

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
February 26, 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 (by phone), 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.

**APPROVAL/MODIFICATION OF THE AGENDA**

Commissioner Portmann stated he had a modification to the Agenda. He requested that "Fire Chief's Updated Hiring Plan" be added under New Business.

**Commissioner Barstow moved to approve the Agenda as modified. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.**

**APPROVAL OF CONSENT AGENDA**

Approval of Regular Board Meeting Minutes of February 12, 2018  
Resolution No. 897 – Authority to Fire Chief to Execute Contracts

Approval of Financial Documentation:

Payables: Checks #24016 through #24063 =	\$94,862.41
Payables (Payroll): Checks #24064 through #24078 =	\$420,888.38
Payroll: Checks #24007 through #24015 =	\$12,810.07
Payroll Transfers (EFTs) =	<u>\$685,589.61</u>

**TOTAL: \$1,214,150.47**

**Commissioner Blanchard-Reed moved to approve the Consent Agenda in the amount of \$1,214,150.47 after proper audit. Commissioner Barstow seconded the motion. Motion carried unanimously.**

**CORRESPONDENCE**

None

**GENERAL ADMINISTRATION**

**Fire Chief's Report**

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

The District's Maintenance & Operations Levy passed. The official results were posted on the Pierce County Auditor's website last Friday, including the following:

- 11,261 ballots cast
- Yes votes: 66.34%
- Voter turnout: 30.68%, up from 21.11% in November 2017

We conducted another Community outreach blood pressure check event at the Graham Safeway. We are scheduling these monthly for the upcoming year.

The Change Conference was held last Wednesday. We were integral part of putting this on, and he was proud of the outcome. Approximately 27 Graham Fire members attended, including two Board members.

The Pierce Co. Commissioners Association's meeting did not occur on Thursday, February 22<sup>nd</sup> due to inclement weather.

### **STANDING COMMITTEES**

Budget, Finance and Audit – Commissioner Portmann reported he and Commissioner Gustafson met and audited the books for the last five months.

Policy and Procedure – Commissioner Blanchard-Reed reported she and Commissioner Rosenlund met and are looking at four policies. They hope to have drafts of two of them prepared for the next meeting. Commissioner Portmann asked the committee to revisit the Board and Chief Relations Policy to ensure it is meeting all of their needs. Specifically, he would like them to review how the Board members interact with the Chief versus other subordinates. Commissioner Blanchard-Reed acknowledged this is on their list.

Mergers/Consolidations – No report.

Joint Labor/Management – No report.

Strategic Leadership Plan – No report.

Legislative Affairs – Commissioner Blanchard-Reed reported Representative McDonald is seeking permission to use our photograph from Legislative Day in her newsletter. Fire Chief Dale responded, "Absolutely!"

### **UNFINISHED BUSINESS**

Strategic Plan Update. Fire Chief Dale recalled for the Board this project was put on hold until the results of the M&O Levy were known. Since the levy did pass, he plans to schedule an interview with a consultant who had previously provided a proposal. Included in the interview will be the Strategic Leadership Plan committee, staff members and a labor representative. He expects this to take place within the next month.

### **NEW BUSINESS**

Resolution No. 898 – Certified Firefighter Eligibility List.

Fire Chief Dale reported staff has been busy undertaking and completing a testing process for entry-level Firefighter. Tonight he will be requesting Board approval of the eligibility list created following the Chief's interviews last Friday. Time is critical due to the Bates Academy starting on April 2<sup>nd</sup>, which the members hired from this list will attend. If the resolution is approved tonight, there is still much to be accomplished before April 2<sup>nd</sup> including medical physicals, psychological testing and background checks, after the conditional offers of employment are issued and accepted.

Board Secretary Jodi Reynolds then read Resolution No. 898, Certified Firefighter Eligibility List, into the record.

**Commissioner Barstow moved the approval of Resolution No. 898, Certified Firefighter Eligibility List, as written. Commissioner Gustafson seconded the motion.**

Discussion was held on the motion. Commissioner Portmann asked Fire Chief Dale how many individuals on the list are Graham Fire Volunteers, Residents, etc. He responded three. Commissioner Portmann explained the Board would need to waive the second reading of this resolution in order to approve it tonight.

**Commissioner Blanchard-Reed moved to amend the motion and waive the second reading of Resolution No. 898, Certified Firefighter Eligibility List. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

