

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
February 12, 2018**

CALL TO ORDER

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

Attendance:

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

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

Commissioner Portmann noted for the record all Commissioners were present.

APPROVAL/MODIFICATION OF THE AGENDA

Commissioner Rosenlund moved to approve the Agenda as written. Commissioner Barstow seconded the motion.

Commissioner Portmann pointed out in the Consent Agenda the resolution that was read at the last Board Meeting is now included as part of the Consent Agenda for approval. This is how they will address resolutions from this point forward in accordance with the rules the Board has established. This represents a change in past practice.

Commissioner Portmann called the question. Motion carried unanimously.

APPROVAL OF CONSENT AGENDA

Approval of Regular Board Meeting Minutes of January 22, 2018

Resolution No. 896 – Changing Regular Board Meeting Days

Approval of Financial Documentation:

Payables: Checks #23927 through #24006 = \$342,510.28

Transfer (EFT) = \$648.17

TOTAL: \$343,158.45

Commissioner Blanchard-Reed moved to approve the Consent Agenda in the amount of \$343,158.45 after proper audit. Commissioner Gustafson seconded the motion. Motion carried unanimously.

CORRESPONDENCE

Pierce Co. Fire Prevention Bureau Monthly Report for January 2018

Legal Opinion from Attorney Joseph Quinn

2016 State Auditor's Office Financial Statements Audit Report

2016 State Auditor's Office Accountability Audit Report

GENERAL ADMINISTRATION

Fire Chief's Report

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

The second Open House was held on January 24th at Station 91. Approximately 80 citizens attended, as did the goats from Station 96, which were a big hit. He was very pleased with the support from both the community and our members.

Voting on the M&O Levy closes tomorrow night at 8:00 pm, and we will be awaiting the results.

We have announced the testing process for the position of Firefighter/EMT on both our website and in Daily Dispatch. The application period closes on February 16th. We will establish an eligibility list which we will present to the Board at the February 26th meeting. Currently, we have 14 applications in. If the M&O Levy passes, we plan to hire four Firefighters to send to the Academy at Bates Technical College in April.

We will be announcing this week an internal testing process for the position of Battalion Chief. Our goal is to bring a recommended list to the Board at the second meeting in March, with a planned date in early April for the Battalion Chief of Training position.

Requests for Proposal for the second floor HVAC system and kitchen cabinet replacement for Station 91 have been advertised with a closing/bid opening date of February 16th and February 23rd, respectively.

The first joint Graham Fire and Bates Recruit Academy for Volunteers starts tomorrow, with 14 volunteers from Graham Fire and five from South Pierce Fire & Rescue enrolled.

STANDING COMMITTEES

Budget, Finance and Audit – No report

Policy and Procedure

- Commissioner Blanchard-Reed reported she and Commissioner Rosenlund met on Saturday and will bring forward, possibly at the next meeting, recommendations, clarifications and definitions of existing policies and make recommendations for new ones moving forward.
- Financial Management: Commissioner Portmann requested a motion to approve Policy 211.

Commissioner Blanchard-Reed moved the approval of Policy 211, Financial Management, as written. Commissioner Barstow seconded the motion. Motion carried unanimously.

Mergers/Consolidations – No report

Joint Labor/Management – No report

Strategic Leadership Plan – No report

Legislative Affairs

- Commissioner Blanchard-Reed reported on Legislative Day held on January 25th. She, Commissioner Rosenlund and Chief Dale met with all three of our state senators and the six representatives from the different legislative districts our District touches. She introduced our new Fire Chief to them and answered any questions they had about our District. A very favorable reception and discussion was had with each one of them.

UNFINISHED BUSINESS

Lexipol Launch. Deputy Chief Judd stated he was looking for direction from the Board regarding moving our Operational Instruction policies over to Lexipol. After doing so, three different circumstances can occur: 1) We may want to adopt a policy that Lexipol has but we do not; 2) a Graham Fire-specific policy Lexipol does not have which would be translated into their format without any changes, or 3) policies for which they have something close, so we would combine our Graham Fire-specific language with theirs. Deputy Chief Judd asked the Board if they will want to re-approve those policies that are transferred into Lexipol's format and assigned a new number, but have no content changes. After a brief discussion, Commissioner Portmann stated the Board had no objections to just rolling these policies into the Lexipol format without the Board needing to re-approve them.

