

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
AUGUST 8, 2018**

CALL TO ORDER

Commissioner Portmann called the meeting to order at 6:30 p.m.

Attendance:

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

Absent: Commissioner Russell T. Barstow, Fire Chief Pat Dale and Deputy Chief Oscar Espinosa had excused absences.

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

APPROVAL/MODIFICATION OF THE AGENDA

Commissioner Portmann stated a modification of the Agenda was necessary. Under Consent Agenda it should read "Approval of Special Board Meeting Minutes of July 25, 2018," rather than "Approval of Regular Board Meeting Minutes of July 25, 2018.

Commissioner Blanchard-Reed moved to modify the Agenda under Consent Agenda to read Special Board Meeting versus Regular Board Meeting, and to approve the Agenda as modified. Commissioner Gustafson seconded the motion. Motion carried unanimously.

APPROVAL OF CONSENT AGENDA

Approval of Special Board Meeting Minutes of July 25, 2018

Approval of Financial Documentation:

Payables: Checks #24824 through #24883 =	\$58,317.10
Transfer (EFT) =	\$126.17
TOTAL:	<u>\$58,443.27</u>

Commissioner Blanchard-Reed moved to approve the Consent Agenda in the amount of \$58,443.27 after proper audit. Commissioner Gustafson seconded the motion. Motion carried unanimously.

CORRESPONDENCE

None

GENERAL ADMINISTRATION

Fire Chief's Report

In Fire Chief Dale's absence, Deputy Chief Judd presented the following Chief's Report:

Chief Dale is on vacation this week, Deputy Chief Espinosa is attending the F.R.I. Conference and Commissioner Barstow is on vacation.

Strategic Planning Progress Report

Chief Dale and Consultant Doug Mah have completed all of their meetings with the stakeholder groups. The first week, in addition to the Board, they met with Command Staff, Support Staff, Community Partners and Community Members. Last week they met with all three shifts. Now they will be putting all of the information together and will meet again with the Command Staff to begin constructing the final product.

Captain Vazquez Memorial Service

The memorial service for Orting Valley Fire & Rescue Captain Art Vazquez is tomorrow beginning at 3:00 p.m. in Parkland. For the duration of the 24-hour shift tomorrow we will be staffing the Orting Station with an Engine, a Medic Unit and Battalion Chief. We will be participating in a small procession as well, tomorrow. He referred the Board to the statement issued by Orting Fire (located in the Fire Chief's Report) which provides the details of the memorial service.

Human Resources Position Recruitment Update

The application period closed on July 30th, and we had 18 people apply. Emergency Services Consulting International (ESCI) has reviewed the applications and narrowed the list down to 10 whom they will interview; then they will send us a list of those candidates they recommend we interview. Deputy Chief Judd stated he read through the resumes and applications received and was very impressed with the level of talent. Commissioner Portmann stated if he and staff can coordinate a day, he is interested in sitting on the interview panel. Deputy Chief Judd stated he is waiting for ESCI to provide the list, and then we can select a day for the interviews. Commissioner Blanchard-Reed stated she would be the backup if Commissioner Portmann is not available. Deputy Chief Judd acknowledged Human Resources Manager is a key position.

Pierce County Fair

We will be present at the fair all four days with an Engine and our Pub Ed Division. All Board Members are encouraged to attend. We are slightly short-staffed for the weekend, so all help is welcome and appreciated. Commissioner Gustafson commented he will try to be at the fair all four days, and that this is something, as Commissioners, they should do.

National Night Out

Last night, in addition to Grand Firs and Wellington Court, we attended gatherings at Silver Creek and Silver Point.

STANDING COMMITTEES

Budget, Finance and Audit – Commissioner Portmann reported the committee met with Chief Dale and Deputy Chief Judd to discuss the upcoming budget process. They discussed setting some goals in advance of the preparation of the budget. They will include this on the Agenda for the first meeting in September. Deputy Chief Judd stated he and Chief Dale had discussed possibly needing to request a Special Board Meeting to take place between the August 22nd and September 12th Regular Board Meetings, specifically to discuss the Strategic Plan so it can be fresh in everyone's mind as they go into budget discussions. Commissioner Gustafson asked if the new Human Resources Manager position will go on this or next year's budget. Deputy Chief Judd responded this position is planned to start in September. He has a Budget Amendment planned before the end of the year to officially adjust the budget for this.

