

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
January 14, 2008**

CALL TO ORDER

Commissioner Skaggs called the meeting to order at 7:00 p.m.

Attendance:

Present: Commissioner Verne M. Pierson, Commissioner Gerald W. Gustafson (attendance by telephone), Commissioner Robert E. Skaggs, Fire Chief Reggie Romines, Deputy Chief Gary Franz, Assistant Chief Tony Judd, Assistant Chief Ryan Baskett, Public Prevention Education Officer Myra Merdian-Drake and District Secretary Kathy Hale.

Commissioner Skaggs led the Pledge of Allegiance and welcomed the audience.

APPROVAL OF THE MINUTES:

The minutes of the Special Board Meeting of December 20, 2007, were approved as presented.

CORRESPONDENCE:

- Letter from Ken Madsen, Assessor-Treasurer regarding final assessed value of District.
- Invitation to Change of Command Ceremony, January 23, 2008.
- Thank you letter from a citizen to "B" Shift for their care.
- Thank you letter from a citizen for helping with a propane smell.

FINANCIALS:

Vouchers #13001 through #13039 in the amount of \$148,824.40 (2007 Budget), Vouchers # 01001 through #01035 in the amount of \$50,652.21 (2008 Budget) for a total of \$199,476.61 were presented for approval.

Commissioner Pierson moved to accept the payables in the amount of \$199,476.61 after proper auditing. Commissioner Gustafson seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION:

Chief's Report

Chief Romines introduced Wanda Sorsdahl, our new Education Specialist employee. The Board welcomed Wanda to Graham Fire & Rescue.

Chief Romines stated that volunteer Leanne Matz has accepted a fire fighter position with Snohomish Fire District No. 7. Congratulations Leanne!

Job Descriptions. Chief Romines requested approval of the Education Specialist and Mechanic job descriptions.

Commissioner Pierson moved to accept the job descriptions of the Education Specialist and Mechanic as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Vehicle Damage. Chief Romines reported that Deputy Chief Franz had been in an accident with his staff vehicle – an uninsured motorist had struck the rear end. The accident was the fault of the uninsured motorist. The cost to fix the vehicle through Meridian Collision is \$1,148.53.

Chief Romines recommended that due to our deductible and the minor repair bill that the claim not be turned in to our insurance company. The Board concurred with Chief Romines' recommendation.

Zak's Deli Donation. Chief Romines informed the Board that Mr. and Mrs. Harry Hwang, owners of Zak's Deli, had donated \$1,000 to the District. A thank you letter has been drafted for Board review and signature. Thank you, Mr. and Mrs. Hwang!

Vehicle Assignments. Chief Romines presented the Board with a vehicle assignment proposal for 2008. He explained that the proposal would continue to follow that which was set out in the 2008 budget for purchasing of vehicles.

PPEO Report

Public Prevention Education Officer Merdian-Drake presented her report to the Board. She stated five school field-trips to Station No. 1 have already been scheduled for this June. It is a very popular trip for the students and available days are filling up fast.

NEW BUSINESS

Announcement for Fire Fighter/EMT Testing. Chief Romines presented the Board with an announcement outlining the testing process for the position of Fire Fighter/EMT. He asked Board approval to go forward with the process and timelines.

Commissioner Pierson moved that staff go forward with the hiring process for the position of Fire Fighter/EMT as outlined in the proposed announcement. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Operating Instruction No. 205, Infection Exposure and Control Program. Chief Romines presented the Board with a revised Operating Instruction No. 205, Infection Exposure and Control Plan and explained the only item changed was the definition of who the Infectious Control Officer is. He stated the position would now be assigned to the Assistant Chief of Operations as set out in Section V, Subsection D.

Commissioner Pierson moved the acceptance of the definition change in Operating Instruction No. 205, Infection Exposure and Control Plan, Section V, Subsection D, to the Assistant Chief of Operations, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

GOOD OF THE ORDER

Commissioner Pierson reminded the Board and staff that the Pierce County Fire Commissioners' Association will be meeting here February 28, 2008. He asked if identification badge pictures could be taken that evening for the new commissioners.

Chief Romines replied staff would be on-hand to accommodate taking the pictures and processing the badges.

Commissioner Pierson reminded staff that a representative from Pierce County Department of Emergency Management will be attending the February 11, 2008 meeting to present our Hazard Mitigation Plan. The presentation will take approximately one-half hour.

Chief Romines stated that our assessed valuation has increased and the District was able to capture an additional \$27,862 in tax revenue. A new Levy Certification needed to be filed by December 28, 2007, in order to capture the increase. Approval was given by Chairman Pierson to process a new Certification and it was filed by staff.

Chief Romines explained to the Board that he has been in talks with Councilmember Roger Bush over the County plans for widening 176th Street. The plan is calling for a median to run down the center of the road, which would greatly impact our ability to maneuver turns with our response vehicles. The Board stated that they are behind and in support of Chief Romines' effort to overturn/change the County's current plan for 176th Street. Chief Romines stated he would keep the Board apprised.

EXECUTIVE SESSION

Commissioner Skaggs announced a 10-minute Executive Session under RCW 42.30.110(1)(g) to evaluate qualifications of public employees or review their performance, and five minutes under RCW 42.30.140 to discuss the adoption of a position for professional negotiations, for a total of fifteen minutes, with no business to follow. Executive Session was announced as beginning at 7:25 p.m.

ADJOURNMENT

With no further business, the meeting was adjourned at 7:40 p.m.

Robert E. Skaggs, Commissioner

Kathy J. Hale, District Secretary