

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
March 14, 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 Russell T. Barstow (by phone), Commissioner Adam G. Rosenlund, Commissioner Gina Blanchard-Reed, Fire Chief Pat Dale, Deputy Chief Tony Judd and Board Secretary Jodi Reynolds

Absent: Deputy Chief Oscar Espinosa had an excused absence.

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

APPROVAL/MODIFICATION OF THE AGENDA

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

APPROVAL OF CONSENT AGENDA

Approval of Regular Board Meeting Minutes of February 26, 2018

Approval of Financial Documentation:

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| Payables: Checks #24079 through #24166 = | <u>\$167,515.12</u> |
| TOTAL: | <u>\$167,515.12</u> |

Commissioner Rosenlund moved to approve the Consent Agenda in the amount of \$167,515.12 after proper audit. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

CORRESPONDENCE

Pierce Co. Fire Prevention Bureau Monthly Report for February 2018
Certificate of Election and Abstract of Votes by Precinct

GENERAL ADMINISTRATION

Fire Chief's Report

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

Resident Firefighter Albert Ngo has resigned his position with the Department to pursue a college education in southern California.

Ten members of Graham Fire & Rescue participated in the Scott Firefighter Stairclimb benefitting cancer research on March 11th in Seattle, along with two additional members who provided support by changing bottles. The team from Graham raised \$19,754 for cancer research. Nearly 1,900 Firefighters from around the world came to Seattle to compete. Given

that, it is truly remarkable that Georgia Daniels earned 1st place overall among females for the 16th time! Jasper Stenstrom was 4th place overall fundraiser. A lot of great work and sweat was going on there!

We opened up the Battalion Chief testing process. Five members submitted their intent to test. This is remarkable so many plan to test and is a sign of the good health of the organization.

The final item on the Chief's Report was already covered under Personnel/Events.

STANDING COMMITTEES

Budget, Finance and Audit – No report.

Policy and Procedure – Commissioner Rosenlund referred to the documents Deputy Chief Judd was handing out on behalf of the committee. He stated the revisions in Policy 101 address technical-type policies versus strategic-type policies. Also handed out were legal opinions received from Attorney Joseph Quinn, as requested by the committee, pertaining to this policy. From now on, the committee will provide copies of such legal opinions received by the committee or by staff, to everyone during the meeting. He returned to Policy 101 and recited the proposed changes under 101.3.1 Board of Fire Commissioners, appearing in blue ink, as follows:

. . . policies of a strategic nature, including but not limited to policies impacting the budgeting and financial concerns of the District and Board governance. Such policies shall be voted upon by the Board of Fire Commissioners. Policies, procedures or guidelines that are technical or operational in nature shall be presented to the Board of Fire Commissioners as informational items and do not require a vote of the Board of Fire Commissioners.

He added that Operating Instruction 107 – Board Meeting Procedures will contain this same language to provide consistency between the two policies. Commissioners Rosenlund and Portmann agreed the Board would take action on Policy 101 at the next meeting.

Commissioner Blanchard-Reed stated the next draft policy up for discussion was Policy 212, previously Operating Instruction 109. She then read the final two paragraphs, in blue ink, as follows:

All written informational material requested by individual Fire Commissioners shall be submitted by staff, after approval of the Fire Chief, to all Fire Commissioners with a notation indicating which Fire Commissioner requested the information. All requests shall go through the Fire Chief.

No Fire Commissioner shall direct the Fire Chief to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the consent of the majority of the Board of Fire Commissioners.

She suggested the Board review the policy and be prepared to act on it at the next meeting. Deputy Chief Judd asked the Board to confirm they realize at the second meeting these policies will appear in the Consent Agenda, unless the Board requests one or both to be pulled either during the Approval/Modification of the Agenda or by contacting

the Chair who can request the item(s) be pulled prior to the meeting. The Board concurred. Commissioner Portmann thanked the committee and Deputy Chief Judd for their work on these policies.

Mergers/Consolidations – No report.

Joint Labor/Management – No report.

Strategic Leadership Plan – Commissioner Rosenlund explained they are working to coordinate their schedules to select a date and time to interview the consultant. An email was sent approximately one hour ago on this topic.