Policy and Procedure – No report.

Mergers/Consolidations – No report.

Joint Labor/Management – No report.
Strategic Leadership Plan – No report.
Legislative Affairs – No report.

UNFINISHED BUSINESS

Position Description for Shift Medical Services Officer

Deputy Chief Judd referred the Board to the Unfinished Business tab in their books for the revised position description. On the first page, the line printed in blue states the Shift MSO will primarily work on a Medic Unit. He stated he is looking for Board approval tonight. He added that in Executive Session they will discuss the Memorandum of Understanding that goes along with this.

Commissioner Blanchard-Reed moved to approve Procedure 1421 – Shift Medical Services Officer Position Description as written. Commissioner Gustafson seconded the motion. Motion carried unanimously.

NEW BUSINESS

None

PUBLIC COMMENTS

Citizen Robert Benum commented that at the Strategic Planning meeting he and Mrs. Benum participated in, they met a Battalion Chief for University Place, Jay Sumerlin, a hazardous materials specialist, who has requested to speak to two groups the Benums are part of: Fredrickson Community group and 723 networking group. Mr. Benum invited anyone who is interested to join them. Commissioner Blanchard-Reed asked when the presentation will take place. Mrs. Benum stated she is waiting to hear back from Mr. Sumerlin, and she will relay the information.

Citizen Carolyn Benum thanked the Board and staff for inviting them to participate in the Strategic Planning session. She was very impressed with Mr. Mah. She also commented she regretted missing National Night Out this year and asked if it is held the same night every year. Deputy Chief Judd responded it is always the first Tuesday night in August.

COMMISSIONER COMMENTS

Commissioner Portmann thanked the Benums for their participation in the Strategic Planning process.

Commissioner Gustafson stated he was going through the budget and noticed we were getting close to running out of overtime money. Deputy Chief Judd responded we are actually on pace. He reminded him they added additional funds. The first month running at 17 minimum staffing actually came right in line with what was projected. We are expecting that to go down because the four Firefighters hired in April were expected to hit the streets in September, but actually did so mid-July, so that will help reduce overtime. This will be in the Budget Amendment as well.

Commissioner Gustafson asked what is being done about the Kapowsin Station. Commissioner Portmann responded they are waiting for the Strategic Plan, which should be done this month, then they will revisit the issue. Deputy Chief Judd commented it will be a topic for the upcoming budget discussions.

EXECUTIVE SESSION

Deputy Chief Judd requested a five-minute Executive Session under RCW 42.30.140 (4) (b) to plan or adopt strategy/position for collective bargaining, with business to follow.

Commissioner Portmann announced a five-minute Executive Session under RCW 42.30.140 (4) (b) to plan or adopt strategy/position for collective bargaining, with business to follow.

Commissioner Portmann announced a recess at 6:48 p.m.

Executive Session was announced as starting at 6:50 p.m.

Executive Session was announced as ending at 6:55 p.m.

Commissioner Portmann reconvened the Regular Board Meeting at 6:56 p.m.

Commissioner Blanchard-Reed moved to approve the Memorandum of Understanding between the District and the I.A.F.F. Local 726 Graham Firefighters Bargaining Unit regarding the Shift Medical Services Officer (MSO) testing requirements, as presented. Commissioner Gustafson seconded the motion.

Deputy Chief Judd then interjected with a clarification for the record explaining the Memorandum of Understanding (MOU) includes the Shift MSO position comes with it a 6% incentive per month plus four hours of overtime to work on Shift MSO responsibilities under the direction of Assistant Chief Waltrip. The MOU also includes shift bidding requirements.

Commissioner Portmann called the question. Motion carried unanimously.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of August 8, 2018, was adjourned at 6:59 p.m.

Ryan Portmann, Commissioner

Anthony D. Judd, District Secretary