

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
April 25, 2018**

CALL TO ORDER

Commissioner Portmann called the meeting to order at 6:35 p.m.

Attendance:

Present: Commissioner Ryan Portmann, Commissioner Gerald W. Gustafson, Commissioner Adam G. Rosenlund (by phone), Commissioner Gina Blanchard-Reed, Fire Chief Pat Dale, Deputy Chief Tony Judd, Deputy Chief Oscar Espinosa and Board Secretary Jodi Reynolds

Absent: Commissioner Russell T. Barstow had an excused absence.

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

APPROVAL/MODIFICATION OF THE AGENDA

Commissioner Gustafson moved to approve the Agenda as presented. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

APPROVAL OF CONSENT AGENDA

Approval of Regular Board Meeting Minutes of April 11, 2018

Approval of Financial Documentation:

Payables: Checks #24291 through #24367 =	\$129,331.51
Payables (Payroll): Checks #24376 through #24390 =	\$399,444.26
Payroll: Checks #24368 through #24375 =	\$13,539.50
Payroll Transfers (EFTs) =	<u>\$645,944.59</u>
TOTAL:	<u>\$1,188,259.86</u>

Commissioner Blanchard-Reed moved to approve the Consent Agenda in the amount of \$1,188,259.86 after proper audit. Commissioner Gustafson seconded the motion. Motion carried unanimously.

CORRESPONDENCE

State of Washington Public Disclosure Commission Response to Complaint

GENERAL ADMINISTRATION

Fire Chief's Report

Fire Chief Dale greeted the Board and audience members and then reported on the following:

The Department Awards Banquet is Saturday, May 5th – Cinco de Mayo – starting at 5:30 p.m. at Frontier Park Lodge.

The Department acquired and prepared a structure for live fire training just outside of our District on Canyon Road within Central Pierce's District. Our obligation was to burn the house to the

ground. This successful event took place on April 12th. Our Training Division rose to the occasion and pulled it off professionally. Visitors from the East Coast and Alberta, Canada provided a classroom training course called Tactical Ventilation prior to the live fire training. Commissioner Blanchard-Reed asked about Central Pierce's involvement and Chief Dale responded they had personnel attend the class and some observed the hands-on training.

The Department has received a grant from Firehouse Subs for almost \$24,000 to be used for extrication equipment. New Battalion Chief Ryan Woodey discovered this grant opportunity, submitted an application, and was awarded this grant money. Great job!

The Pierce County Hazardous Incident Team (PCHIT) received a Department of Ecology grant for \$395,000. Graham Fire & Rescue is the lead agency for PCHIT. As such, Deputy Chief Judd and Captain Jason Rickey authored the grant application. Deputy Chief Judd explained the PCHIT will receive the initial \$395,000 between now and next June, with an additional \$195,000 coming in the following year. The purchase will consist of four trailers to replace the existing ones, two tow vehicles similar to F250s or F350s. The grant also includes money for training and air monitoring equipment. Commissioner Portmann inquired if PCHIT includes all Pierce County agencies, and Deputy Chief Judd responded that it is comprised of Graham Fire & Rescue (lead agency), Central Pierce Fire & Rescue, West Pierce Fire & Rescue, East Pierce Fire & Rescue, and Gig Harbor Fire & Medic One. In addition, we have signed Interlocal Agreements for the entire county, except Tacoma Fire, and an agreement with the City of Olympia. Chief Dale concluded with, "Nice work, Chief Judd!"

With regards to the Strategic Planning process, the panel has interviewed two consultants, and has unanimously decided to go with Doug Mah, LLC. The contract is for \$10,000, with project completion estimated for August-ish. We are currently working out the timing and contract for service details with Mr. Mah.

This Friday, staff plans to submit an application for a SAFER (Staffing for Adequate Fire and Emergency Response) Grant for staffing to include 18 career Firefighters, the same 18 previously identified for funding by the M&O. When awarded, the recipient can turn a portion of the grant down if they do not want the entire award. We must not hire more individuals than we can support after three years. The SAFER Grant four-year structure is as follows:

- Years 1 and 2: Federal money pays 75% of wages.
- Year 3: Federal money pays 35% of wages.
- Year 4: We take over cost completely.