Legislative Affairs – Commissioner Blanchard-Reed reported the two representatives of the 25th District are stepping down; so, there will be open seats. Our District extends slightly into the 25th District.

UNFINISHED BUSINESS

None

NEW BUSINESS

Prior Year Remaining Funds. Deputy Chief Judd began by stating the 2017 financials have been completed, so we can identify remaining funds available in the 2017 budget. In order to do that, he needed to first reconcile the 2016 remaining funds, because those in essence roll into the 2017 remaining funds. He explained he created two memos to Fire Chief Dale which he will go through in detail. His recommendation in the end of this discussion will be to create a budget amendment before the end of the year to memorialize the changes we are going to address tonight. Because there may be a couple of additional changes regarding the remaining funds, he would prefer to include these and do only one amendment. We are in no rush to do the budget amendment. Deputy Chief Judd proceeded to review each memo in detail for the Board. (See Pages 4 and 5.)



MEMO

To: Pat Dale, Fire Chief
From: Tony Judd, Deputy Chief
Date: March 5, 2018
Re: 2016 Remaining General Funds Update

Having completed the financials for 2017, I am able to provide details as to what was spent and unspent out of the 2016 remaining funds.

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| Original 2016 Remaining Funds | \$773,337.00 |
| Actually spent in 2017 | (114,244.29) |
| Projects carried over into 2018 in the budget | (484,200.00) |
| Recommended project below to be carried over into 2018 budget (amendment) | (76,185.00) |
| Uncommitted 2016 remaining funds | \$98,707.71 |

I recommend that we amend the 2018 budget as follows:

- \$4,000 into the PPE line 522.20.20.95. We underestimated the carryover amount for this project.
- \$30,000 into the Safety Equipment line 522.20.35.95 for the Bunker Gear Dryers which were not purchased by the end of 2017.
- \$4,185 into the Newsletter line 522.30.31.95. This line was identified for our community outreach program and is over spent, but also leaves us \$20,000 in 522.30.31.02 – Quarterly Newsletter to continue this work.
- \$30,000 into the Facilities line 522.50.48.95 to complete the Security Door Access upgrades we did not complete by the end of 2017 and were not carried over.
- \$8,000 in the Fleet line 594.22.64.95 to complete the Pub Ed cart (Gator). While we did not spend any of the \$15,000 that was budgeted for this project, we do need to do some modifications and purchase an EMS sled to go in the Gator for use at the fair.

This leaves \$98,707 of uncommitted 2016 remaining funds. I recommend we just add this to the 2017 remaining funds so we don't have to keep track of it separately.



MEMO

To: Pat Dale, Fire Chief
From: Tony Judd, Deputy Chief
Date: March 5, 2018
Re: 2017 Remaining General Funds

Having completed the financials for 2017, I am able to provide details as to the remaining funds from 2017. The remaining fund balance, not used to balance the 2018 budget, at the end of 2017 was \$768,731.47. Some of this balance resulted from additional taxes and revenues and some from underspent budget lines.

Tax collection was just slightly over 99% for an unanticipated tax collection of over \$210,000. We planned on a 2.5% delinquency rate. Additional revenues above projections came from: transport fees of \$25,000, Lnl Time loss payments of \$65,600, interest of \$10,000, Service Contracts of \$6,300, stroke grant of \$4,100, Voluntary Mitigation Fees of \$55,000.

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| 2017 remaining funds not used to balance the 2018 budget | \$768,731.00 |
| Recommended projects to be put back into the 2018 budget | |
| Digital Alerting – Station Alerting Systems | (125,000.00) |
| Bunker Gear Extractors | (35,000.00) |
| Station 91 Kitchen Remodel | (20,000.00) |
| 2016 Remaining Fund projects to be put back in to the 2018 | (76,185.00) |
| Lipoma Firs Voluntary Mitigation Fees (set aside) | (55,000.00) |
| Subtotal | \$457,546.00 |
| Pre-hiring five fire fighter positions (approved by the Board on 2/26/18) | (233,200.00) |
| February Special Election costs | (80,000.00) |
| Remaining funds | \$144,346.00 |

At the conclusion of Deputy Chief Judd's presentation, Commissioner Portmann asked him if he anticipates getting all of the projects completed this year. He responded that we have made significant strides in the last three or four months. Although the Logistics Division is bogged down, they are plugging along and we hope to get these projects completed by November when we develop next year's budget. Commissioner Blanchard-Reed stated she had a question regarding the \$15,000 budgeted in 2016 for the Pub Ed cart. She asked for clarification if they are now only needing \$8,000 to purchase an EMS sled to go in the gator we have. He explained the gator was purchased with a grant from the Department of Emergency Management for the Hazmat team. The gator was kept at Central Pierce for the past several years, being used for various purposes. We now have possession of the gator and can use it rather than purchasing a new one.

