

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
September 26, 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.

PRESENTATION

Chief Baskett invited Battalion Chief Oscar Espinosa to come forward. Chief Baskett explained to the audience the criteria for successful completion of the Executive Fire Officer Program (EFOP). He said it is the highest level of leadership training provided by the National Fire Academy. All candidates must complete the prerequisites and be sponsored by their Department to attend the program. Students must complete a four-year program including two weeks back at campus and complete a four to six week applied research project after each year. This takes a lot of dedication and commitment to complete. On behalf of the Board of Fire Commissioners and the District, he presented Battalion Chief Espinosa his Certificate of Completion and the designation of Executive Fire Officer and congratulated him.

Battalion Chief Espinosa accepted his certificate and requested time to speak to express his gratitude. He said that through all achievement processes we are changed emotionally and intellectually, and he definitely is. He thanked his family, the community, Commissioners, A-Shift personnel, and all his peers at Graham Fire & Rescue. He expressed his appreciation for the relationships gained from this experience with friends, mentors and confidants. He said he is a better fire fighter, servant to the community, leader and person as a result of this experience.

Chief Baskett requested a five minute recess so that pictures could be taken and to allow time for visiting with Chief Espinosa and his family.

Commissioner Gustafson announced a recess at 7:15 p.m.

Commissioner Gustafson reconvened the Regular Board Meeting at 7:20 p.m.

APPROVAL OF THE MINUTES

Commissioner Rosenlund moved to table the approval of the Minutes of the September 6, 2016 Special Board Meeting until the next Regular Board Meeting to allow the Board members additional time to review the document. Commissioner Barstow seconded the motion. Motion carried unanimously.

Commissioner Rosenlund moved the approval of the Minutes of the Regular Board Meeting of September 12, 2016, as presented. Commissioner Barstow seconded the motion. Motion carried unanimously.

CORRESPONDENCE

Memorandum from Pierce Co. Assessor-Treasurer Re: Preliminary Certification of Assessed Values/Levy Limit Factor. Chief Baskett explained it shows a 9% increase over last year for assessed valuation and new construction combined. This takes us above our highest lawful, but we are still under the 1%, so we can collect the entire 9% for our 2017 budget. Next year, however, we will be capped by I-747 for the 2018 budget.

FINANCIALS

Construction Fund: Payables Check #21317 in the amount of \$153.00 was presented for approval.

General Fund: Payables Checks #21318 through #21372 in the amount of \$43,689.21, Payables (Payroll) Checks #21381 through #21395 in the amount of \$393,531.40, Payroll Checks #21373 through #21380 in the amount of \$17,861.65 and Payroll Transfers (EFTs) in the amount of \$542,766.96, for a total of \$997,849.22, were presented for approval.

Commissioner Barstow moved to accept the Construction Fund payables in the amount of \$153.00, after proper auditing. Commissioner Rosenlund seconded the motion. Motion carried unanimously.

Commissioner Barstow moved to accept the General Fund payables in the amount of \$997,849.22, 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:

Paramedic Lieutenant Hill has returned to full duty after an extended medical leave. The temporarily promoted Lieutenant, Firefighter Kanton, has returned to his previous assignment. Thank you, Firefighter Kanton for stepping up during this time.

The Pierce County burn ban was officially lifted on September 21st.

Pierce County Parks has developed a master plan for Frontier Park improvements. They will be holding an open house to take public input on September 27th from 6–8 p.m.

The attached flyer outlines the changes and associated costs. Chief Baskett plans to attend the meeting; but, if he is unable to, Deputy Chief Judd will attend.

Chief Baskett requested Board approval to take vacation leave from September 29th – October 9th and October 17th – 21st, then corrected the end date from the 21st to the 31st. He said he is not planning on missing any Board Meetings, but Deputy Chief Judd may be writing the Fire Chief's Report.

Commissioner Rosenlund moved to approve Chief Baskett's vacation leave request for September 29th – October 9th and October 17th – 31st. Commissioner Barstow seconded the motion. Motion carried unanimously.

South Sound 911. Chief Baskett stated he had no update at this time.

WSRB Rerate / Station 92 Living Quarters. Chief Baskett explained he had originally planned an Executive Session to discuss this issue, but staff had since reviewed the particular RCW and determined an Executive Session was not necessary. He recalled for the Board they had previously given him parameters to negotiate the purchase of the property surrounding Kapowsin Station 92. Chief Baskett distributed to the Board copies of the offer in the form of a letter which he had presented to the O'Neills last week. He and the O'Neills have a "handshake" agreement. He stated that if the Board agreed to the terms of the offer, he would have the District's legal counsel draft a Property Agreement and move forward with the purchase. Commissioner Rosenlund requested some clarification. Discussion ensued. Chief Baskett acknowledged a significant portion of the property has wetlands. He explained he had a biologist walk the property and he identified potential types 2 and 3 wetlands; and, in the letter from the biologist it stated enough property existed in the front piece to allow us to carry out our original plan. Chief Baskett requested Board approval to move forward with the terms of the agreement.

