

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

CALL TO ORDER

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

Attendance:

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

Absent: Commissioner Russell T. Barstow and Deputy Chief Tony Judd had excused absences.

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

APPROVAL/MODIFICATION OF THE AGENDA

Commissioner Portmann moved to modify the Agenda to include an item for discussion regarding changing the day and time of Regular Board meetings. Commissioner Rosenlund seconded the motion. Motion carried unanimously.

ELECTION OF BOARD CHAIR/VICE CHAIR

Commissioner Blanchard-Reed moved to elect Commissioner Ryan Portmann as Board Chair for 2018. Commissioner Rosenlund seconded the motion. Motion carried unanimously.

Commissioner Gustafson passed the gavel to Commissioner Portmann.

Commissioner Rosenlund moved to elect Commissioner Gina Blanchard-Reed as the Board Vice Chair for 2018. Commissioner Portmann seconded the motion.

Commissioner Gustafson moved to elect Commissioner Russell Barstow as the Board Vice Chair for 2018. No second.

Commissioner Portmann called the question. Motion carried unanimously.

PRESENTATION

Resolution No. 895 – Promotion of Kipp Krattli to Lieutenant

Board Secretary Jodi Reynolds read Resolution No. 895 – Promotion of Kipp Krattli to Lieutenant, into the record.

Commissioner Rosenlund moved to approve Resolution No. 895 – Promotion of Kipp Krattli to Lieutenant, as presented. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

Oath of Service

Fire Chief Dale administered the Oath of Service to Lieutenant Krattli. Mrs. Krattli pinned the badge on his uniform and Chief Dale presented him with a framed Certificate of Promotion. The Board members congratulated Lieutenant Krattli and audience members took pictures.

APPROVAL OF CONSENT AGENDA

Approval of Special Board Meeting Minutes of December 21, 2017

Approval of Financial Documentation:

Payables: Checks #23781 through #23829 =	<u>\$63,001.27</u>
TOTAL:	<u>\$63,001.27</u>

Commissioner Blanchard-Reed moved to approve the Consent Agenda in the amount of \$63,001.27 after proper audit. Commissioner Rosenlund seconded the motion. Motion carried unanimously.

CORRESPONDENCE

Pierce Co. Fire Prevention Bureau Monthly Report for December 2017 and Yearly Report

GENERAL ADMINISTRATION

Fire Chief’s Report

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

The Department will hold two Open Houses: Wednesday, January 10th at Station 96 at 7:00 p.m.; and Wednesday, January 24th at Station 91 at 7:00 p.m. These events will include tours of the stations, Engines and Medic Units, meeting the Firefighters, and at Station 96 taking pictures with the three resident goats.

The Department is hosting a Volunteer Recruit Academy beginning on February 13th, in partnership with Bates Technical College. Approximately 13 new Graham Fire members will attend, along with four to six from South Pierce Fire & Rescue and two from Orting Valley Fire & Rescue. Additionally, Central Kitsap has voiced an interest in sending someone, but space is limited.

Change Conference. Chief Dale explained to the Board that he started this conference during his time at Bates Technical College last year and approximately 200 people attended. This one day conference features national-level speakers and provides an opportunity for local fire departments to get together. The Board of Commissioners from each of the organizing districts—Graham Fire, Central Pierce and West Pierce—will have their registrations compensated, so there will be no cost to the agencies. Also, the Locals from 726 and West Pierce have donated funds for a hosted social hour. The conference takes place on Thursday, February 22nd at the McGavick Center at Clover Park Technical College.

STANDING COMMITTEES

Budget, Finance and Audit – No report

Policy and Procedure – Commissioners Blanchard-Reed and Rosenlund stated they need to finalize their budget policy. They will confirm with Deputy Chief Judd that all revisions are complete and the policy is ready for approval by the Board at the next meeting.

Mergers/Consolidations – No report

Joint Labor/Management – Commissioner Portmann reported they met this week regarding the Chief’s Bargaining Unit Agreement which will be addressed later in Executive Session.

Strategic Leadership Plan – No report

Legislative Affairs – Commissioner Blanchard-Reed reported she has secured several meetings with representatives for Legislative Day, January 25th.