Policy 204 – Liability Claims. Deputy Chief Judd explained this is a policy that came directly out of Lexipol. Resolution 876 identifies the Fire Chief as the agent to receive claims against the District, as required by law. This policy provides guidelines for the management of all claims and references the resolution identifying the Fire Chief as the agent to receive claims.

Award of RFP for Station 91 Kitchen Cabinet/Sink Replacement. Deputy Chief Judd reported the RFP closed on February 28th at 1:00 p.m. The bid opening took place shortly thereafter. Two bids were received, but one was received after 1:00 p.m., so the bidder was disqualified. Their bid amount, however, is listed on the Bid Opening sheet, with a note next to the amount. Lake Tapps Construction provided the lowest responsive bid at \$24,594.00 plus sales tax. We have worked with them in the past with great success. Assistant Chief Richards recommends we award the bid to them. We had budgeted \$20,000 for this project. We anticipate needing an additional \$10,000 once tax is added to the bid amount. Commissioner Blanchard-Reed asked if the mitigation fees for Station 91 can be used for this project. Deputy Chief Judd responded he is not certain if they can be, so he will look into it. His understanding currently is the fees can be used for improvements, but not for repair and maintenance, which he believes this project is. Fire Chief Dale agreed it is doubtful, but worth looking into.

Commissioner Rosenlund moved to authorize staff to carry over \$20,000 from 2017 and add \$10,000 from the 2017 remaining funds to complete the Station 91 Kitchen Cabinet/Sink Replacement project and award the bid to Lake Tapps Construction, in the amount of \$24,594.00 plus sales tax. Commissioner Gustafson seconded the motion.

Discussion was held on the motion. Commissioner Blanchard-Reed asked if there is any way to award the bid tonight and then find out the difference between improvements and maintenance. Deputy Chief Judd stated the project involves replacing all of the kitchen cabinets and the sink in the upstairs kitchen at Station 91. He believes this would be considered maintenance. Possible projects we could spend that money on at Station 91 include the installation of an emergency signal light on the main thoroughfare, the installation of an electronic reader board, and paving the grassy area to provide additional parking. Commissioner Blanchard-Reed requested clarification in writing from staff of the specific language defining how the mitigation fees can or cannot be spent. Deputy Chief Judd stated he would research this and explained the source of the funds to pay for this project can be adjusted in the future budget amendment. Passing the motion tonight would allow the project to commence.

Commissioner Portmann called the question. Motion carried unanimously.

PUBLIC COMMENTS

Citizen Bob Benum asked where Station 91 is located. Deputy Chief Judd responded it is on 187th off Meridian across from Lipoma Firs.

COMMISSIONER COMMENTS

Commissioner Gustafson stated he had a question he forgot to ask last week. He saw that we paid \$5,200 to repair a car or truck. What was this for? Deputy Chief Judd responded we backed into a citizen's vehicle at Safeway. Commissioner Gustafson asked if this occurred at the Safeway at 176th and Canyon. Deputy Chief Judd responded he believed it was the Safeway in Graham off 224th. He added that it made more sense to pay for the repair ourselves rather than submitting it to our insurance company.

Commissioner Portmann stated he wished to thank those who participated in the stairclimb, both competitors and bottle changers. Fire Chief Dale, who is very humble, participated and did quite well. Commissioner Rosenlund reported that Fire Chief Dale actually earned third place in the Chiefs category and second in his age group. Nice job and congratulations to all!

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of March 14, 2018, was adjourned at 7:05 p.m.

Ryan Portmann, Commissioner

Anthony D. Judd, District Secretary