

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
July 25, 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 and Board Secretary Jodi Reynolds

Deputy Chief Tony Judd 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 July 11, 2016, were approved as presented.

CORRESPONDENCE

Thank you note from a Citizen

WFCA Health Care Program Announcement – No Increase in 2017 Premiums

NAEFO Letter – Revised Dues Structure. Chief Baskett asked the Board if they were still interested in being involved in NAEFO. Commissioners Gustafson and Rosenlund responded affirmatively. Chief Baskett requested the Board notify staff if they plan to attend the September conference so the necessary arrangements can be made.

FINANCIALS

Payables Checks #21060 through #21112 in the amount of \$133,497.22, Payables (Payroll) Checks #21122 through #21137 in the amount of \$324,823.11, Payroll Checks #21113 through #21121 in the amount of \$21,855.57 and Payroll Transfers (EFTs) in the amount of \$554,799.29, for a total of \$1,034,975.19 were presented for approval.

Commissioner Barstow moved to accept the payables in the amount of \$1,034,975.19, 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:

Deputy Chief Judd is on excused vacation leave this week.

Resident Firefighter Russell Reece has accepted a position with the Redmond Fire Department. He has been a great asset to us and we are excited for him to begin his new career with them.

Probationary Firefighter/Paramedic Jack Hueter, hired in January, has given his two-week notice and will be leaving at the end of the month. He has accepted a position with his home town fire department, Clallam County Fire District No. 3.

Probationary Firefighter/Paramedic Damon Bullard, also hired in January, submitted a letter of resignation this morning, which Chief Baskett accepted and would address further in executive session. He distributed copies of the letter to the Board.

Chief Baskett explained that with the loss of the latest firefighter/paramedics, we are currently down three positions. He recommended to the Board the Department run a hiring process to establish a new eligibility list to fill these positions in the next year. Commissioner Rosenlund stated that due to the recent discussions about staffing levels, he wants to form a work group to address staffing levels, in the form of a special meeting to include the Board, Fire Chief and any administrative personnel he wishes attend, the labor group, and members of the citizen advisory group, conducive to a round table discussion to hear all of the information at once. This way the Board can make an informed decision as to whether to establish a hiring list, or fill the positions by overtime or temp, etc. Commissioner Rosenlund stated he could formalize his request as a motion.

Commissioner Barstow asked if the original question was basically to fill the three voids we have right now. Chief Baskett stated his original question was whether the Board was interested in running a testing process and providing an eligibility list in order to hire for these vacancies at the beginning of next year. He said he feels we have exhausted our current paramedic list, or at least as far as he would like to go on it. This time of year when the new graduates get out of school is a good time to advertise. He said he feels it would be in our best interest to get the process started. He stated staff could put together a packet for Board review at the next meeting. Commissioner Barstow said Commissioner Rosenlund's recommendation for a special meeting is a great idea, but in order to fill the voids we have now, we need to put together an eligibility list. Commissioner Gustafson asked if we have anybody left on the current list. Chief Baskett responded we went down to number eight on the list, and the remainder of the list was given to South Pierce Fire & Rescue. They then ran Chief's interviews with the rest. He believes they hired two or three people off that list. Commissioner Rosenlund asked the cost for putting on a test. Chief Baskett responded much of it is done in house, and may cost approximately \$5,000. Commissioner Gustafson suggested that if there is anyone still remaining on the list, staff check them out closely, because there may still be some good candidates we could hire right away; then we can proceed to get a new eligibility list.

Chief Baskett proposed to the Board that he would bring a hiring process packet to them at the next meeting for their review, and provide an update on the current list and who is still available. The Board concurred.

Commissioner Rosenlund restated his desire to hold a Special Board Meeting to discuss staffing at 15 and budget considerations. Discussion ensued to determine a date and time for the special meeting.

Commissioner Rosenlund moved to hold a Special Board Meeting focused on District minimum staffing levels, with specific invitations to the Fire Chief and his administration, the labor group and the citizen advisory group to be held on Tuesday, September 6, 2016, beginning at 7:00 p.m. at Headquarters Station 94. Commissioner Barstow seconded the motion. Motion carried unanimously.

Chief Baskett added that staff will have preliminary 2017 budget figures by that time.

Pierce County Fair. Chief Baskett reported to the Board Public Prevention Education Officer Merdian-Drake is preparing for the annual Pierce County Fair which starts August 11th and runs through the 14th. Chief Baskett said he is certain our booth will once again be a popular attraction and he invited the Board to participate. Our booth will be in the same location as last year—by the horse arenas.

South Sound 911. Chief Baskett informed the Board he will be attending the Policy and Operations Board retreat on Wednesday, July 27th to discuss next year's budget and future organizational objectives, including radio fees. He added that the Policy Board likely will change as a result of the upcoming election.

WSRB Rerate / Station 92 Living Quarters. Chief Baskett notified the Board he has an executive session planned for later in the meeting to discuss real estate options for Board consideration in regards to Station 92.

2016 Elections. Chief Baskett referred the Board to the explanatory statements for the EMS levy backup and five-member board measures adopted by resolution at the July 11th meeting. He recommended Board approval of the explanatory statements tonight so the measures can be submitted on August 2nd as planned.

Commissioner Rosenlund moved to approve the Explanatory Statements as written. Commissioner Barstow seconded the motion. Motion carried unanimously.

Apparatus Purchase. Chief Baskett reported to the Board two of the new medic units arrived last Tuesday and the other two are scheduled to arrive this week.