NEW BUSINESS

Award of RFP for Bunker Gear Extractor. Deputy Chief Judd explained Assistant Chief Steve Richards put out two requests for proposals last October: one for bunker gear extractors and the other for bunker gear dryers. Sealed bids were due by November 20th and opened. After a discussion with the State Auditor, staff decided to hold them for a short time. For the bunker gear extractors, Chief Richards recommends the bid from Washington Automated Inc.'s option #3 for \$11,104.20 plus tax. They presented the lowest responsive bid. Deputy Chief Judd explained the extractor and dryers were budgeted for 2017 but were not completed, and the funds were not carried forward in the budget process. He proposed expending the necessary funds from the 2017 remaining funds.

Commissioner Rosenlund moved to award the Request for Proposal for Bunker Gear Extractors to Washington Automated, Inc., Option #3, in the amount of \$11,104.20, plus tax. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Award of RFP for Bunker Gear Dryers. Deputy Chief Judd stated that Assistant Chief Richards recommends the bid from Washington Automated, Inc., in the amount of \$20,141.00, plus tax. They presented the lowest responsive bid with the best value.

Commissioner Rosenlund moved to award the Request for Proposal for Bunker Gear Dryers to Washington Automated, Inc., in the amount of \$20,141.00, plus tax. Commissioner Barstow seconded the motion. Motion carried unanimously.

Stryker Gurney/Power-LOAD Maintenance. Deputy Chief Judd explained only Stryker can do this maintenance at this time. He has two Services Agreements for Board approval. One covers our Power-LOAD units for a duration of seven years, and the other covers our Power-PRO XT Gurneys for a duration of two and one half years. The total cost of both agreements is just over \$10,000. Although the cost was underestimated in the 2018 budget by approximately \$5,300.00, he recommends we absorb that cost in the budget and plan accordingly for 2019.

Commissioner Rosenlund moved to approve the Service Agreement with Stryker for maintenance of our Power-LOAD units and the Service Agreement with Stryker for maintenance of our Power-PRO XT Gurneys. Commissioner Barstow seconded the motion.

Commissioner Blanchard-Reed requested clarification of the durations of the agreements. Deputy Chief Judd responded.

Commissioner Portmann called the question. Motion carried unanimously.

Policy Review. Deputy Chief Judd explained this is the first round of policies converted to the Lexipol format. He described them as follows:

- 100 Fire Service Authority – This is a Lexipol policy we have not had before that makes sense for us to have.
- 101 Policy Manual – This is a policy on the policy manual itself.

Lexipol separates Policies from Procedures; so, we will have both a Policy Manual and a Procedure Manual.

- 200 Organizational Structure – This is Lexipol’s language which is very similar to our former Operating Instruction 101, and contains our current organizational chart.
- 202 District Directives – This replaces our Operational Orders.

Commissioner Portmann requested the Board discuss the process of approving policies. Past practice dictates the Board approving all policies. He asked if they still want to review every policy that comes before them, or does the Board want to provide staff direction on which policies are broader and considered major which they should approve, and which are not. He referenced a passage from the WFCB Commissioner Handbook page 15-16 for guidance on this topic. Commissioner Blanchard-Reed asked if this is something the Policy and Procedure committee can address and present a recommendation to the whole Board. Commissioner Portmann agreed. Commissioner Rosenlund responded that he and Commissioner Blanchard-Reed will research this. Deputy Chief Judd recommended they develop their guidelines and apply them to Policy 101 - Policy Manual. Discussion ensued. Commissioner Portmann stated the Board will come up with a policy on policies. Commissioner Portmann asked Commissioner Gustafson his opinion on this issue. He responded that there are policies and operational [matters]. The Board makes policies and all policies need to come before them. Commissioner Portmann concluded that the committee will draft a policy for this. In the interim, the Board will review and approve all policies. The Board agreed to waive the first reading of the four policies and take action on them tonight.

Commissioner Rosenlund moved the approval of Policy 100 Fire Service Authority, as written. Commissioner Barstow seconded the motion. Motion carried unanimously.

Commissioner Rosenlund moved the approval of Policy 101 Policy Manual, as written. Commissioner Barstow seconded the motion. Motion carried unanimously.

Commissioner Rosenlund moved the approval of Policy 200 Organizational Structure, as written. Commissioner Barstow seconded the motion. Motion carried unanimously.

Commissioner Rosenlund moved the approval of Policy 202 District Directives, as written. Commissioner Barstow seconded the motion. Motion carried unanimously.

Resolution No. 897 – Authority to Fire Chief to Execute Contracts (First Reading). Fire Chief Dale explained to the Board this resolution gives authority to the Fire Chief to execute contracts for up to \$50,000 for goods and services. This is one step towards what was previously discussed months ago. This would not include construction contracts or awarding bid processes. Those and anything over \$50,000 would still require Board approval.

