

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
August 22, 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 August 8, 2016, were approved as presented.

CORRESPONDENCE

Two "Thank you" cards from Citizens

Memorandum from Pierce Co. Fire Marshal announcing county-wide burn ban

Memorandum from Pierce Co. Budget & Finance Re: Banking Services Changes –

Deputy Chief informed the Board the changeover from Bank of America to Key Bank is scheduled to occur September 30th.

Final Official Ballot Title for Five-Member Board measure

Fire Commissioner Compensation documentation

FINANCIALS

Construction Fund: Payables Check #21185 in the amount of \$382.90 was presented for approval.

General Fund: Payables Checks #21186 through #21235 in the amount of \$109,751.21, Payables (Payroll) Checks #21245 through #21261 in the amount of \$318,007.81, Payroll Checks #21236 through #21244 in the amount of \$22,815.66 and Payroll Transfers (EFTs) in the amount of \$524,451.76, for a total of \$975,026.44 were presented for approval.

Commissioner Barstow moved to accept the Construction Fund payables in the amount of \$382.90, after proper auditing. Commissioner Rosenlund seconded the motion. Motion carried unanimously.

Commissioner Barstow moved to accept the General Fund payables in the amount of \$975,026.44, 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:

The Pierce County Fair wrapped up on August 14th. The new photo prop was a big success and Public Prevention Education Office Merdian-Drake thanks Firefighter Kyle Olson for his assistance. Thank you to Commissioners Gustafson and Rosenlund for their presence at the booth, and to the Support Services crew who fit children with helmets. They sold 42 helmets. This was another successful year at the fair.

The initial application period for Haz Mat Technicians closed on August 15th. We received applications from two of our members, Firefighter/Paramedic Ed O'Connell and Firefighter Alex Parrish, who will be joining the hazmat team. The team still has two vacancies; therefore, the application period will remain open until the positions are filled.

South Sound 911. Chief Baskett informed the Board the latest minutes are in their books for their review.

WSRB Rerate / Station 92 Living Quarters. Chief Baskett stated he had no update at this time.

2016 Elections. Chief Baskett reported to the Board the August Primary election was certified on August 16th. The permanent EMS levy passed with a 62.8% "Yes" vote.

Apparatus Purchase. Chief Baskett notified the Board all four new medic units are in service. The medic unit on loan to us from Gig Harbor Fire will be returned this week. Chief Baskett asked the Board if they would like staff to write a letter of thanks from them and Chief Baskett to Gig Harbor's Board and Fire Chief. They responded affirmatively.

ARL Zoning Meeting. Chief Baskett informed the Board he and Commissioner Gustafson attended the ARL meeting on August 9th at Kapowsin Elementary. He explained the format was similar to the past meetings and not very successful. Commissioner Gustafson concurred.

District 23 Letter. Chief Baskett recalled for the Board the letter he provided to them previously from South Pierce Fire & Rescue (SPFR) to District 23 stating they would no longer provide ALS services to them without a signed agreement. Chief Vellias has since informed Chief Baskett that District 23 did indeed sign the agreement and SPFR is providing ALS services to them.

Station 91 Paving Bid. Chief Baskett reported to the Board we received two qualifying bids, one from Looker Asphalt, Inc. and one from Chet Williams Construction, Inc. A third bid, submitted electronically by Northwest Asphalt, Inc., was disqualified because electronic submission was not allowed as stated in the RFP. He explained the bidders

interpreted the wording in the RFP differently with regards to cutting and replacing the curb. Two misinterpreted it to mean cut the curb, take it out and put it back, and the other interpreted it correctly to mean cut the curb, take it out and replace it. Chief Baskett said Looker Asphalt's bid came in at approximately \$45,600, and was one of the two bidders that misinterpreted the wording. Chet Williams Construction's bid came in at \$119,537. He was the one that interpreted it as we intended. When Assistant Chief Richards asked Looker Asphalt what it would cost to do the job the way we wanted, they responded a change order of approximately \$7,000, bringing the total to approximately \$52,000. This is still less than half of the number two bid. Chief Baskett presented two options to the Board: Either they could award the contract to Looker Asphalt as the lowest bidder and work with them on the change order, or throw the process out and put it out to bid again. Commissioner Rosenlund asked about any applicable legal ramifications or bid rules and Chief Baskett responded he had looked at the process and believes we can justify and defend moving forward with this as it was a legal bid process.

Commissioner Rosenlund moved to award the contract for Station 91 Paving to Looker Asphalt, Inc. Commissioner Barstow seconded the motion. Motion carried unanimously.

Fence Repair. Chief Baskett informed the Board that during a fire on July 4th, our crews needed to gain access to a retention pond area in a housing development and cut a chain link fence. Unfortunately, they had failed to try a gate located twenty feet away which was unlocked. The homeowners' association contacted the Department and we have agreed to pay for the fence repair.

2017 Budget Process. Chief Baskett reported to the Board that staff has begun preliminary work on the 2017 Budget. He recommended the preliminary presentation to the Board be made at a Special Board Meeting to allow ample time to review and discuss budget issues. He suggested either October 10th before the Regular Board Meeting or October 12th. Discussion ensued. The Board and staff agreed on October 12th at 1:00 p.m.

Commissioner Rosenlund moved to hold a Special Board Meeting for staff to present the preliminary 2017 Budget to the Board on Wednesday, October 12th, 2016, beginning at 1:00 p.m. at Headquarters Station 94. Commissioner Barstow seconded the motion. Motion carried unanimously.