GEMT. Chief Baskett updated the Board that the Washington Fire Chefs (WFC) GEMT team, of which he is a member, has had several meetings and conversations with the two people running the GEMT program at the State HCA. He said it became clear they did not understand the fire service and EMS in Pierce County. As a result, Chief Wright invited them to spend a day with him touring Central Pierce Fire & Rescue, including a visit to the procurement division. He also went over EMS training and even took them out on an EMS call to see how the fire service operates. Chief Wright said the day went well and he is confident they now have a greater understanding and will be an important advocate as we move forward with the federal government. Commissioner Rosenlund asked if the Department had received any money yet. Chief Baskett replied we had not.

Commissioner Rosenlund stated he heard Central Pierce Fire & Rescue had received some money but much less than expected. Chief Baskett explained that no districts in Pierce County have received any money yet, but that his source may be referring to an error that was made by the state when writing the SPA. Because of this error, the payments will be retroactive from June 1, 2016, rather than from the start of the process, almost a year and a half ago. As a result, the districts will be receiving far less money retroactively than originally expected. Although this upset all involved, he reminded the Board the fire service is only a guiding agency in this process.

Policy Review. Chief Baskett referred the Board to the two policies provided to them for their two-week review: OI 309 – Pregnant Firefighters and OI 425 Suspicious Activity Reporting. He explained OI 425 was presented to them as OI 424, but staff determined that number was already assigned and changed it to 425. He requested Board approval, if they had no concerns.

Commissioner Rosenlund moved the approval of Operating Instruction 309 – Pregnant Firefighters, as written. Commissioner Barstow seconded the motion. Motion carried unanimously.

Commissioner Rosenlund moved the approval of Operating Instruction 425 – Suspicious Activity Reporting, as written. Commissioner Barstow seconded the motion. Motion carried unanimously.

Chief Baskett informed the Board that in his report under Dormant Business – Strategic Plan and Grants, work was ongoing, but he had nothing to report to the Board at this time.

Station 91 Paving. Chief Baskett advised the Board staff has completed a detailed Request for Proposal for the Station 91 parking lot repair, attached for their review. He explained this is a funded item in the 2016 budget and staff is recommending Board approval for public bid release.

Commissioner Barstow moved to approve the Request for Proposal for the Station 91 Parking Lot Repair, as written, and to approve staff to release it for public bid. Commissioner Rosenlund seconded the motion. Motion carried unanimously.

Residential Assessments. Chief Baskett informed the Board the Pierce County Assessor/Treasurer released preliminary 2016 residential assessment figures which show a 9.1 % increase from last year for our District. He reminded the Board that as occurred last year, commercial values generally draw the overall number down for us and the county is projecting commercial property values to increase approximately 5.3% county-wide. He explained we will receive final numbers in September for use during the budget process.

NEW BUSINES

Commissioner Rosenlund stated he was interested in revisiting the possibility of a merger between Orting Valley Fire & Rescue and Graham Fire & Rescue. He requested the districts open up a discussion with representatives from each agency. Commissioners Gustafson and Barstow concurred. Chief Baskett offered possible

formats for initiating such a discussion. Commissioner Rosenlund stated prior to making a motion, he wanted to be sure Chair Gustafson was in favor of pursuing this before he committed him to meeting with Orting Fire representatives. Commissioner Gustafson stated he has no problem with moving ahead and provided a brief history of the prior merger discussions and attempts.

Commissioner Rosenlund moved to direct Chief Baskett to coordinate an exploratory meeting between the Board Chair and Fire Chief of District 18, Orting Valley Fire & Rescue and the Board Chair and Fire Chief of Graham Fire & Rescue to explore a merger of the two districts. Commissioner Barstow seconded the motion. Motion carried unanimously.

Chief Baskett asked the Board if they had a time frame in mind for the meeting. Commissioner Rosenlund stated he hoped to expedite the process. Chief Baskett said he would try to schedule a meeting to take place prior to the next Board meeting so that Commissioner Gustafson could then report back to the Board.

OTHER BUSINESS

None

EXECUTIVE SESSION

Chief Baskett requested a 10-minute Executive Session under RCW 42.30.110 (1) (b) to consider acquisition of real estate by lease or purchase, with no business to follow, and 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.

Commissioner Gustafson announced a 10-minute Executive Session under RCW 42.30.110 (1) (b) to consider acquisition of real estate by lease or purchase, with no business to follow, and a five-minute Executive Session 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 Rosenlund voiced his concern about the practice of adjourning the meeting prior to the start of the Executive Session when there was no business to follow. He said he believed the meeting should not be adjourned prior to going into Executive Session; rather, adjournment should occur only after reconvening following the Executive Session. Discussion ensued. Chief Baskett stated staff would research this issue and provide the Board with a definite answer at the next meeting. Commissioner Gustafson stated for this evening's meeting he would recess the meeting, go into Executive Session, then after its conclusion reconvene the meeting and then adjourn.

Commissioner Gustafson announced a recess at 7:42 p.m.

The Executive Session was announced as beginning at 7:44 p.m.

An announcement was made at 7:59 p.m. to extend the Executive Session five minutes.

Commissioner Gustafson reconvened the Regular Board Meeting at 8:05 p.m.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of July 25, 2016, was adjourned at 8:06 p.m.

Gerald W. Gustafson, Commissioner

Anthony D. Judd, District Secretary