

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
JUNE 27, 2018**

CALL TO ORDER

Commissioner Portmann called the meeting to order at 6:37 p.m.

Attendance:

Present: Commissioner Ryan Portmann, Commissioner Gerald W. Gustafson, Commissioner Gina Blanchard-Reed, Fire Chief Pat Dale, Deputy Chief Tony Judd and Deputy Chief Oscar Espinosa

Absent: Commissioners Barstow and Rosenlund, and Board Secretary Jodi Reynolds had excused absences.

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

APPROVAL/MODIFICATION OF THE AGENDA

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

APPROVAL OF CONSENT AGENDA

Approval of Regular Board Meeting Minutes of June 13, 2018

Approval of Financial Documentation:

Payables: Checks #24596 through #24653 =	\$198,559.62
Payables (Payroll): Checks #24663 through #24678 =	\$533,837.75
Payroll: Checks #24654 through #24662 =	\$13,078.05
Payroll Transfers (EFTs) =	<u>\$660,035.77</u>
TOTAL:	<u>\$1,405,511.19</u>

Commissioner Gustafson moved to approve the Consent Agenda in the amount of \$1,405,511.19 after proper audit. Commissioner Blanchard-Reed 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:

We have a lot going on at the moment, with a lot of moving parts, and he highlighted several events.

We graduated four career and one volunteer recruit Firefighters from the Bates Academy on Monday, June 18th. Hunter Heath, Colton Justice, Jacob Matheny, Tyler Newport and Jacob

That were the graduates. Of note, Tyler Newport graduated with the top academic honor. This is a very competitive process.

We graduated twelve of our newest Resident/Volunteers from the first joint Bates/Graham Fire Recruit Academy on Tuesday, June 26th along with three from South Pierce Fire & Rescue. Chief Dale commented the event was standing room only. It was a lively atmosphere and a really successful first academy. Battalion Chief Mike Fortier did an outstanding job. Chief Dale will be bringing the Training Division and instructors together to discuss any modifications needed for the next academy which starts right away. He also noted that Bates had their evening class in attendance.

We have nine people moving forward from the written exam and Chief's interview process for new Resident/Volunteer Firefighter. The next Volunteer Academy starts September 4th, 2018. There are currently four other agencies interested in sending their personnel through our academy.

National recruitment is open for our new Human Resources Manager. Applications are being accepted until Monday, July 23rd.

Luke Guthrie, Lieutenant/Paramedic, retired after 14 years of service on June 21st. We held a nice family style BBQ hosted by the Local to send him off. We thank him for his 14 years of service to the district.

STANDING COMMITTEES

Budget, Finance and Audit – No report.

Policy and Procedure – Commissioner Blanchard-Reed handed out the following two policies to be discussed at the next Board meeting:

- Policy 224 – Complaints Against a Fire Commissioner. She suggested two changes to the policy. The first is to change that complaints will be filed with the District Secretary as opposed to the Board Secretary. The second suggestion is to add a line that the Board will meet in executive session after the investigative report is completed to deliberate on possible disciplinary action. A new draft of the policy with the suggested changes will be emailed to the Board prior to the next meeting.
- Policy 217 – Commissioner Committees. Commissioner Blanchard-Reed suggested adding new language to this existing policy to clarify the participation of Commissioners in these committees.

Mergers/Consolidations – No report.

Joint Labor/Management – No report.

Legislative Affairs – No report.

Strategic Leadership Plan – Chief Dale introduced Doug Mah from Doug Mah and Associates who was selected to facilitate our strategic plan. Doug is here tonight to go through the deliverables of the contract for the strategic plan and to answer any questions the Board may have.

Mr. Mah covered his background in Public Management, past work in strategic planning and his roles in government.

He explained the first deliverable is a template for an annual report which will use metrics and measurables to explain the work of the Fire District to the general public. He is already receiving information from staff for the annual report. This first report can then be modified and updated for future years as the District sees fit.

The main effort will be a planning process to develop a strategic plan. He plans to hold at least five stakeholder meetings with line staff, management, partner agencies and the Board to complete a SWOT (Strengths, Weaknesses, Opportunities, Threats) assessment. This will establish a baseline of issues faced by the District as they make decisions. From the SWOT assessment, we will develop tasks, objectives and strategies with timelines of short, medium and long term in which to complete them. The final report and plan will be presented to District leadership for adoption at a public meeting by the end of summer.

Mr. Mah stated he recognizes getting input from all line staff will be difficult, and he will develop some online tools to facilitate participation.

