

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
February 11, 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, Deputy Chief Gary Franz, Assistant Chief Ryan Baskett, Public Prevention Education Officer Myra Merdian-Drake and Administrative Secretary Kathy Hickok.

Absent: Fire Chief Reggie Romines, Assistant Chief Tony Judd and District Secretary Kathy Hale had excused absences.

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

Commissioner Skaggs stated that the first item on the agenda was a presentation by Diane Schurr from the Department of Emergency Management (DEM) regarding our draft Hazard Mitigation Plan.

Ms. Schurr stated that the purpose of the presentation was to review each section of the Plan and to receive input and answer any questions that might arise. Ms. Schurr began her review with the following highlights:

- Section 1 is “the process” and is ongoing and evolving. There will be a brief synopsis which will list the meetings participated in.
- Section 2 gives a snapshot of our jurisdiction. There has been controversy regarding population. DEM obtains its data from the 2000 census. The information provided by the District varies from the information provided by the Census Department. This section includes the Department’s Mission and Vision Statement, services summary, geo-political summary, watershed and bordering areas, infrastructure summary, and economic summary.
- Section 3, Capability Identification, is required. This important section looks at what the jurisdiction’s current capabilities are; from mutual aid agreements, burn permits, enforcement of burn bans. Administrative capabilities provide annual reports, citizen smoke detector program, etc. Technical capabilities addresses after-action reports, continuity of

government plan. One of the items that came from this review is an entirely new Pierce County Hazard Identification Vulnerability Analysis. This will probably become the “end all” for hazard identification in the County and be available for other organizations to use. Physical Capabilities address how the jurisdiction survives financially. Specific Capabilities are items listed specifically for the District’s jurisdiction; Graham Business Association, advisory boards, etc.

Commissioner Skaggs asked if the Graham Community Plan should also be added? Ms Schurr answered that a copy of the plan is not needed, but mention of it should and will be added.

- Section 4, Risk Assessment, is comprehensive and the requirements state that the plan shall include a description of the location and extent of all natural hazards that can affect the jurisdiction; shall include information on previous occurrences of these hazards and a description of the jurisdiction’s vulnerability to these hazards. This is a very comprehensive section with nine specific threats identified and in need of analysis.
- Section 5, Mitigation Strategy, is the jurisdiction’s blueprint for reducing the potential losses identified in the risk assessment based on existing authorities, policies, programs, resources and the ability to expand on and improve those existing tools.

Ms. Schurr emphasized that there are six plan goals for all 48 jurisdictions that are of extreme importance and were decided on for this entire project;

1. Protect life and property
2. Ensure continuity of operations
3. Establish and strengthen partnerships for implementation
4. Protect the environment
5. Increase public preparedness for disasters
6. Promote a sustained economy

Ms. Schurr stated that this is not a contract; it is a plan and should be viewed as such. Commissioner Pierson added that this plan could not have been established had it not been for the help of Assistant Chief Baskett, Assistant Chief Judd and Deputy Chief Franz. Also, PPEO Merdian-Drake provided information on the public education side. Ms. Schurr stated that Graham Fire & Rescue provided more information than most jurisdictions and was an enormous help making this plan viable.

- Section 6, Infrastructure, is considered by Homeland Security as secure information and cannot be disclosed to the public by the County. The County will refer any request for this information to District management. The Fire Chief/designee will determine if the information can be released.

- Section 7, Plan Maintenance, describes the method and schedule of monitoring, evaluating and updating the Plan. It is a living plan and requires updating every five years and resubmitting for approval. The Plan shall include a process by which local government incorporates requirements of the Mitigation Plan into other planning mechanisms. The planning maintenance process shall include a discussion on how the community will continue public participation in the plan maintenance process.

Commissioner Skaggs asked that the Fire Chief be the person referenced as the contact person as is our policy. Ms. Schurr stated this will be done.

Commissioner Skaggs asked why the Commissioners were not provided with the information under Section 6. Ms. Schurr explained that since this is a public meeting, information could not be handed out since the materials would then be considered available to the public under Public Disclosure Laws. She will ensure that this information is sent to us.

Ms. Schurr concluded that she would be meeting with the remaining 44 jurisdictions. Input and changes from these meetings will be submitted and in April all plans will be forwarded to the State Emergency Management Department and finalized for the final version. Hopefully by June the document will be returned with their changes so that the final document can be resubmitted for approval.

Commissioner Skaggs asked “after all is said and done, what does this do for the citizens of the District?” Ms. Schurr replied that when there is a disaster we are eligible for public assistance dollars. This plan allows us to receive pre- and post-mitigation dollars which enables counties to apply for funds to cover damages that might not otherwise be covered.

The Board thanked Ms. Schurr for her presentation.

APPROVAL OF MINUTES:

The minutes of the Regular Board Meeting of January 28, 2008, were approved as presented.

