

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
January 28, 2008**

**CALL TO ORDER**

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

**Attendance:**

Present: Commissioner Gerald W. Gustafson (attendance by telephone), Commissioner Verne M. Pierson, Commissioner Robert E. Skaggs, Fire Chief Reggie Romines, Deputy Chief Gary Franz, Assistant Chief Ryan Baskett, and District Secretary Kathy Hale.

Absent: Assistant Chief Tony Judd, Assistant Chief Oscar Espinosa and Public Prevention Education Officer Merdian-Drake had excused absences.

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

**APPROVAL OF THE MINUTES:**

**The minutes of the Regular Board Meeting of January 14, 2008, were approved as presented.**

**CORRESPONDENCE:**

- Letter from Kapowsin Elementary thanking the District for helping with the Kapowsin's Families In Need program during the Holiday Season.
- Invitation to 51<sup>st</sup> Military Police Company Redeployment Ceremony, February 4, 2008, 1300 hours.
- Letter from Tacoma Pierce County Health Department regarding remediation plan for Station 21-0.

**FINANCIALS:**

Vouchers #1036 through #1128 in the amount of \$324,327.08, Account Transfers in the amount of \$341,396.08 for a total of \$665,723.16 of which \$481,589.83 was for Payroll and \$184,133.33 was for Payables.

**Commissioner Pierson moved to accept the payables in the amount of \$665,723.16 after proper auditing. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

**GENERAL ADMINISTRATION:**

**Chief's Report**

Chief Romines presented the Board with a recommendation to make a conditional offer of employment to Marcus Edmunds for the position of Information Technician Assistant.

**Commissioner Pierson moved to make a conditional offer of employment to Marcus Edmunds for the position of Information Technician Assistant. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Chief Romines informed the Board that Sgt. Major Ed Boot has requested a meeting with him to discuss the military reservist program on January 31, 2008. Chief Romines asked the Board if any of them would like to attend. Commissioner Pierson replied he would join in the meeting.

Station No. 21-0 Remediation. Chief Romines presented the Board with one bid for the well drilling at Station No. 21-0. Assistant Chief Baskett explained to the Board the bid process closed at 12 noon today, with one bid being received. The company is one that John Hildenbrand, our representative from Robinson Noble and Saltbush, highly recommends.

**Commissioner Pierson moved to accept the bid from Boart Longyear E & I for the drilling of eight monitoring wells at Station No. 21-0 in the amount of \$51,837.76 to be expended from the Emergency Fund. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Computer Issues. Chief Romines explained to the Board that the computers at Station No. 21-1 and 21-3 are very slow mainly due to the size of the T-1 lines that are currently installed between those stations and Station No. 21-4 which houses the main network system. IT Manager Stahnke has put together five options to increase the speed of the system ranging from \$270 per month to \$7,800 per month.

Chief Romines stated he is not making a recommendation at this time as staff is waiting to obtain information from Qwest regarding if there are fiber optic lines already available for use or if lines need to be installed.

Chief Romines also informed the Board that he will be bringing a recommendation forward in the next few months to provide some level of air conditioning to the computer room at Station No. 21-4. The room gets extremely warm in the summer, which could be damaging to the equipment.

### **Training Report**

Chief Romines presented the Training Report to the Board in the absence of Assistant Chief Espinosa. Deputy Chief Franz informed the Board the Volunteer Recruit Academy had started on January 15<sup>th</sup>, with eight members from Graham Fire & Rescue attending and nine members from outside departments attending. He stated the Training Division has been considering putting on another Academy next fall.

### **NEW BUSINESS**

Resolution No. 690, Specific Transport Accounts be Written Off. District Secretary Hale read Resolution No. 690, Specific Transport Accounts be Written Off, into the record.

**Commissioner Pierson moved the approval of Resolution No. 690, Specific Transport Accounts be Written Off, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

### **OTHER BUSINESS**

Chief Romines handed out a response time report for 2007 to the Board. The report detailed types of calls, number of incidents per type, dispatch times and arrival times.

## **GOOD OF THE ORDER**

Chief Romines presented the Board with a book, Firefighters from the National Fallen Firefighters Foundation, that Retired Captain Larry Taylor had given to the Department. The Board asked staff to draft a thank you letter for their signature.

Chief Romines reminded the Board that Diane Schurr, from Department of Emergency Management, will be in attendance at the next meeting to present and explain our Hazard Mitigation Plan. Chief Romines handed out draft plans for the Board's review.

Commissioner Pierson thanked all who helped put the Hazard Mitigation Plan together. He stated Graham Fire & Rescue is the first Pierce County district to go forward to the State and Federal level with our Plan. Chief Romines thanked Commissioner Pierson for taking the lead on putting our Hazard Mitigation Plan together.

Chief Romines presented a draft letter to the Board for their review. He explained that he has asked certain members of the Department to be on an internal customer focus group. This group will work on identifying needs of our members and better internal customer service.

Commissioner Skaggs voiced our members have worked very hard to provide excellent customer service to our citizens a time to look inward to make sure our members are also receiving excellent customer service is appropriate. Commissioner Pierson and Commissioner Gustafson also voiced their wholehearted support for the focus group.

## **EXECUTIVE SESSION**

**Commissioner Skaggs announced a 5-minutes Executive Session under RCW 42.30.110(1)(c), to consider price for real estate sale when public knowledge could affect price, with no business to follow. Executive Session was announced as beginning at 7:35 p.m.**

## **ADJOURNMENT**

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

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Robert E. Skaggs, Commissioner

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Kathy J. Hale, District Secretary