

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
December 12, 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, Commissioner Gina Blanchard-Reed, Commissioner Ryan Portmann, 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**

**Commissioner Barstow moved the approval of the Minutes of the Regular Board Meeting of November 28, 2016, as presented. Commissioner Rosenlund seconded the motion. Motion carried unanimously.**

**CORRESPONDENCE**

Pierce Co. Fire Prevention Bureau Monthly Report for November 2016

Pierce Co. Auditor's Office – Certificate of Election and Abstract of Votes

Additional: Letter from Pierce Co. Surface Water Management informing us Station 21-4 is no longer eligible to receive the storm water fee reduction and would be removed from the credit program for 2017. Chief Baskett reminded the Board a public hearing regarding this program is scheduled for January which he plans to attend.

**FINANCIALS**

Payables Checks #22035 through #22100 in the amount of \$52,545.50 and a Transfer (EFT) in the amount of \$909.91, for a total of \$53,455.41, were presented for approval.

**Commissioner Barstow moved to accept the payables in the amount of \$53,455.41, 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:

Welcome to our two new Board members.

Four Commissioners previously stated they plan to attend the Municipal Roundtable training by Attorney Quinn on Friday, December 23<sup>rd</sup>. Chief Baskett plans to leave Station 94 at 8:15 a.m. and will drive all who wish to accompany him.

The Santa Breakfast was a great success. Firehouse Santa is scheduled for this Wednesday, and the deliveries of the Giving Tree gifts will take place the week before Christmas. The District and Local 726 are quite busy this time of year with charitable holiday events and the Board members are welcome to participate.

The District participated in the memorial service for Tacoma Police Department Officer Gutierrez last week. We provided a unit for the procession and offered Tacoma Fire coverage during the event.

Battalion Chief Waltrip accepted the temporary one year position in the Training Division beginning next year. The resulting vacancies are being filled from the current promotional lists, with the changes scheduled to take effect January 1<sup>st</sup>.

South Sound 911. Chief Baskett stated to the Board the latest meeting minutes have been added to their books for review. He and the Pierce County Chiefs continue to work on the radio fees in order to keep costs down.

Grants. Chief Baskett informed the Board the grant funded power load gurneys have been installed in the medic units. The Training Division has created a training video and Stryker sent out a representative who provided a class for the crews. He believes these gurneys will decrease back injuries in our employees.

Orting Collaboration. Chief Baskett updated the Board that additional meetings are scheduled for this week to continue discussions of collaborative efforts. Orting's Fire Chief Gibson reached out to him previously and inquired whether we would allow them to use our Firefighter/Paramedic Eligibility List once we have completed the background process. Chief Baskett explained to the Board we have issued conditional offers of employment to the top three candidates on the list and are currently involved in the extensive background process. Chief Baskett stated he told Chief Gibson he is not comfortable releasing the list to Orting until we have completed the background process in case we need to go to the fourth candidate on the list. He requested the Board's opinion on this matter. Commissioner Portmann asked Chief Baskett how many people were on the list and he responded seven. Orting is losing three employees to lateral transfers and is looking to replace them. Commissioner Portmann asked how long the list is good for and he responded one year. Chief Baskett explained we have provided our previous list to South Pierce Fire & Rescue and they hired a couple of people from it, thus saving them the cost of running their own testing process. Commissioner Portmann asked how much the testing process costs. Chiefs Baskett and Judd responded the cost is primarily staff members' time. Commissioner Blanchard-Reed inquired about the likelihood of hiring an additional person from the list. Chief Baskett responded fairly likely. Of the six hired off of the previous list, only three successfully made it through the year. Chief Baskett anticipates perhaps hiring one more person off the current list. Due to the list being small and composed of newer Firefighter/Paramedics, he does not recommend going deep into the list. Commissioner Gustafson pointed out most of the individuals on the list are Paramedics only and still need to be trained as Firefighters and go through the academy. Chief Baskett agreed and added that if the three successfully

pass the background process, they will start the academy in February which lasts eight weeks. Commissioner Rosenlund asked Chief Baskett if he was looking for a decision from the Board today. He said he had informed Chief Gibson he would get back to him.

**Commissioner Bartow moved to direct staff to provide the District's Firefighter/Paramedic Eligibility list to Orting Valley Fire & Rescue once the preliminary background process is complete.**

Discussion was held on the motion. Commissioner Portmann inquired if in the future we could develop a collaborative list with Orting and South Pierce and involve some of their staff's time. Chief Baskett explained we currently utilize each other's Chief Officers during the Assessment Center stage of the hiring process. If we move forward toward a collaborative effort with Orting, it makes sense to establish and utilize a single list.