Discussion continued as Chief Baskett became aware of a conflict in his and Deputy Chief Judd's schedules for that particular date and time. The Board and staff agreed on 9:00 a.m. on October 12th, 2016.

Commissioner Rosenlund moved to change the start time of the Special Board Meeting scheduled for October 12th from 1:00 p.m. to 9:00 a.m. Commissioner Barstow seconded the motion. Motion carried unanimously.

Chief Baskett continued discussion regarding the 2017 Budget process and suggested the second review and discussion on the budget be held as a topic at the regular meeting scheduled for November 14th; and then the adoption of the budget and tax

collection resolutions could take place during the regular meeting on November 28th. The Board concurred.

SERTC Contract. Chief Baskett informed the Board for the upcoming Hazardous Materials Technician Course for PCHIT, staff would like to contract with Security and Emergency Response Training Center (SERTC), a part of Transportation Technology Center, Inc., to provide the 80-hour technician course. He explained Graham Fire & Rescue, as the lead agency for PCHIT, is the contracting agency. Funding for this course will come from the PCHIT fund and be reimbursed by the participating agencies. The contract is for \$33,900, of which the cost to send our two new technicians will be less than \$4,000. He referred the Board to the copy of the contract in their books. He recommended approval of the contract by the Board and approval for him to sign the contract on behalf of the District.

Commissioner Rosenlund moved to approve the contract between Transportation Technology Center, Inc. and the District for Security and Emergency Response Training Center to provide the 80 Hour HazMat Technician Course for the PCHIT members in the amount of \$33,900, and to allow Chief Baskett to sign the contract on behalf of the District. Commissioner Barstow seconded the motion. Motion carried unanimously.

Commissioner Rosenlund commented he recently attended the Washington State Training Officers Conference and the hazmat technician state test was a topic of discussion and is a huge issue. The state's research shows those taking the shorter courses are failing the state test, and those taking the 80 hour courses are passing. Deputy Chief Judd added that we previously utilized the state funded 40 hour course put on by the Fire Marshal's Office; however, our personnel got very little out of it because they were not working with our equipment. The SERTC course will utilize all of our equipment and include training on our monitors and kits, and is 80 hours.

AFG Grant. Chief Baskett recalled for the Board that staff applied for an AFG grant at the beginning of the year for power-assisted gurneys. Staff received notification we have been awarded a grant for \$138,922. The District's responsibility is \$13,892, which is 10%. Chief Baskett requested Board approval to take that out of the Contingency Fund line item and move forward with the grant process.

Commissioner Rosenlund moved to direct staff to expend \$13,892 from the Contingency Fund line item no. 522.10.49.099 for the District's portion of the AFG Grant. Commissioner Barstow seconded the motion. Motion carried unanimously.

Chief Baskett stated this is exciting for our members. The four new medic units were built with extra reinforcement required for these gurneys, just in case we were awarded the grant. These gurneys should be instrumental in reducing the number of back injuries experienced by our personnel.

Front Office Support Specialist Position. Chief Baskett updated the Board that the application process has closed and staff received 88 applications. Deputy Chief Judd and Support Specialist Michelle Greco have reviewed the applications and narrowed the field to 54. These applicants will take the online test, and the nine with the top scores

will proceed to an Oral Board, and then the top three will go to the Chief's Interview on September 12th. Chief Baskett requested one Board member join him on September 12th from 9:00 to noon for the interviews. Commissioner Barstow said he was available and Chief Baskett thanked him.

NEW BUSINESS

None

OTHER BUSINESS

Chief Baskett thanked the Board for allowing him to attend the F.R.I. conference last week in San Antonio.

Chief Baskett requested approval from the Board to take vacation leave from August 29th through September 2nd.

Commissioner Rosenlund moved the approval of Chief Baskett's vacation leave request for August 29, 2016 through September 2, 2016. Commissioner Barstow seconded the motion. Motion carried unanimously.

GOOD OF THE ORDER/PUBLIC INPUT

Chief Baskett informed the Board that at the F.R.I. Conference last week Chief John Sinclair from Kittitas Valley Fire was installed as President of the International Association of Fire Chiefs. He explained Chief Sinclair and Retired Battalion Chief Dan Hannah of Graham Fire were instrumental in bringing EMS to Pierce County. He expressed that John will be an excellent leader for the association.

EXECUTIVE SESSION

Chief Baskett requested a 10-minute Executive Session under RCW 42.30.140 to adopt a position for collective bargaining, with business to follow.

Commissioner Gustafson announced a 10-minute Executive Session under RCW 42.30.140 to adopt a position for collective bargaining, with business to follow.

Commissioner Gustafson announced a recess at 7:28 p.m.

The Executive Session was announced as beginning at 7:32 p.m.

Commissioner Gustafson reconvened the Regular Board Meeting at 7:43 p.m.

Commissioner Rosenlund moved to accept the Memorandum of Understanding between I.A.F.F. Local 726 Graham Firefighters' Bargaining Unit and the District to extend the current bid period by one year. Commissioner Barstow seconded the motion. Motion carried unanimously.

Commissioner Rosenlund moved to accept the Memorandum of Understanding between I.A.F.F. Local 726 Graham Chiefs' and Firefighters' Bargaining Units and the District to allow access to the Department's emergency call information through the Active 911 application for those members wishing to participate, with the member being responsible for all associated costs. Commissioner Barstow seconded the motion. Motion carried unanimously.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of August 22, 2016, was adjourned at 7:45 p.m.

Gerald W. Gustafson, Commissioner

Anthony D. Judd, District Secretary