**Commissioner Portmann called the question. Motion carried unanimously.**

Fire Chief's Hiring Plan Update. Deputy Chief Judd distributed to the Board and audience members copies of Fire Chief Dale's updated Current Hiring Plan – 2018. Fire Chief Dale stated this will be a motion-to-approve action item tonight. He explained he would provide a status of the current hiring plan with an update. He began by pointing out the first section of the document which came from his proposal presented during the October 11, 2017 Budget Session. The five-year hiring plan included the passage of the M&O levy, which just occurred, for 2019 through 2022, and hiring 18 people in order to add four positions over four years. The hiring plan for 2018 included passing the levy lid lift in November 2017 and then passing the M&O levy this past week. The three FTEs (full time employees) that were in the academy have graduated and are included in current staffing. The plan includes backfilling for the Deputy Chief of Operations, Training Battalion Chief, replacing one vacant Firefighter/Paramedic position, and hiring three additional Firefighters to increase the fixed minimum from 15 to 16, plus one FTE we are splitting with Orting Fire through a contract for service. The total presented in October was seven new hires in 2018. He proceeded to page two. Based on discussions over the past couple of months leading up to the M&O levy, they decided to hire four Firefighters for the April 2<sup>nd</sup> academy and hire three Firefighter/Paramedics in the fall of 2018, right after the next group graduates from paramedic school. He explained the Pre-Hiring Proposal is new. It proposes we hire the four Firefighters for the April 2<sup>nd</sup> academy, and hire another four Firefighters to add one more position, also to attend the upcoming academy, for a total of eight people. This would allow us to increase minimum staffing from 15 to 17, with only limited overtime required because 4.3 people are actually required to add one full position. The cost for this pre-hiring proposal is as follows: The 8<sup>th</sup> Firefighter from April 1<sup>st</sup> for the remainder of the year is \$80,400, and the three Firefighter/Paramedics hired in the fall to the end of the year is \$113,400, for a total of \$193,800. He noted money allocated in the 2018 budget to backfill for the Lieutenant in Training position, \$41,000, was not spent, so it can be deducted from the \$193,800, which leaves \$152,800. He has identified two sources of funding: The remaining 2016 General Fund dollars in the amount of \$98,708 that was unencumbered, and 2017 remaining funds of \$358,839. They plan to outline in detail where that money came from at the next Board meeting. That concluded the presentation of his Pre-Hiring Proposal.

Commissioner Portmann asked Fire Chief Dale how the hiring of the four additional Firefighters would affect cross staffing. He responded increasing the minimum from 15 to 17 will allow us to eliminate cross staffing at one station, most likely at Station 96. Then, based on data, research, call volumes and locations, we will determine where we redeploy after that.

Commissioner Gustafson stated he would like to make a proposal. Since we still have the GEMT money coming for 2016 and 2017, and the \$108,000 we contributed to get the GEMT

done, why not hire that ninth person now to reach the 4.3? The money will be coming in as long as we apply for it. Commissioner Portmann asked if staff needs time to research this. Commissioner Gustafson stated there is \$400,000 to \$450,000 GEMT money for each of the past two years and the \$108,000, which totals over \$1 million. This money has never been put into any budget. Fire Chief Dale responded there is money here without pinning it on GEMT money. He agreed to the idea of hiring an additional person.

Commissioner Portmann stated the Board would have to move to waive the second reading of the document and approve it tonight so that the hiring process can begin immediately in order to get these individuals in the April 2<sup>nd</sup> academy.

**Commissioner Barstow moved to approve Fire Chief Dale's Updated Hiring Plan, revised to include hiring five additional Firefighters, and to waive the second reading requirement. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.**

Used Bunker Gear Donation. Deputy Chief Judd stated they intended to do this, but decided not to. Only broken helmets and damaged boots were given to South Pierce for spare parts. No complete Firefighter ensembles have been given to them. In the future if we decide to do this, we can issue a waiver of liability letter. Commissioner Gustafson asked if we have bunker gear we no longer use. Deputy Chief Judd explained the new bunker gear has been purchased and issued out. The second set of gear has been sent to Safety Clean for the annual inspection and cleaning and repairs. When that comes back, we will assess what is still good and what will cost more to repair than it's worth. Then the same will take place with the third set of gear. The Logistics Division, Battalion Chief Fortier and Lieutenant Richardson are working on reconciling this. Once all that work is done, they will eventually put together a surplus list.

**Commissioner Blanchard-Reed moved to direct staff to draft a liability waiver for surplus bunker gear when we release it to another agency in the U.S. Commissioner Barstow seconded the motion. Motion carried unanimously.**

Water Tank Disposal. Deputy Chief Judd explained we had two water tanks, one at Station 92 and the other at Station 93. The Board had requested information related to the disposal of these tanks. Although documentation is lacking, staff put their collective knowledge together. Back in the 1990's, the tanks were sandblasted, sealed on the inside and repainted. There was no longer lead paint in the 1990's, so whichever paint was used was clean. We contacted 1-800 Got Junk who disposed of the tanks at Simon & Simon Recycling in Algona. To our understanding everything was done safely. We signed off that the tanks were no longer in our possession or were our liability.

Assistant Chief Espinosa stated he wished to address additional questions raised about the tanks and whether we plan to replace them. He recalled that for at least the past 20 years, we have not been refilling our Engines and Tenders with this water for a variety of reasons. The common practice is for our members on the west side, responding south on Tender 92 or Engine 93, to fill up at 262<sup>nd</sup> and Mountain Highway, at the old Capitol Lumber site. In the center of the District we use 272<sup>nd</sup> and Webster Road as well as 110<sup>th</sup> and 250<sup>th</sup>, all working hydrants. To the east, we use 158<sup>th</sup> and 269<sup>th</sup>. We have a long-standing practice of refilling our Tenders and Engines at these locations. He believes there is no need to replace the tanks at Stations 92 and 93.