Commissioner Rosenlund moved to approve Staff to move forward with the process to acquire the property owned by the O'Neills as prescribed in the offer as presented. Commissioner Barstow seconded the motion.

Discussion was held on the motion. Commissioner Gustafson expressed his concern whether the county will allow us to build on the portion of the property we need to. If it is wetlands, they will not let us build. He wants that determined ahead of time, before making the purchase. Chief Baskett responded he cannot guarantee the county will approve anything unless we do a full on site development study at a cost of \$20,000 to \$25,000. If the Board wants him to go down to the county and confirm we can proceed with our original plan, he will do that but it will take longer to finalize the deal. Discussion ensued. Commissioner Gustafson requested staff ask the biologist to come before the Board and speak on the issue of wetlands and confirm we can develop the property as planned. The Board concurred. Chief Baskett stated he would contact the biologist and request he speak at the next Board Meeting.

Commissioner Rosenlund moved to table the previous motion until the Board receives additional information from the biologist confirming the viability of the property under consideration for purchase. Commissioner Barstow seconded the motion. Motion carried unanimously.

ARL Zoning Meeting. Chief Baskett informed the Board the final report was provided to the County Council at the community development meeting on September 12th. The council will wait and vote on the plan next spring. They did reduce the overall amount of land from 56,000 acres to 31,000 acres, with less in our area and the majority out in Key Peninsula.

Station 91 Paving Bid. Chief Baskett reported to the Board that Looker Asphalt has decided to complete the project as originally bid and is coordinating with Assistant Chief Richards to schedule the work.

Grants. Chief Baskett stated that as requested, Assistant Chief Jensen and Deputy Chief Judd are reviewing the previously submitted paramedic program grant in preparation for resubmission. He added that in a labor management meeting today, he was informed Central Pierce Fire & Rescue was told by an AFG representative not to bother submitting, because they will not get the grant. Chief Baskett stated staff will move forward and also look at additional options for sending firefighters to paramedic school.

Policy Review. Chief Baskett referred the Board to the three policies in their Board books for their two-week review: OI 704 – Vehicle Maintenance Repair and Tracking, OI 709 – Wildland/Urban Interface Protective Clothing, and OI 316 – Uniform Dress Code/Fire Chief Approved Additional Attire. He requested they contact staff prior to the next meeting if they have any concerns with the policies.

NEW BUSINESS

None

OTHER BUSINESS

Commissioner Rosenlund reported that at the NAEFO Conference in Las Vegas he and Commissioner Gustafson attended, they learned agencies can hire a company to perform an audit of their Board or an operational and leadership audit, or a 360 degree audit and provide a report back to the agency. The resulting report can remain confidential and discussed during an Executive Session, if appropriate. The firm represented was an Oregon based insurance pool. The equivalent for us would be to hire Enduris to do the audit, if they offer this service. He said he liked the idea of using the Oregon based firm because they are a third party with no financial stake in the resulting report. He stated he would like to do an audit of the Board first, at a cost of approximately \$1,000; \$500 plus travel expenses to come up from Portland. Chief Baskett inquired if Commissioner Rosenlund had contact information and he said he did. Chief Baskett said staff will contact them and inquire about the parameters of the Board audit, obtain a cost, and bring that information to the Board for a decision.

Commissioner Rosenlund added it was a really good conference, with valuable information, engaging, and great interaction, although attendance was very low. Commissioner Gustafson announced that Commissioner Rosenlund was nominated and voted in as the new Vice President of NAEFO. Chief Baskett congratulated him and inquired as to the length of the term and he responded one year. Commissioner Rosenlund said that to bolster involvement in NAEFO, a vote is pending which would give voting rights to retired fire commissioners. Commissioner Gustafson added that

NAEFO is actively reaching out to those states with fire commissioners in an effort to increase their participation in NAEFO.

GOOD OF THE ORDER/PUBLIC INPUT

None

EXECUTIVE SESSION

Chief Baskett requested 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, and a five-minute Executive Session under RCW 42.30.110 (1) (g) to evaluate qualifications of public employees or review their performance, with no business to follow.

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

The Executive Session was announced as beginning at 7:45 p.m.

Commissioner Gustafson reconvened the Regular Board Meeting at 7:58 p.m.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of September 26, 2016, was adjourned at 8:00 p.m.

Gerald W. Gustafson, Commissioner

Anthony D. Judd, District Secretary