

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
July 11, 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 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 27, 2016, were approved as presented.

CORRESPONDENCE

Flyer for PCFCA Annual BBQ

Invitation to Retirement Reception for Bonni Mielbrecht

Pierce Co. Fire Prevention Bureau Monthly Report for June 2016

FINANCIALS

Payables checks #21013 through #21059 in the amount of \$425,387.58 and a Transfer (EFT) in the amount of \$1,664.74, for a total of \$427,052.32, were presented for approval.

Commissioner Barstow moved to accept the payables in the amount of \$427,052.32, after proper auditing. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Chief Baskett explained to the Board that payment for 90% of the cost for two new medic units is included in the vouchers.

GENERAL ADMINISTRATION

Fire Chief's Report

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

Public Prevention Education Officer Merdian-Drake reported our participation in the Eatonville 4th of July parade was a great success. Thanks to all who participated, including Volunteer Firefighter Glenn Barcus and Commissioners.

The District received notification another Lieutenant is going out on extended leave. Per the Collective Bargaining Agreement, Firefighter/Paramedic Travis Harris is the next candidate on the eligibility list and he accepted the offer for a temporary promotion to fill the vacancy. This makes a total of three temporary Lieutenants.

The Collective Bargaining Agreement requires the District run a Lieutenant and Captain promotional process to establish an eligibility list for 2017 and 2018. Chief Baskett referred the Board to the announcement in their books outlining the time frames and process. He added that he will be requesting participation by a Board member for the Chief's Interview.

The District will also be recruiting for and running a Hazmat Team member test in an attempt to add at least four members to bring the team back up to full numbers.

Chief Baskett handed the Board an application packet for a new volunteer chaplain, Wendy Whitney, for their review. He reminded the Board that Chaplain Clark plans to reduce his hours for personal reasons. He added that Chaplain Whitney performed a debrief for us and our personnel liked her and gave positive feedback.

Commissioner Barstow moved to approve the volunteer application of Chaplain Wendy Whitney and establish her association with the Department. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Chief Baskett stated he will direct Assistant Chief Mason to bring her aboard.

The retirement celebration for Bonni Mielbrecht is this Thursday, July 14th beginning at 2:00 p.m. at Station 94.

Staff has prepared for Board approval an updated hiring process to fill the Front Office Support Specialist position. If approved, advertising will begin this week, then the testing process, with appointment to occur by mid-October.

Commissioner Barstow moved approval of the Front Office Support Specialist Application packet and for staff to proceed with the hiring process. Commissioner Gustafson seconded the motion. Motion carried unanimously.

South Sound 911. Chief Baskett updated the Board that the most recent site being considered for building the new communications center is the old Puget Sound Hospital site owned by Pierce County. He is optimistic about this option.

WSRB Rerate / Station 92 Living Quarters. Chief Baskett informed the Board he visited the O'Neils and they are interested in selling the property surrounding Station 92. He is contracting with the environmental engineer to complete a cursory wetland review and a real estate agent to pull comparable property sales to help determine a fair market value for the property. Chief Baskett stated he is aware some survey issues exist that need to be addressed, so the next time he meets with the O'Neils he will ask them if they are willing to do a survey on that property.

Strategic Plan. Chief Baskett reported to the Board the process is moving slower than anticipated. He met with the consultant, Paula Dillard, and decided to reconcile the 2009 plan to determine which tasks were completed and which were not. The resulting data will be compared to the 2016 data, and then we can move ahead to phase two. He anticipates it will take a couple of months before we are ready to begin the next phase.

2016 Elections. Chief Baskett informed the Board the mailers are printed and will be sent out at the end of this week. The backup resolution and the five member board resolution will be addressed on tonight's agenda under New Business.

Apparatus Purchase. Chief Baskett updated the Board that the first of the new medic units is scheduled to arrive July 22nd, and he anticipates receiving one per week until all four have arrived. Assistant Chief Richards is developing a plan to get them outfitted and in service quickly.

Policy Review. Chief Baskett referred the Board to the two policies included in their books: Operating Instruction 309 – Pregnant Firefighters, an updated policy, and Operating Instruction 424 – Suspicious Activity Reporting, a new policy. He requested the Board review them over the next two weeks and he would bring them up for approval at the next meeting.

Hose Purchase. Chief Baskett reported to the Board that Assistant Chief Richards informed him the District is in need of more hose than originally anticipated for this budget year. He approved purchasing the additional hose, which will run the line item over approximately \$5,000. Chief Baskett explained he believes we can absorb this cost in the normal budget, and he would not be requesting the Board approve additional funds at this time.

NEW BUSINES

Resolution No. 860, EMS Levy 2016

Board Secretary Jodi Reynolds read Resolution No. 860, EMS Levy 2016, into the record.

Commissioner Barstow moved the approval of Resolution No. 860, EMS Levy 2016, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Chief Baskett stated staff would prepare the explanatory statement for Board approval at the next meeting.

Resolution No. 861, Increase to Five Member Board

Board Secretary Jodi Reynolds read Resolution No. 861, Increase to Five Member Board, into the record.

Commissioner Barstow moved the approval of Resolution No. 861, Increase to Five Member Board, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Chief Baskett stated staff would prepare the explanatory statement for Board approval at the next meeting.

OTHER BUSINESS

None

GOOD OF THE ORDER/PUBLIC INPUT

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of July 11, 2016, was adjourned at 7:28 p.m.

Gerald W. Gustafson, Commissioner

Anthony D. Judd, District Secretary