CORRESPONDENCE:

- Thank you letter from a citizen for our wonderful care at an emergency incident.
- Citizen’s inquiry regarding outdoor burning.
- Copy of letter from Robinson Noble & Saltbush to the Tacoma-Pierce County Health Department regarding Station 21-0 soils monitoring plan.
- E-mail for Volunteer Fire Fighter Wade Brown regarding participating in sending old Graham Fire & Rescue shirts to troops overseas.

FINANCIALS:

Vouchers #2001 through #2071 in the amount of \$270,601.30 were submitted for approval.

Commissioner Pierson moved to accept payables in the amount of \$\$270,601.30 after proper auditing. Commissioner Gustafson seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION:

Chief's Report

Deputy Chief Franz reported that Marcus Edmunds, Information Technician Assistant, began his employment with us on Thursday, February 7th. He will attend the next meeting and be introduced to the Board.

Station No. 21-0 Remediation. Assistant Chief Baskett informed the Board that John Hildenbrand is addressing questions related to mediation and drilling of the monitoring wells and has sent a letter to Pierce County Department of Health. The well drilling is scheduled to begin March 3, 2008.

Fire Fighter Testing Process. Deputy Chief Franz reported that as of the January 8th deadline, the final number of applications received was 122. The written test is scheduled for this Thursday night at Station 21-4 beginning at 6:00 p.m. Assistant Chief Judd will handle the proctoring with the help of Administrative Secretary Mielbrecht.

Temporary Hire. Deputy Chief Franz presented two letters to the Board regarding terminating the temporary hire of Kyle Olson effective 2/29/08, and the offer of a temporary fire fighter position to Dan Clawson.

Commissioner Pierson moved to terminate the temporary hire of Kyle Olson as of February 29, 2008, as outlined in the letter dated February 12, 2008. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Commissioner Pierson moved to offer Dan Clawson a temporary position as Fire Fighter/EMT not to exceed six months. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Light-Duty. Deputy Chief Franz stated that Fire Fighter Thad Richardson has requested to return on light-duty. There is project work that can be assigned to him.

Commissioner Pierson moved to offer light-duty as outlined in the letter dated February 12, 2008, to Fire Fighter Richardson. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Commissioner Pierson noted that he also has other light-duty projects with the Mitigation Plan if time allows.

PPEO

Public Prevention Education Officer Merdian-Drake reported that the next major activity is the Magnificent Mutt Show on March 29, 2008, from 10:00 a.m. to 12 noon.

The Great Escape Contest is once again in full swing. Winners will participate in the Daffodil Parade on April 12, 2008. Commissioner Skaggs asked if Engine One would be available for this year's parade. Deputy Chief Franz answered that at this time there is no clutch for Engine One and it is unknown if one will be found before the parade. He will advise the Board.

Commissioner Skaggs stated that the Pierce County Fair is quickly approaching and were the issues with the smoke house trailer resolved from last year. PPEO Merdian-Drake stated that to her knowledge all problems have been addressed. Assistant Chief Baskett added that there may still be a little work needed on the awning but should be completed in time for the fair.

NEW BUSINESS

None

OTHER BUSINESS

Deputy Chief Franz handed out a Letter of Appreciation and Certificates of Recognition from Bryon Burgess of the Washington Committee for Employer Support of the National Guard thanking the District for its support of the military.

Deputy Chief Franz distributed a copy of Request for Qualifications for architectural and/or engineering services used when the building of Station 21-4 began several years ago. To save time and expense, District Counsel was asked if we could use the qualification list from Station 21-4 to begin the process of building Station 21-5. Attorney Quinn opined that we could because our original Request for Qualifications included the language to build one or more fire stations. Deputy Chief Franz stated that the next in line from the Board's selection process was Rice Fergus Miller.

Deputy Chief Franz recommended that the Board approve using the previously approved list for architectural and/or engineering firms for Station 21-5.

Commissioner Pierson moved to direct staff to use the previously approved list and to contact the firms on the list to determine if any of them are interested in planning the design and/or engineering of Station 21-5.

Commissioner Gustafson seconded the motion. Motion carried unanimously.

Commissioner Gustafson stated that with regard to a citizen's inquiry into illegal burning that even in a no-burn zone a recreational fire or ceremonial fire can still be used. Deputy Chief Franz commented that he has been in contact with Mr. Kelly and is working with him to resolve his concerns.

EXECUTIVE SESSION

Deputy Chief Franz requested an Executive Session under RCW 42.30.110(1)(c). **Commissioner Skaggs announced a 5-minute Executive Session under RCW 42.30.110(1)(c) to consider price for real estate sale when public knowledge could affect the price, with no business to follow. Executive Session was announced as beginning at 8:19 p.m. Executive Session was announced as ending at 8:24 p.m.**

ADJOURNMENT

With no further business, the meeting was adjourned at 8:25 p.m.

Robert E. Skaggs, Commissioner

Kathy J. Hale, District Secretary