

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
June 27, 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, Fire Chief Ryan Baskett, Deputy Chief Tony Judd, and Board Secretary Jodi Reynolds

Commissioner Adam G. Rosenlund 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 Gustafson seconded the motion. Motion carried unanimously.

APPROVAL OF THE MINUTES

The minutes of the Regular Board Meeting of June 13, 2016, were approved as presented.

CORRESPONDENCE

Board of Directors Election Ballot from Enduris – Chief Baskett requested direction from the Board as to which boxes they wanted staff to check on the ballot on the District's behalf. Deputy Chief Judd added that as members, we should vote.

Commissioner Barstow moved to cast the District's vote for the candidates for the Enduris Board of Directors as listed on the election ballot. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Additional: Thank you letter from a teacher at Frederickson Elementary School

FINANCIALS

Payables Checks #20949 through #20995 in the amount of \$79,940.13, Payables (Payroll) Checks #20996 through #21012 in the amount of \$404,906.11, Payroll Checks #20942 through #20948 in the amount of \$21,204.72 and Payroll Transfers (EFTs) in the amount of \$541,270.31, for a total of \$1,047,321.27 were presented for approval.

Commissioner Barstow moved to accept the payables in the amount of \$1,047,321.27, after proper auditing. Commissioner Gustafson 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:

The Department was contacted by a developer/builder who purchased ten acres with a house and several outbuildings located off 224th, roughly 218th/220th, he would like us to burn down. Assistant Chief Mason went out and evaluated the property and determined it would provide valuable live fire training for our employees. The developer wanted us to complete the burn within 30 days, but Assistant Chief Mason responded we needed 45 days, and they agreed. Assistant Chief Mason reached out for personnel to form a dedicated burn team to plan this event. Chief Baskett said he realized this would put the burn around August 1st or 2nd, at which time there would likely be a county-wide burn ban in effect. Due to the negative message this would send to the citizens, Chief Baskett has decided against the burn. The Board concurred.

Chief Baskett requested Board approval to send Battalion Chief Espinosa, Assistant Chief Mason and himself to the Fire Rescue International Conference in San Antonio, August 17th-20th. He explained the conference offers specific executive leadership training not offered locally which would aid in the Department's succession planning. He added that sending three members is funded in this year's training budget.

Commissioner Barstow moved to approve Fire Chief Baskett, Assistant Chief Mason and Battalion Chief Espinosa to attend the Fire Rescue International Conference in San Antonio, August 17th-20th. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Chief Baskett stated he would contact the Training Division to make the necessary arrangements. He expressed his appreciation to the Board for their support.

The Department provided the 47th annual Tacoma Highland Games with a staffed medic unit last Friday and Saturday at the Pierce County Fairgrounds. Deputy Chief Judd attended the event Friday night. They were grateful for our participation.

Staff is planning an informal gathering to honor Bonni Mielbrecht and her 16 years of service and upcoming retirement from Graham Fire & Rescue. The event is scheduled for the afternoon of Thursday, July 14th, her last day, beginning at 2:00 at Station 94. He expressed he would greatly appreciate the Board's attendance.

South Sound 911. Chief Baskett reported to the Board he attended the June 24th Combined Operational Board meeting. After several delays the new Computed Aided Dispatch (CAD) system is scheduled to go on line for all fire agencies in October. In addition, the FireComm employees are slated to move over to South Sound 911 by the end of this year, leaving Tacoma Fire Dispatch as the only separate agency.

WSRB Rerate / Station 92 Living Quarters. Chief Baskett referred the Board to the preliminary site plan for Station 92 in their books. He explained the plan shows that the actual property the District owns is much smaller than the area we are currently maintaining. This creates problems for us as we attempt to develop the property. He

stated he plans to reach out to the neighboring property owners to see if we can either acquire the property or at the least an easement for the septic system.

Strategic Plan. Chief Baskett informed the Board he and the Chief Officers have a pre-planning meeting scheduled for July 6th. He explained the purpose of the meeting is to pare down the information collected during phase one and review the 2009 Strategic Plan to determine what was or was not accomplished and why. Doing this should help streamline the process when the larger work group meets. Chief Baskett stated he anticipates the pre-planning meeting will be successful.

2016 Elections. Chief Baskett distributed to the Board the District mailer staff created for Board review and approval. Commissioner Gustafson responded affirmatively. Commissioner Barstow suggested the numbers shown on the back may cause some confusion. He recommended the numbers shown should add up to the total number of calls, 6300, or the formatting or wording needed to be changed. Staff concurred and agreed to make the changes. Chief Baskett requested Board approval of the mailer with the suggested changes.

Commissioner Barstow moved to approve the District mailer as presented but with the minor change as discussed. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Apparatus Purchase. Chief Baskett reminded the Board that at the previous meeting Commissioner Rosenlund inquired about when the two new engines were slated to arrive. He has confirmed the scheduled delivery date is March 1st, 2017.

State Auditor's Office Annual Report. Chief Baskett reported to the Board that Deputy Chief Judd completed and submitted the District's annual financial report to the State Auditor's Office on time. He added that a copy has been placed in the Board's reading file for review.

Facilities Bond Refinance. Chief Baskett informed the Board that staff learned bond interest rates have recently dropped significantly and we may be able to save the citizens money by refinancing the last two years of our facilities bond. Staff contacted Jim Nelson of D.A. Davidson & Co., the underwriter, who said we could save \$60,000-\$90,000 if we refinance the last two years. Chief Baskett explained we can only refinance the number of years over ten, which leaves the last two years, approximately \$2.4 million. He stated the refinance process can take six to twelve weeks, there would be no out-of-pocket cost and no extension to the term of the bond. He requested Board approval of a non-binding Engagement Letter with D.A. Davidson & Co. authorizing them to start the process and provide us with accurate numbers by which the Board can evaluate whether or not to refinance. Chief Baskett emphasized that if refinancing can save the taxpayers \$60,000-\$90,000, with no out-of-pocket cost and no extension to the term of the bond, he recommends the Board act on this to start the process.

Commissioner Barstow moved the approval of the Underwriting Engagement Letter with D.A. Davidson & Co., as written. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Volunteer Recruiting. Chief Baskett informed the Board that Assistant Chief Mason contacted him today and stated he has ten additional volunteer candidates, two of which are from the Station 92 area, specifically Electron. He will be conducting interviews tomorrow and could possibly have a total of 13 volunteers for the next academy.

NEW BUSINES

None

OTHER BUSINESS

Chief Baskett distributed to the Board a contract from Pierce County for the District to provide Fire Protection Services for their properties located within our District – primarily the Pierce County Fairgrounds. He explained the annual contract is identical to years' past. The contract provides for a payment of \$10,156 for our services.

Commissioner Barstow moved to approve the contract between Pierce County and the District for Fire Protection Services for the County-owned properties within the District, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

GOOD OF THE ORDER/PUBLIC INPUT

Chief Baskett informed the Board the Eatonville 4th of July parade is coming soon. He invited the Board to participate in the event, and let them know the others plan to leave from Station 91 at 10:15 a.m. Commissioner Gustafson asked who would be driving the ladder truck and he responded that Firefighter Barcus would be. Commissioner Gustafson said he would attend.

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of June 27, 2016, was adjourned at 7:25 p.m.

Gerald W. Gustafson, Commissioner

Anthony D. Judd, District Secretary