

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
August 27, 2007**

CALL TO ORDER

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

Attendance:

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

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

Commissioner Skaggs asked that the Agenda be amended to move the Presentation to the beginning of the meeting.

PRESENTATION

Chaplain Dale Stol was commended for his years of service to Graham Fire & Rescue and the citizens of the community. With sadness, the Board accepted his notice of retirement and presented him with a Honorary Life Member Award, Award of Appreciation and a silver coin. You will be missed, Chaplain Stol!

APPROVAL OF THE MINUTES:

The minutes of the Regular Board Meeting of August 13, 2007, were approved as presented.

CORRESPONDENCE:

- Letter from Lakewood Fire District regarding Fire Comm governance
- Thank you letter from Local 1296 and Kennewick Fire Department for sending personnel and apparatus to the Eric Lyons Memorial Service
- Thank you letter from The Ridge Park for our attendance at their National Night Out Cookout
- Thank you letter from Heath Family for attending their second annual neighborhood party at the "Graham Gathering"
- Thank you letter from a citizen for our response.
- Notice regarding the Fallen Fire Fighters Memorial Service September 30, 2007, 10:00 am, at the Washington Station Capitol Rotunda
- Invitation to the Second Annual Police and Fire Fighter's Ball, September 21, 2007, 6:00 pm, McChord Club Ball Room

FINANCIALS:

Vouchers #08105 through #08203 in the amount of \$279,751.93 and Account Transfers in the amount of \$325,902.20, for a total of \$605,654.13 (of which \$413,583.09 were for payroll and \$192,071.04 were for payables) were presented for approval.

Commissioner Gustafson moved to accept the payables in the amount

of \$605,543.13 after proper auditing. Commissioner Skaggs seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION:

Chief's Report

Chief Romines reminded all of the benefit golf tournament this Friday, August 31st, at Lake Spanaway Golf Course.

Station No. 21-0. Chief Romines requested an Executive Session under RCW 42.30.110 (1)(b) to consider the price for real estate sale.

Station No. 21-4. Assistant Chief Baskett reported that all the required documents have been submitted to the County. We are just waiting to hear.

Station No. 21-5. Chief Romines reported that he and Assistant Chief Baskett had completed a walk-through of the buildings. AC Baskett is working on a plan for remodeling so the station will be ready for staffing as soon as possible.

Operational Instruction No. 465, Water Rescue. Chief Romines asked for Board approval.

Commissioner Skaggs moved the approval of Operational Instruction No. 465, Water Rescue, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Graham One. Chief Romines presented the Board with the final bill from Meridian Collision for repairs on Graham One. Discussion was had regarding continuing to run/drive Graham One on a regular basis to see if that would help "break-in" the motor, as recommended by the mechanic. The Board and staff agreed that Graham One should continue to be run to give the motor a change to "break-in".

Commissioner Skaggs moved to pay the bill from Meridian Collision for Graham One repairs, with funds coming from the Emergency Fund, 519.90.00.03. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Child Helmet Program. Referencing an e-mail from PPEO Meridian-Drake, Chief Romines reported that a Child Helmet Program could be started for approximately \$500 – the cost for a small inventory of basic bike and sport helmets. Office staff could be trained in the proper fitting of the helmets.

Chief Romines stated that he concurred with Commissioner Pierson that this would be a good program for our citizens. The Board agreed and instructed staff to go forward with the Child Helmet Program.

Prevention Trailer. Chief Romines reported that he and PPEO Meridian-Drake had inspected the trailer and found several items that needed to be fixed. He stated the most urgent would be taken care of immediately and the others in the 2008 budget process.

Training Report. Assistant Chief Espinosa presented the training report to the Board. He reported that training had begun on the water rescue program. Each shift is scheduled to spend 16 hours of classroom and hands-on training on the program and equipment. A special thank you to Fire Fighter Randy Bales and Fire Fighter/Paramedic Casey Hill for spearheading this program and to Deputy Chief Franz and Assistant Chief Judd for lending their guidance.

Assistant Chief Espinosa reported that the next Volunteer Recruit Academy is set to begin January 15, 2008. The application process is underway and there will be an Orientation Meeting September 26th. Graduation is tentatively set for June 12, 2008.

NEW BUSINESS

Resolution No. 680, Authorizing Specific Transport Account be Written Off, was read into the record by District Secretary Hale.

Commissioner Gustafson moved to approve Resolution No. 680, Authorizing Specific Transport Account be Written Off, as presented. Commissioner Skaggs seconded the motion. Motion carried unanimously.

OTHER BUSINESS

Chief Romines announced that as of this afternoon our EMS Levy was passing by 71.78%. Great news!

Chief Romines presented the Board with a Memorandum of Understanding for Donation of Time for their consideration and approval. **Commissioner Skaggs moved the approval of the Memorandum of Understanding for Donation of Time as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Chief Romines explained to the Board a need to hire a temporary firefighter, and asked for their approval to temporarily hire Kyle Olson who is the most senior in-house resident. **Commissioner Skaggs moved to accept Chief Romines' recommendation to hire Kyle Olson as a temporary firefighter. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Chief Romines reported that the emergency light in front of Station No. 4 is blinking, but not operational yet. The "stop" lines still need to be painted in the proper place and then the light can be turned on. Weather permitting, this should be completed this week.

Chief Romines informed the Board that ground work: grubbing; leveling; contouring, will begin at Station No. 3 shortly. Assistant Chief Baskett was told by the County that a permit was not required for this type of work.

Chief Romines explained that with the upcoming change in vehicle numbering to the 90 series our station numbers also need to be changed in order for the CAD System at Fire Comm to work hand-in-hand and be recognized. This will be for dispatching purposes only – the station numbers and our district number for citizen recognition will remain 21.

Chief Romines informed the Board that one of the commissioners at District No. 18 has resigned. He encouraged the Board to continue their support of the Administration. The

Board voiced that they will continue to support the Administration of District No. 18 in any way they can in order to ensure the safety of our members and those of District No. 18.

EXECUTIVE SESSION

Chief Romines requested an Executive Session under RCW 42.30.110(1)(b) for five minutes.

Commissioner Pierson announced an Executive Session under RCW 42.30.110(1)(b), to consider the acquisition of real estate by lease or purchase when public knowledge could effect price, for five minutes, with no business to follow. Executive Session was announced as beginning at 7:55 p.m.

ADJOURNMENT

With no further business, the meeting was adjourned at 8:00 p.m.

Verne M. Pierson, Commissioner

Kathy J. Hale, District Secretary