**Commissioner Portmann seconded the motion.**

Discussion continued on the motion. Commissioner Blanchard-Reed inquired if the list would be released after completion of the eight week academy. Chief Baskett responded the list would be released after successful completion of the preliminary background phase.

**Commissioner Gustafson called the question. Commissioners Gustafson, Barstow, Portmann and Blanchard-Reed: Yes. Commissioner Rosenlund: Abstain. Motion carried by a majority.**

Chief Baskett informed the Board he would notify Chief Gibson that once we have completed the preliminary phase we will allow him to utilize our list.

Board Audit. Chief Baskett updated the Board that Mr. Dunkel called him today and said their organization is not set up to work with agencies outside of Oregon. He is interested in expanding their program at some point in the future, but this will take some time. This, in addition to the District just adding two new Board members, Chief Baskett and Mr. Dunkel agreed to get back in contact in eight to twelve months. Commissioner Rosenlund explained Mr. Dunkel's organization also does a 360 degree evaluation/audit and inquired if they could do this for us. Chief Baskett responded their entire program is set up for the state of Oregon exclusively.

Station 92 Living Quarters. Chief Baskett informed the Board he heard back from property owners Mr. and Mrs. O'Neill, and they have accepted the sales agreement. He is working with Attorney Quinn to write up a purchase agreement. He estimates the remainder of the process will take 30 days. Chief Baskett explained for the new Board members Station 92 is the Kapowsin station, located in the farthest corner of the District. There are approximately 300 properties within five miles of that station and not within five miles of any of our other stations, and without water supply. Station 92 was deemed by the WSRB not to qualify as a fire station due to not enough volunteers, so these property owners will see an increase in their rating. Approximately one year ago staff devised a plan to move ahead with purchasing additional property on which to build living quarters for volunteers. In addition, he wrote a letter to all property owners within five miles of Station 92 explaining the situation and requesting volunteers, which resulted in no new volunteers. The affected property owners are aware of the rating change and

staff will continue to work toward a solution. He will proceed with purchasing the additional property and continue to move forward. Commissioner Portmann asked what the required number of stable volunteers is, and Chief Baskett responded six, and we have only one. Chief Baskett concluded he is confident we can place a double wide mobile home on the property with the purchase of the additional land, based on preliminary work he has done with Pierce County. To build any other facility would require the purchase of a completely separate piece of land. He reminded the Board the call volume in that area is the lowest in the District and is well covered by Stations 93 and 96; therefore, investing a significant amount of money is not currently cost effective.

Strategic Plan. Chief Baskett recalled for the Board he had previously requested an extension on this project, due to many conflicting priorities; however, he did commit to reconciling the 2009 Strategic Plan and staff has accomplished this. The 2009 plan consisted of goals, objectives and critical tasks. Of the 158 critical tasks, 91 were completed, or 57.6%. The major factor affecting the success rate was the recession. Chief Baskett distributed to the Board the reconciliation document for their review. He explained the format of the document. Commissioner Rosenlund asked if the analysis was based on recent opinions on positions. Chief Baskett responded some work was completed early on while other was delayed due to the recession, and the resulting restructuring of the organization and downsizing of the administration. Chief Baskett encouraged the Board to take time to review the document and continue discussion at a later date, perhaps in January. He added that beyond analyzing the current document, he does not recommend developing a new five-year Strategic Plan until we determine the extent of the collaboration with Orting Valley Fire & Rescue.

Commissioner Rosenlund recalled the extensive work staff did earlier in the year on the S.W.O.T. analysis from the stakeholder group meetings and inquired if there is a streamlined way to determine if any of the 42% uncompleted tasks are still relevant now. Chief Baskett explained he plans to give the reconciliation document to the Battalion Chiefs to discuss with the floor personnel and then he will offer two hours of his time for staff meetings for the floor personnel's feedback. He again encouraged the Board to review the document and consider how they wish to proceed for discussion at a future meeting.

Commissioner Rosenlund suggested a Strategic Plan line item be added to the agenda to report when specific accomplishments are made, because with competing priorities it is easy to forget and not stay true to the plan. Commissioner Portmann related that his employer recently went through the process to develop a five-year plan and they had far fewer goals, just seven or eight specific categories with two or three items in each category. Chief Baskett expressed that although he was involved in the development of the previous Strategic Plan, he was not in favor of the process or the resulting document. He stated he prefers adopting a Strategic Philosophy, and when making decisions consider whether this will get us closer to that philosophy or further away. Because the world the fire service exists in is ever changing, priorities change and funding changes. Commissioner Rosenlund reiterated his desire to merge the 2009 reconciliation with the S.W.O.T. analysis data to develop something relevant for today. Discussion concluded.