NEW BUSINESS

Resolution No. 892 – Sole Source U.S. Digital Designs

Commissioner Rosenlund moved to approve Resolution No. 892, Sole Source U.S. Digital Designs, as written. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

Resolution No. 893 – Sole Source Physio-Control, Inc.

Commissioner Rosenlund moved to approve Resolution No. 893, Sole Source Physio-Control, Inc., as written. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Resolution No. 894 – Surplus IT Equipment

Commissioner Rosenlund moved to approve Resolution No. 894, Surplus IT Equipment, as written. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

Regular Board Meeting Occurrences Change

Commissioner Portmann requested Board discussion to consider a change in Regular Board Meeting occurrences as proposed by staff. Currently meetings are held on the 2nd and 4th Mondays of each month starting at 7:00 p.m. Staff is proposing the meetings be held on the 2nd and 4th Wednesdays of each month starting at 6:30 p.m., to allow more time for agenda preparation. Commissioner Blanchard-Reed asked when this would start and Commissioner Portmann responded it would start in March 2018.

Commissioner Blanchard-Reed moved to change the occurrences of Regular Board of Commissioners Meetings to the 2nd and 4th Wednesdays of each month starting at 6:30 p.m. beginning in March 2018. Commissioner Rosenlund seconded the motion. Motion carried unanimously.

COMMISSIONER COMMENTS

Commissioner Blanchard-Reed thanked Board Secretary Reynolds for her preparation of the Board Policy reference books.

Commissioner Gustafson stated he had a few comments. He began by noting there had been a switching of positions between two of the administrative personnel. He asked if any of the other Board members were aware of this change. Commissioner Blanchard-Reed stated she thought this sounded like an operational issue. Commissioner Gustafson continued by stating he was also aware there was a change in salary as a result of the switch. He said that based on policy, this is a matter that needs to come to the Board Chair prior to implementation. This matter needs to come before this Board and it did not. Commissioner Portmann requested the policy citation. Commissioner Gustafson referred to Operating Instruction 109 quoting, "The Board shall approve staff positions and employment contracts." Commissioner Rosenlund called a point of order; if this is a personnel matter, then there are privacy considerations and this may be more appropriately discussed in Executive Session. He agreed it needs to be discussed. Commissioner Gustafson stated he believes the employee needs to be notified prior to the discussion so they can exercise their rights. Commissioner Portmann requested staff provide additional information on this matter at the next Board meeting. Chief Dale confirmed staff would do so.

Commissioner Gustafson requested the status of living quarters at Station 92. He further stated he has asked twice for this information and is now asking again. Commissioner Portmann requested staff provide an update at the next meeting.

Commissioner Gustafson stated he had more questions for staff but would hold these until the next meeting. Commissioner Blanchard-Reed asked if he could submit his questions to the Board Chair prior to the meeting so they can be prepared. Commissioner Portmann concurred and added that this would give time for staff to respond. Commissioner Gustafson replied that he is just asking for these things to be done.

PUBLIC COMMENTS

None

EXECUTIVE SESSION

Chief Dale requested a five-minute Executive Session under RCW 42.30.110 (1) (g) to evaluate qualifications of public employees or review their performance, with possible 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 five-minute Executive Session under RCW 42.30.110 (1) (g) to evaluate qualifications of public employees or review their performance, with possible 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 7:28 p.m.

The Executive Session was announced as beginning at 7:29 p.m.

An announcement was made at 7:44 p.m. to extend the Executive Session 10 minutes.

An announcement was made at 7:54 p.m. to extend the Executive Session 10 minutes.

An announcement was made at 8:04 p.m. to extend the Executive Session five minutes.

An announcement was made at 8:09 p.m. to extend the Executive Session five minutes.

The Executive Session was announced as ending at 8:14 p.m.

Commissioner Portmann reconvened the Regular Board Meeting at 8:15 p.m.

Commissioner Rosenlund moved to approve the Agreement between IAFF Local 726 Chief's Bargaining Unit and the District, as presented. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of January 8, 2018, was adjourned at 8:16 p.m.

Ryan Portmann, Commissioner

Anthony D. Judd, District Secretary