

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
June 13, 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 May 23, 2016, were approved as presented.

CORRESPONDENCE

Pierce Co. Fire Prevention Bureau Monthly Report for May 2016

Additional: Email and flyer from the Graham Business Association re: Memorial bench for Betty Backstrom. Chief Baskett explained the board members of the Pierce Co. Fair had commissioned a bench made to honor Betty Backstrom. The email invites anyone interested to attend the fair opening ceremony and unveiling of the bench on August 11th at 10:00 a.m. In addition, they are seeking donations to help cover the cost of the bench. Chief Baskett explained donations cannot come from the Department's budget, but either the labor group, the Graham Fire Association, or individuals could donate.

FINANCIALS

Payables checks #20896 through #20941 in the amount of \$67,944.00 and a Transfer (EFT) in the amount of \$227.20, for a total of \$68,171.20, were presented for approval.

Commissioner Barstow moved to accept the payables in the amount of \$68,171.20, after proper auditing. Commissioner Rosenlund seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION

Fire Chief's Report

Chief Baskett greeted the Board and audience members and then reported on the following:

Marcus Edmunds, our IT technician, accepted the District's offer and has decided to stay at Graham Fire & Rescue. Chief Baskett thanked the Board members for recognizing Marcus' value to the organization and securing his continued employment.

The Training Division has closed the volunteer recruitment and application process and has identified nine possible recruits. The candidates will go through the testing process beginning with the written test. Assistant Chief Mason is working with Browns Point Fire to run a volunteer academy starting in September. Commissioner Gustafson asked if any of the candidates were from the Station 92 area and Chief Baskett responded there were no come-from-home volunteers at all, but we are continuing to recruit for those.

Chief Baskett and Assistant Chief Mason attended the volunteer academy graduation of the two newest Volunteer Resident Firefighters, Francisco Tovar and Jonathan Ernst. Both received recognition at the graduation for their performance during the academy. After a short orientation they will be assigned to shift.

Public Prevention Education Officer Merdian-Drake has returned from her vacation and is in the midst of the end of the year school tours at Station 91.

South Sound 911. Chief Baskett informed the Board he plans to attend the next Combined Operations Board meeting scheduled for June 24th.

WSRB Rerate / Station 92 Living Quarters. Chief Baskett reported to the Board that staff ordered a title report, and he authorized the survey of the Station 92 site. Based on his historical perspective, he believes we may find some property line issues. He stated he will update the Board once the survey is completed.

Strategic Plan. Chief Baskett updated the Board that he met with consultant Paula Dillard at the State Chiefs Conference to discuss the data acquired in phase one and her role in phase two of the Strategic Planning process. Chief Baskett provided the Board with a history of Ms. Dillard's association with the Department. Chief Baskett distributed to the Board her project proposal and professional services contract, along with a draft timeline and detail of what the workgroup sessions might entail. Chief Baskett introduced Ms. Dillard. She stated she would answer any questions the Commissioners might have, and started by addressing the matter of why a group would want to hire a facilitator to help them achieve something like this. She expressed her experience has been that it is helpful to have someone to assist the Chief Officers and Commissioner(s) in planning and facilitating the meetings so they can participate fully, rather than trying to both facilitate and participate. She would also be the one to keep the group on track with the agenda, ensure the group tracks the commitments they have made and makes realistic commitments for what can be accomplished in the next meeting, and then start the process over again with the agenda, etc. She added that she brings a willingness to be helpful to the end result. She explained she has been working with fire departments for over a decade and has as high awareness of what is important to the industry. She then asked for any questions they might have on specifics. The Board members stated they had none and thanked Ms. Dillard.

Chief Baskett requested Board direction and approval to move ahead with the process and sign the agreement with Ms. Dillard for phase two of the Strategic Planning process. He also reminded the Board he was still looking for one Commissioner to be involved in the workgroup. Commissioner Rosenlund stated he agreed with having a third party to "keep everybody honest and let them speak their peace."

Commissioner Rosenlund moved to approve the professional services contract between Paula Dillard, Principal of Ascent Partners and the District, as presented. Commissioner Barstow seconded the motion. Motion carried unanimously.

Chief Baskett also requested Board approval to take the funds to pay for Consultant Paula Dillard's services from the Contingency Fund line item.

Commissioner Rosenlund moved to approve Staff to expend funds for Consultant Paula Dillard's services (dba Ascent Partners) per the project proposal out of the Contingency Fund, line item no. 5221049099. Commissioner Barstow seconded the motion. Motion carried unanimously.