## **NEW BUSINESS**

Resolution No. 871 – Authorizing the Collection of Regular Property Tax in the 2017 Tax Year. Chief Baskett explained a resolution was adopted for this matter back on November 28<sup>th</sup>. Following the adoption, the County informed us of a slight decrease in the tax collection amount of approximately \$5,000. This resolution corrects this figure.

**Commissioner Rosenlund moved the approval of Resolution No. 871, Authorizing the Collection of Regular Property Tax in the 2017 Tax Year, as presented. Commissioner Portmann seconded the motion.**

Discussion was held on the motion. Commissioner Gustafson requested the resolution be read into the record. Board Secretary Jodi Reynolds read Resolution No. 871, Authorizing the Collection of Regular Property Tax in the 2017 Tax Year, into the record.

**Commissioner Gustafson called the question. Motion carried unanimously.**

## **OTHER BUSINESS**

Chief Baskett confirmed with Board Chair Gustafson he would be leaving on vacation soon. Typically if the Board Chair has an extended absence, the responsibilities transfer to the Vice Chair, Commissioner Barstow. Chief Baskett asked the Board members if they were all in agreement with this. They responded affirmatively.

Chief Baskett informed the Board the next Regular Board Meeting is scheduled for December 26<sup>th</sup>, which is a recognized holiday for the Department's administrative personnel. He requested the Board decide if they would like to keep the meeting on that date or change the date. Discussion ensued. The Board decided to keep the meeting on December 26<sup>th</sup> starting at 7:00 p.m., and limit the business to approval of the financials.

Commissioner Portmann requested to be absent from the December 26<sup>th</sup> Regular Board Meeting, as quorum will still be met.

**Commissioner Rosenlund moved to approve Commissioner Portmann's request to be absent from the December 26, 2016, Regular Board Meeting. Commissioner Barstow seconded the motion. Motion carried unanimously.**

Commissioner Rosenlund asked Chief Baskett if he had researched the practice of having a Commissioner participate in the Chief's Interviews, as requested at the previous meeting. He stated he had not, but recalled they had discussed bringing up the question at the upcoming Municipal Roundtable this Friday.

Commissioner Rosenlund stated the Board needed to adopt a different process for electing the Board Chair. He asked if a resolution change would be required. Chief Baskett responded it would. Commissioner Rosenlund requested staff research how other District's elect their Chair, and bring this information to the meeting on Friday. He stated he prefers a one year term, as is standard practice. Chief Baskett offered that staff would research other Districts and pull the current resolution to have it available for future discussion.

Chief Baskett reminded the Board his annual evaluation is still a New Business topic due to being tabled at the last Board meeting. The Board informed him the topic would be taken up during Executive Session.

#### **GOOD OF THE ORDER/PUBLIC INPUT**

None

#### **EXECUTIVE SESSION**

Chief Baskett requested a five-minute Executive Session under RCW 42.30.140 to adopt a position for collective bargaining and two five-minute Executive Sessions under RCW 42.30.110 (1) (f) to receive and evaluate complaints/charges against public employees or officials.

Commissioner Rosenlund requested a 15-minute Executive Session under RCW 42.30.110 (1) (g) to evaluate qualifications of public employees or review their performance.

**Commissioner Gustafson announced a five-minute Executive Session under RCW 42.30.140 to adopt a position for collective bargaining, two five-minute Executive Sessions under RCW 42.30.110 (1) (f) to receive and evaluate complaints/charges against public employees or officials, and a 15-minute Executive Session under RCW 42.30.110 (1) (g) to evaluate qualifications of public employees or review their performance.**

**Commissioner Gustafson announced a recess at 7:45 p.m.**

**The Executive Session was announced as beginning at 7:46 p.m.**

**An announcement was made at 8:16 p.m. to extend the Executive Session ten minutes.**

**An announcement was made at 8:26 p.m. to extend the Executive Session 20 minutes.**

**An announcement was made at 8:46 p.m. to extend the Executive Session 15 minutes.**

**An announcement was made at 9:01 p.m. to extend the Executive Session five minutes.**

**An announcement was made at 9:06 p.m. to extend the Executive Session five minutes.**

**An announcement was made at 9:11 p.m. to extend the Executive Session five minutes.**

**Commissioner Gustafson reconvened the Regular Board Meeting at 9:18 p.m.**

**Commissioner Rosenlund moved the approval of the Memorandum of Understanding between the District and IAFF Local 726 Firefighters Bargaining**

**Unit to extend the length of the current temporary Lieutenant position.  
Commissioner Barstow seconded the motion. Motion carried unanimously.**

**ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of  
December 12, 2016, was adjourned at 9:21 p.m.**

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Gerald W. Gustafson, Commissioner

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Anthony D. Judd, District Secretary