Commissioner Blanchard-Reed asked what his vision of short, medium and long term completion entails. Mr. Mah stated time frames will be dictated by the urgency of the task and the resources available. He said we really get to make the rules here, so there are no hard and fast requirements.

Commissioner Blanchard-Reed also inquired about the use of the past SWOT assessment done a couple of years ago. Commissioner Portmann stated that many things have changed since then and many of the issues are no longer relevant. Some may still be, but they will come back up if they are, and we may be better off starting from scratch. Mr. Mah stated he would probably get curious if there are themes in the stakeholder meetings that refer to the past and would include them if relevant.

Commissioner Portmann stated that he likes the idea of a strategic plan that does not get down into the weeds and stays at a strategic level. He also thinks that as we complete one major task, we should be adding a new one to the bottom of the list. Mr. Mah agreed and stated that many of the tasks will be resource driven which makes it important to review the list before each budget cycle.

UNFINISHED BUSINESS

None

NEW BUSINESS

Resolution No. 906 – 2018 Certified Captain Eligibility List

District Secretary Judd read Resolution No. 906, 2018 Certified Captain Eligibility List, into the record.

Commissioner Blanchard-Reed moved the approval of Resolution No. 906, 2018 Certified Captain Eligibility List, as written. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Resolution No. 907 – 2018 Certified Lieutenant Eligibility List

District Secretary Judd read Resolution No. 907, 2018 Certified Lieutenant Eligibility List, into the record.

Commissioner Gustafson moved the approval of Resolution No. 907, 2018 Certified Lieutenant Eligibility List, as written. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

Resolution No. 908 – Vacate Certified Firefighter Eligibility List

District Secretary Judd read Resolution No. 908, Vacate Certified Firefighter Eligibility List, into the record.

Commissioner Blanchard-Reed moved the approval of Resolution No. 908, Vacate Certified Firefighter Eligibility List, as written. Commissioner Gustafson seconded the motion. Motion carried unanimously.

Resolution No. 909 – 2018 Certified Firefighter Eligibility List

District Secretary Judd read Resolution No. 906, 2018 Certified Firefighter Eligibility List, into the record.

Commissioner Gustafson moved the approval of Resolution No. 909, 2018 Certified Firefighter Eligibility List, as written. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

Shift Medical Services Officer (MSO) – Job Description

Chief Dale began by stating he is not looking for action tonight, but that he would just be presenting the program concept tonight.

The Shift MSO will assist in four primary ways:

1. CQI. We currently have a low level/functioning program that is only reactive. We want to move to a more progressive program that provides KPI (key point indicators) feedback to our Paramedics that is energizing and leads to professional growth.
2. Paramedic precepting and mentoring of our Paramedics. This was an identified weakness when reviewing our hiring of new Paramedics over the last five years. We need a properly trained and consistent preceptor for our newly hired Paramedics. We also need to provide mentoring to our newer Paramedics for professional growth.
3. EMS training. Help is needed to provide a high level of EMS training to our crews. This includes development, delivery, and tracking for their shift.
4. On shift/24-hour resource for EMS issues that may include ePCR, EMS supplies, and equipment issues.

Chief Dale stated this is a model used by other fire agencies in Pierce County such as West Pierce, East Pierce and Central Pierce, in addition to agencies in Thurston County.

Financially, the plan calls for a 6% incentive pay for one person on each shift. Through the remaining five months of the year, this will cost \$7,200 which we would absorb in the current budget.

Chief Dale reiterated his intention to present the program and concept tonight, and then at a future meeting he will request action on the job description and corresponding Memorandum of Understanding with the Local.

PUBLIC COMMENTS

None

COMMISSIONER COMMENTS

Commissioner Gustafson reminded the Board about the Pierce County Fire Commissioners Association meeting in Key Peninsula tomorrow night.

Commissioner Blanchard-Reed reminded everyone about the 4th of July Parade in Eatonville and to be safe.

Commissioner Portmann thanked all of the staff members who participated in the Volunteer Recruit Academy and specifically Battalion Chief Fortier. It was great to see all of the staff involvement. He also thanked Lieutenant Guthrie for his service and asked that Chief Dale consider an “Appreciation of Service” award to future retirees. Lastly, he thanked Chief Dale for contacting the candidates after the interviews to advise them of their place on the final list rather than waiting until the Board meeting to announce it. Finding out the results sooner, rather than later, probably reduced some stress on the candidates.

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of June 27, 2018, was adjourned at 7:13 p.m.

Ryan Portmann, Commissioner

Anthony D. Judd, District Secretary