Commissioner Rosenlund said he would be interested in sitting on the committee. Commissioner Barstow stated he would also be interested in doing some sessions. Chief Baskett explained phase two will take significant dedication – three to four eight-hour days, scheduled out with two weeks between meetings. Ms. Dillard referred the Board members to the "GF&R DRAFT Timeline" document and the "Estimated Time Required" section at the bottom of the sheet to get an idea of the full time commitment involved. Commissioners Rosenlund and Barstow said they would decide which of them would be the Board's representative and let Chief Baskett know.

2016 Elections. Chief Baskett recommended to the Board the District invest in citizen education to explain the permanent EMS levy on the August 2nd ballot. He requested authorization to use \$7,000–\$10,000 from the Contingency Fund line item to produce a mailer similar to the one used for the M&O levy measure. If approved, staff will have a draft mailer prepared for Board review at the next meeting. Chief Baskett added that labor has purchased numerous signs in support of the upcoming levy measure.

Commissioner Barstow moved to approve Staff to expend \$7,000–\$10,000 from the Contingency Fund, line item no. 5221049099, to produce and distribute informational mailers for the Permanent EMS Levy ballot measure. Commissioner Rosenlund seconded the motion. Motion carried unanimously.

Apparatus Purchase. Chief Baskett reported that Assistant Chief Richards confirmed all four new medic units are expected sometime during the first half of July. Commissioner Rosenlund inquired about the status of the new engines and Chiefs Baskett and Judd responded we should have them by next summer.

AlertSense Contract. Chief Baskett referred the Board to the attached contract for services with the company we are currently using for group texting. He explained the program is used almost daily for general alarms, overtime and general texting, and is a critical component of our operations. We have been receiving the service for free for several years because of an accounting error on the company's part. They are requesting no back payment, but would like us to enter into an agreement and begin paying for the service immediately. He and Enduris, our insurance company, have reviewed the agreement and have no problems with the language. He recommended the Board approve this agreement.

Commissioner Rosenlund moved to approve the Master Service Agreement between AlertSense, Inc. and the District, as written. Commissioner Barstow seconded the motion. Motion carried unanimously.

Pierce County Budget & Finance. Chief Baskett informed the Board the County changed accounting software last year to a program called Workday. Their lack of experience and knowledge of the program has caused several fire agencies to be unable to balance their budgets. He explained Deputy Chief Judd, along with help from East Pierce Fire & Rescue, has come up with a formula that fixed the problem for us; however, the County is still having problems. Pierce County Fire Chiefs has decided to implement an ad hoc committee to address the situation with the County, and he has assigned Deputy Chief Judd as Chair. This problem was first noted by the State Auditor during last year's audits and has still not been fully resolved.

Public Information. Chief Baskett reported to the Board the following events were released through the Department's social media outlets:

1. EMS Levy Press Release
2. House Fire (5/7/16)
3. House Fire (5/14/16)
4. Water Rescue with OVFR (6/4/16)

NEW BUSINESS

None

OTHER BUSINESS

Chief Baskett informed the Board that Resident Firefighter Walters has requested a leave of absence because he has received a conditional offer of employment from Seattle Fire. Chief Baskett explained that although he approved his request, he does not expect him to return. Congratulations!

GOOD OF THE ORDER/PUBLIC INPUT

Russ Karns, President of the Pierce County Professional Fire Fighters Local 726, stated that he "recently went through a disciplinary process with Graham Fire & Rescue last week," and "it was probably the worst handled discipline he has ever seen in his life." He said he was "extremely disappointed in the behavior of the leaders of Graham Fire & Rescue, and what the discipline was." He explained the union was unable to fight it because the employee would have to be terminated first, and he could not financially afford to do so. Mr. Karns said he wanted the Board to know that "it was handled very, very bad."

EXECUTIVE SESSION

Chief Baskett requested two 5-minute Executive Sessions under RCW 42.30.110 (1) (f) to receive and evaluate complaints/charges against a public employee or official, with no business to follow.

Commissioner Gustafson announced two 5-minute Executive Sessions under RCW 42.30.110 (1) (f) to receive and evaluate complaints/charges against a public employee or official, with no business to follow.

The Executive Session was announced as beginning at 7:31 p.m.

An announcement was made at 7:41 p.m. to extend the Executive Session another 15 minutes.

An announcement was made at 7:56 p.m. to extend the Executive Session another 20 minutes.

An announcement was made at 8:16 p.m. to extend the Executive Session another 10 minutes.

An announcement was made at 8:26 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 June 13, 2016, was adjourned at 8:31 p.m.

Gerald W. Gustafson, Commissioner

Anthony D. Judd, District Secretary