Board Secretary Jodi Reynolds read Resolution No. 897, Authority to Fire Chief to Execute Contracts, into the record.

Commissioner Gustafson asked what the dollar limit was in the policy they had before. He recalled there had been two policies over the years. He said they first changed it when John Burgess was Chief and raised the amount. Deputy Chief Judd responded he previously searched a comprehensive list of all resolutions dating back to 1963 and did not find anything. He suggested it may have been part of a policy, and if so, it is possible we no longer have record of it. Commissioner Gustafson stated it was in a resolution.

PUBLIC COMMENTS

- Citizen Bob Benum inquired about Resolution No. 897 and what instigated this change. Fire Chief Dale explained it would allow him to be more nimble to have the authority to execute certain contracts particularly when there is a long period between Board meetings. Commissioner Rosenlund added that it gives the Fire Chief the ability to exercise operational control for items already budgeted for and approved. Mr. Benum stated that \$50,000 seems like a lot of money to him.
- Mr. Benum asked if all of the documents listed under “Correspondence” on the Agenda are included in their packet. Deputy Chief Judd responded affirmatively. Mr. Benum requested confirmation that the change in regular Board meeting days moves the meetings from Mondays to Wednesdays. Commissioner Portmann responded affirmatively. Commissioner Blanchard-Reed added that this begins in March, with each meeting starting at 6:30 p.m.
- Citizen Carolyn Benum asked what the reason is for changing all of the policies over to Lexipol. Deputy Chief Judd provided a brief history of Lexipol: The company was started by a police officer from California who speaks nationally on risk management. They started in law enforcement and branched out into the fire service. They provide standardized policies specific to the fire service that meet all Washington state laws and are vetted by attorneys and subject matter experts. They do not actually change anything; they provide us with standardized, legally defensible policies. We have complete control. We approve the policies, and we can modify them as we wish. She asked what the cost is. Deputy Chief Judd responded for the Policy Manual and the Procedure Manual, the annual cost is \$14,000, which was budgeted for. Mrs. Benum asked if the policy numbers will change, and he responded affirmatively. He added that the Lexipol format is internet-based and as the policies become available, they automatically go out to all members of the Department, who must read and then acknowledge they have read and understand the policy. This provides a good tracking mechanism for us.

COMMISSIONER COMMENTS

- Commissioner Gustafson stated it was brought to his attention that the State Consulate of Peru has asked for any equipment that was surplus that they could have. We have equipment that doesn't meet our service standards anymore. He said he was aware we had given used coats and pants to Roy. If we send surplus gear to Roy and it is no good, do we have a liability waiver signed in case their people get hurt with these, or were these pants and coats still good? If they are still good, we should still be using them. If they're not, what we have done in the past is send them to a third world country, then we don't have the liability issue. They can use them as is, and they cannot come back on us. Commissioner Portmann asked him if he is looking for this item to be brought back at the next meeting with a response. Commissioner Gustafson responded they can answer now or bring it back to the Board. Commissioner Portmann stated they will allow staff to prepare a response and will bring this topic back for the next meeting under New Business. Commissioner Gustafson stated that if the equipment is still good, there should be a waiver Roy signs so we are not held liable.

- Commissioner Gustafson then addressed the water tanks at Stations 92 and 93. He said these tanks have been cut up and are gone. They were covered in lead paint. Were the people who were cutting them up using masks? Did they know there was lead paint? Where were the pieces deposited? To the dump or a metal recycling place? We should have something from them so they can't hold us liable if someone gets injured or sick while cutting those up if masks weren't worn. Are we going to replace those tanks? Where will we get the water, especially at Station 92 in Kapowsin? The water system cannot be used anymore. Commissioner Portmann responded this is another item they can bring back under New Business. They will get a report from staff on the status of the tanks. Whether we will provide a water source is more of a broader policy issue. Commissioner Gustafson stated there are no hydrants available and he is curious what they plan on doing. Commissioner Portmann stated this item could be addressed under New Business at the next meeting. He reminded the Commissioners if they want to bring up topics looking for direction or if they want to provide direction to staff, it would be more appropriate to do that under New Business as opposed to Commissioner Comments. He asked that if they have items they would like to place under New Business for discussion, to submit those to him in advance to allow staff time to prepare, so we won't have to carry these items over multiple meetings.

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of February 12, 2018, was adjourned at 7:50 p.m.

Ryan Portmann, Commissioner

Anthony D. Judd, District Secretary