Deputy Chief Espinosa then addressed the Board's inquiry regarding the Kapowsin Water System. The Kapowsin Water District has a fire pump and about 10 hydrants which we have found to be problematic even when they were working. They require a manual pump turn-on which is not practical in emergency situations. He spoke with the County and currently all hydrants are bagged and out of service. The County has been court-ordered to take control of the Kapowsin Water District and are providing the community with clean drinking water. The County does not know how this will evolve. Never before have they been ordered to take over a water district. He believes their interest is in getting the system back in working order and then handing it off to a functional water purveyor.

Award of RFP for Station 91 2<sup>nd</sup> Floor HVAC. Deputy Chief Judd informed the Board that last Friday was the closing for the RFP for the Station 91 2<sup>nd</sup> Floor HVAC. He and Assistant Chief Richards held the bid opening shortly after 1:00 p.m. Two bids were received and both were deemed to be comparable and responsive. The bid opening sheet is attached. Assistant Chief Richards recommends the bid be awarded to Air Systems Engineering in the amount of \$69,429 plus tax, the lowest responsive bid. We have \$75,000 allocated for this project. There is a possibility of a change order once the work gets going.

**Commissioner Barstow moved to award the RFP to Air Systems Engineering in the amount of \$69,429 plus tax for the replacement of the Station 91 Second Floor HVAC System. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Interlocal Agreement – OVFR & SPFR for Physician Advisor Services. Deputy Chief Judd referred the Board to the Interlocal Agreement in their books. He explained that Assistant Chief Waltrip has done much work with South Pierce Fire and Orting Fire regarding the Physician Advisor. We are utilizing the same Physician Advisor at this time and are holding joint base station meetings for the Paramedics. In the budget process we talked about updating the Physician Advisor's contract. Assistant Chief Waltrip considered the amount each agency budgeted for the Physician Advisor and worked with him to come up with a contract that would benefit all involved. Graham Fire will be the lead agency and with the Interlocal agreement, we will save \$7,000 over what was budgeted. This agreement has not gone to the other two districts yet, but has been reviewed by our Attorney for verbiage, etc.. Deputy Chief Judd asked the Board if they have any concerns with the agreement or the concept before the Chief moves forward with this Interlocal. They responded they did not.

Physician Advisor Two-Year Contract. Deputy Chief Judd stated during the budget process staff discussed how our Physician Advisor has cut us a great deal during the economic downturn. Now we want to get him up to comparable fees for Physician Advisor services. Assistant Chief Waltrip worked with our Physician Advisor, Dr. Stephen Barnhart, to craft the attached agreement. It is a two-year contract for \$52,000 per year. This will increase the amount of time we can spend with Dr. Barnhart doing ride-alongs, base stations, QI and QC. Deputy Chief Judd stated this amount is under budget for this year, and he recommends approval of the contract.

**Commissioner Barstow moved the approval of the two-year Personal Services Contract: EMS Training Physician between the District and Stephen W. Barnhart, M.D., as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

## **PUBLIC COMMENTS**

Citizen Bob Benum asked what the acronym SPFR stands for. Commissioner Portmann responded it stands for South Pierce Fire & Rescue.

## **COMMISSIONER COMMENTS**

None

## **EXECUTIVE SESSION**

Chief Dale requested a 10-minute Executive Session under RCW 42.30.140 (4) (b) to plan or adopt strategy/position for professional negotiations, with business to follow and a 10-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 10-minute Executive Session under RCW 42.30.140 (4) (b) to plan or adopt strategy/position for professional negotiations, with business to follow and a 10-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 7:41 p.m.**

**Executive Session was announced as beginning at 7:43 p.m.**

**Executive Session was announced as ending at 8:03 p.m.**

**Commissioner Portmann reconvened the Regular Board Meeting at 8:04 p.m.**

**Commissioner Portmann stated there were items of business for the Board to handle.**

**Commissioner Barstow moved to approve the Memorandum of Understanding between the District and IAFF Local 726 Graham Firefighters Bargaining Unit to compensate an employee an additional 5% of his Captain wage while assigned to a special project and a 40-hour work week for the duration of the project, retroactive to November 16, 2017, as written. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.**

**Commissioner Blanchard-Reed moved to approve the Addendum to Fire Chief Dale's Personal Services Agreement relative to the District's deferred compensation benefit. Commissioner Gustafson seconded the motion.**

Commissioner Portmann explained this addendum brings the non-represented Fire Chief in par with the represented Chiefs.

**Commissioner Portmann called the question. Motion carried unanimously.**

**Commissioner Blanchard-Reed moved to approve the Addendum to Deputy Chief Judd's Personal Services Agreement relative to the District's deferred compensation benefit. Commissioner Barstow seconded the motion. Motion carried unanimously.**

**Commissioner Blanchard-Reed moved to approve the Addendum to Deputy Chief Espinosa's Personal Services Agreement relative to the District's deferred compensation benefit. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

**ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of February 26, 2018, was adjourned at 8:06 p.m.**

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Ryan Portmann, Commissioner

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Anthony D. Judd, District Secretary