

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
May 23, 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, Deputy Chief Tony Judd, and Board Secretary Jodi Reynolds

Fire Chief Ryan Baskett had an excused absence.

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 May 9, 2016, were approved as presented.**

**CORRESPONDENCE**

Thank you letter from Gig Harbor Fire & Medic One  
Washington State Firefighter Annual Memorial Service Information  
Tacoma-Pierce County Chaplaincy Golf Tournament Flyer  
Letter from Rainier Veneer Re: L&I Requirement  
Memorandum from Pierce Co. Budget & Finance Re: Bank Change

**GENERAL ADMINISTRATION**

**Fire Chief's Report**

In Fire Chief Baskett's absence, Deputy Chief Judd greeted the Board and audience members and then reported on the following:

Assistant Chief Mason and Chief Baskett are attending the Washington State Chiefs Conference in Spokane this week.

Marcus Edmunds, our IT technician since 2008, received a job offer from the Tacoma Pierce County Health Department. As a result, staff reviewed his salary comparables in the area and determined his salary is far less than those of his industry counterparts – perhaps by \$1,000 per month. Chief Baskett contacted the Board members and they expressed an interest in starting to bring him up to his comparables, possibly with a \$500 increase per month this year, starting in May, and bring him up to the average of his comparables in 2017. Deputy Chief Judd requested Board discussion and/or action at this time.

**Commissioner Rosenlund moved to approve staff to increase IT Technician Marcus Edmunds' monthly salary by \$500.00 beginning in May 2016. Commissioner Barstow seconded the motion for purpose of discussion.**

Discussion was held on the motion. Commissioner Rosenlund expressed that Marcus is a quality employee we want to retain and pointed out that IT is a very competitive industry. Commissioners Gustafson and Barstow concurred. Deputy Chief added Marcus is working above and beyond his job description. Discussion concluded.

**Commissioner Gustafson called the question. Motion carried unanimously.**

The Training Division is actively recruiting new volunteers to increase numbers for the next recruit academy. They sent out application packets to 62 interested people, and have contacted various groups to help get the word out. Commissioner Rosenlund added that he recently had a conversation with a former volunteer who said volunteers need to see value in the time spent, i.e., what they can do and are allowed to do, and to feel valued. Commissioner Rosenlund suggested the Department look at this when addressing how to retain these people after we train them. Deputy Chief Judd responded that a Volunteer Committee, which included Commissioner Gustafson, was formed to address this and they concluded the reason was primarily the time requirements. He explained we also had addressed the value of their time by adding some duty shifts. He said he would pass these comments on to Chief Baskett in case he may want to get the committee together again.

SS911. Deputy Chief Judd informed the Board the Combined Operations Board minutes had been added to their books for review.

WSRB Rerate / Station 92 Living Quarters. Deputy Chief Judd referred the Board to the email message and septic report outlining the system's deficiencies. The present system is not viable for any expansion, or even our current needs; so, the system will need to be upgraded. He stated Chief Baskett is working on getting some design work and an estimate done.

Strategic Plan. Deputy Chief Judd reported to the Board the information and data from the stakeholder group meetings has been compiled by Jodi Reynolds and sent to Consultant Paula Dillard. Ms. Dillard will be in attendance at the State Chiefs Conference this week and Chief Baskett plans to meet with her to discuss her potential scope of work and cost for phase two of the Strategic Planning process.

2016 Elections. Deputy Chief Judd informed the Board that all of the required documents were submitted to Pierce County Elections on time. He referred the Board to the final official ballot title located in their books. He noted a concern was raised about the word "PERMANENT" being in all capital letters; however, he explained the RCW requires this. Also, there was concern the ballot title does not mention the citizen referendum option whereby the citizens could take it back. He stated the official ballot title is written as the law requires.

## **FINANCIALS**

Payables Checks #20828 through #20871 in the amount of \$39,945.59, Payables (Payroll) Checks #20879 through #20895 in the amount of \$329,058.63, Payroll Checks #20872 through #20878 in the amount of \$21,863.52 and Payroll Transfers (EFTs) in the amount of \$571,517.65, for a total of \$962,385.39 were presented for approval.

**Commissioner Barstow moved to accept the payables in the amount of \$962,385.39, after proper auditing. Commissioner Rosenlund seconded the motion. Motion carried unanimously.**

**NEW BUSINESS**

None

**OTHER BUSINESS**

None

**GOOD OF THE ORDER/PUBLIC INPUT**

Deputy Chief Judd informed the Board Chief Baskett approved his vacation request for the next two weeks starting May 31<sup>st</sup> and returning to work June 13<sup>th</sup>.

**EXECUTIVE SESSION**

**Commissioner Gustafson requested and announced a five-minute Executive Session under RCW 42.30.110 (1) (f) to receive and evaluate complaints/charges against public employees or officials, with no business to follow.**

The Executive Session was announced as beginning at 7:19 p.m.

**ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of May 23, 2016, was adjourned at 7:24 p.m.**

\_\_\_\_\_  
Gerald W. Gustafson, Commissioner

\_\_\_\_\_  
Anthony D. Judd, District Secretary