Staff is also submitting for another part of the SAFER Grant for Volunteer Recruitment and Retention for 36 volunteers and a Volunteer Coordinator. This, too, is a four-year award.

Chief Dale then deferred to Deputy Chief Judd to further explain the grant.

Deputy Chief Judd referred back to the SAFER Grant for staffing addressed earlier in the amount of \$3.5 million to pre-hire 18 people. Our match is \$2.2 million. There is a requirement for the Board to confirm it is fully aware of the commitment to maintain these 18 positions for the entire three-year period. He has drafted a Letter of Commitment on behalf of the Board which he read aloud. After reading it he explained the Board will need to sign the letter and he will submit it with the grant application. Discussion ensued.

Commissioner Gustafson moved to approve the Letter of Commitment, as written. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

Deputy Chief Judd recalled for the Board the second SAFER Grant application is for Volunteer Recruitment. With this grant we plan to recruit 36 Volunteers and hire a Volunteer Coordinator. His research shows the high end of the salary range for this position is \$85,000 after step increases, with a starting salary of \$68,000. The federal government pays 100%, with no match required on the Volunteer side. We would recruit 12 Volunteers per year for three years. This includes personal protective equipment (PPE) at \$4,000 per person as well as training in the Volunteer Academy at \$1,100 per person per our agreement with Bates, entry physicals at \$900-\$1,000 each, and full background checks and psychological testing at \$2,000 per person. Also, once they have their Firefighter I and HazMat Ops training, we would send them to EMT school. The grant total is \$750,000. This grant would not pay for volunteer points or additional training.

STANDING COMMITTEES

Budget, Finance and Audit – Commissioner Blanchard-Reed stated their committee attended a feedback session led by Larry Rabel addressing the fire benefit charge. She is encouraged about the possibility of a funding source other than the M&O.

Policy and Procedure – No report.

Mergers/Consolidations – No report.

Joint Labor/Management – No report.

Strategic Leadership Plan – Commissioner Rosenlund reported this topic was addressed in the Chief's Report.

Legislative Affairs – No report.

UNFINISHED BUSINESS

Memorandum of Understanding (MOU) for the Acting Lieutenant position. Chief Dale recalled for the Board this MOU was presented at the last meeting for the Board to review and now vote on at this meeting.

Commissioner Blanchard-Reed moved to approve the Memorandum of Understanding between the District and the IAFF Local 726 Firefighters Bargaining Unit defining the requirement to become an Acting Lieutenant and procedures for opting out of the acting role. Commissioner Rosenlund seconded the motion. Motion carried unanimously.

NEW BUSINESS

None

PUBLIC COMMENTS

Citizen Bob Benum stated he likes the new time and day for Board meetings.

COMMISSIONER COMMENTS

Commissioner Gustafson stated that the Washington Fire Commissioners Association (WFCA) has hired a new person to handle the insurance program. He brought some materials for the Board and staff to read. Last Saturday he attended a presentation in Region 9, Promoting Firefighter Wellness. The goal is to catch health problems ahead of time, so not have heart attack. The material was written by a Commissioner from Skagit County who is a retired Doctor. Commissioner Portmann commented the fire service is promoting wellness, both physical and emotional. Commissioner Gustafson added that our insurance premiums will likely increase next year.

Commissioner Portmann stated that tomorrow night's Pierce Co. Fire Commissioners Association meeting is at Central Pierce Fire & Rescue's new station 60 at 176th and 22nd beginning at 7:00 p.m. Next month's meeting will be held in Orting.

Commissioner Gustafson stated they need someone to take pictures of the new Commissioners for their ID cards either at this month's meeting or next. Commissioner Portmann agreed to take pictures and then he will email them to Deputy Chief Judd for printing.

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of April 25, 2018, was adjourned at 7:09 p.m.

Ryan Portmann, Commissioner

Anthony D. Judd, District Secretary