chiefs Conference the week of May 23<sup>rd</sup>. He explained there is a Regular Board Meeting scheduled for May 23<sup>rd</sup> and Deputy Chief Judd is available to run the meeting, or the Board could cancel and reschedule it. The Board responded that he may attend the conference and the Board meeting would remain on May 23<sup>rd</sup>.

Commissioner Gustafson and Chief Baskett attended our new hires' fire academy graduation ceremony at West Pierce Fire & Rescue last Friday. One of our new hires Firefighter/Paramedic Patrick Gallagher received the Academic Achievement Award for earning a 98% overall score. Congratulations!

South Sound 911. Chief Baskett inquired if the Board had any questions about the proposed agreement with the CCN for access to the 700 radio network he provided to them at the last meeting. They responded they did not. Chief Baskett requested Board approval of the agreement and to allow him to sign it on behalf of the District.

**Commissioner Rosenlund moved the approval of the Memorandum of Understanding between the Pierce Transit-Pierce County Combined Communications Network (CCN) and Graham Fire & Rescue, as presented, and for Chief Baskett to sign on behalf of the District. Commissioner Barstow seconded the motion. Motion carried unanimously.**

Chief Baskett stated he would sign the agreement. He added that he would be in attendance at the next South Sound 911 Combined Operations Board meeting scheduled for Friday, May 13<sup>th</sup>.

WSRB Rerate / Station 92 Living Quarters. Chief Baskett reported to the Board the septic system operations and maintenance review is complete and it failed significantly. He sent the paperwork to our septic designer Eric Russell who will provide a new septic design and reserve area to be used for future living quarters or other plan.

Chief Baskett then updated the Board on the status of the in-house Volunteer Academy planned for the beginning of June. He explained the recruiting process started with 30 interested parties, 13 of whom tested and six passed the test. The process continued and now we are down to three. To put on an in-house academy for just three people would be very costly. He said Training Division Support Specialist Greco said they have 17 new interested parties, so he proposed to Assistant Chief Mason we postpone the June academy and get the 17 people in and administer at least a written test to see if we can bolster our numbers, before we commit to a volunteer academy. He said he hopes

to do this quickly. Commissioner Gustafson concurred that we should start the process as soon as possible before the summer vacation season begins. Commissioner Rosenlund asked if the volunteers need to reside in Graham and Chief Baskett responded they do not. He added that we are recruiting for Resident Firefighters and Volunteers for Station 92.

Strategic Plan. Chief Baskett stated he had nothing new to report and staff is working diligently to compile the data from the stakeholder meetings.

2016 Elections. Chief Baskett reported to the Board he has distributed the press release announcing the permanent EMS levy to his contacts and through the Department's social media sites.

Apparatus Purchases. Chief Baskett informed the Board the insurance company determined the medic unit involved in the recent accident to be a total loss. Braun, the manufacture we are purchasing the other three medic units from, called and said they have another 2016 chassis. We provided the necessary information to the insurance company and they purchased the chassis directly from Braun for us. We may possibly have all four new medic units by late June.

Chief Baskett reported to the Board that Assistant Chief Richards and Mechanic Brian Fortner went back to the Crimson factory to go over the specifications process for the two engines. The resulting change orders have been reviewed and approved by Chief Baskett and there is a very slight reduction in the overall cost.

Burn Permits. Chief Baskett informed the Board he completed his review of Operating Instruction 419 and Resolution No. 786, copies of which were provided in their Board books, which outline the District's position on burn management. He explained that a significant amount of work went into developing a plan that was as fair as possible to all citizens in the District without taking away any personal property rights or benefits they may have. Chief Baskett recommended to the Board, in accordance with the RCW, the District return to responding to burn complaints as non-priority calls when units are available. The Board members concurred with Chief Baskett.

Wildland Shelters. Chief Baskett stated he and the Fire Chiefs in our neighboring Districts have come to a consensus it is in the best interest of our personnel to provide them with and train them on the use of wildland fire shelters. He said that while we do not plan to return to red card/wildland firefighting, we need to provide our personnel with the necessary safety equipment for interurban fire response. He plans to outfit the engines, command vehicle and brush truck with shelters. The units will last approximately four years, at an estimated total cost of \$16,000. He said he has directed Assistant Chief Richards to purchase the shelters and that we should be able to absorb the cost in the current budget.

Department of Natural Resources (DNR). Chief Baskett distributed to the Board copies of DNR's cover letter and Forest Land Response Agreement & Federal Grant Agreement for their review. He summarized the cover letter explaining DNR plans to change the agreement, but has not had time to do so; therefore, they have issued a bridge agreement effective through November 2106, one month longer than the current agreement which expires in October 2016. Chief Baskett requested the Board approve the agreement with DNR. Commissioner Barstow asked if the new agreement is

identical to the current agreement and he responded that it is. Chief Baskett then provided the Board a brief synopsis of the agreement.

**Commissioner Rosenlund moved to approve the Forest Land Response Agreement & Federal Grant Agreement between the Washington State Department of Natural Resources and the District, as written. Commissioner Barstow seconded the motion. Motion carried unanimously.**

**NEW BUSINESS**

None

**OTHER BUSINESS**

None

**GOOD OF THE ORDER/PUBLIC INPUT**

None

**EXECUTIVE SESSION**

Chief Baskett requested a 5-minute Executive Session under RCW 42.30.110 (1) (g) to evaluate qualifications of a public employee or review their performance with business to follow.

**Commissioner Gustafson announced a 5-minute Executive Session under RCW 42.30.110 (1) (g) to evaluate qualifications of a public employee or review their performance, with business to follow.**

Commissioner Gustafson announced a recess at 7:26 p.m.

**The Executive Session was announced as beginning at 7:28 p.m.**

Commissioner Gustafson reconvened the Regular Board Meeting at 7:35 p.m. He stated that during Executive Session discussion was had regarding the performance of Firefighter/Paramedic James Slagle.

**Commissioner Rosenlund moved to terminate the employment of probationary Firefighter/Paramedic James Slagle. Commissioner Barstow seconded the motion. Motion carried unanimously.**

**ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of May 9, 2016, was adjourned at 7:36 p.m.**

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Gerald W. Gustafson, Commissioner

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Anthony D. Judd, District Secretary