

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
MAY 23, 2018**

CALL TO ORDER

Commissioner Portmann called the meeting to order at 6:35 p.m.

Attendance:

Present: Commissioner Gerald W. Gustafson, Commissioner Russell T. Barstow (by phone), Commissioner Adam G. Rosenlund, Commissioner Gina Blanchard-Reed, Deputy Chief Tony Judd, Deputy Chief Oscar Espinosa and Board Secretary Jodi Reynolds

Absent: Fire Chief Pat Dale and Commissioner Ryan Portmann had excused absences.

Commissioner Blanchard-Reed led the Pledge of Allegiance and welcomed the audience.

APPROVAL/MODIFICATION OF THE AGENDA

Commissioner Rosenlund moved to approve the Modified Agenda as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.

APPROVAL OF CONSENT AGENDA

Approval of Regular Board Meeting Minutes of May 9, 2018

Approval of Policy 1000 – Job Descriptions

Approval of Financial Documentation:

Payables: Checks #24443 through #24509 =	\$147,464.32
Payables (Payroll): Checks #24510 through #24518 =	\$12,009.48
Payroll: Checks #24519 through #24533 =	\$406,353.32
Payroll Transfers (EFTs) =	<u>\$677,243.95</u>
TOTAL:	<u>\$1,243,071.07</u>

Commissioner Rosenlund moved to approve the Consent Agenda in the amount of \$1,243,071.07 after proper audit. Commissioner Gustafson seconded the motion. Motion carried unanimously.

CORRESPONDENCE

None

GENERAL ADMINISTRATION

Fire Chief's Report

In Fire Chief Dale's absence, Deputy Chief Judd greeted the Board and audience members and then reported on the following:

Lieutenant and Captain promotional testing is underway. The application period closed last week. Ten applied for Lieutenant and five for Captain. The processes will be finished by the end of June and will result in new certified promotional lists. Commissioner Blanchard-Reed asked if these are good numbers of applicants and he responded affirmatively.

Over the past two years staff has looked into refinancing our current bond. We have the option to refinance the last two years' worth of payments. Our bond consultant, Jim Nelson, has advised us there is not enough savings to be realized by refinancing because interest rates have not changed significantly. He recommends refinancing only if savings of at least 3% will be realized, and calculations show our savings would be only 1.6%. Since we are into the last two years of the bond, we do not plan to refinance again, unless the Board has any other direction for staff. They did not.

South Pierce Fire & Rescue was in need of a Medic Unit because a couple of theirs went down. We loaned them one of our 2006 Medic Units which we are not currently using.

STANDING COMMITTEES

Budget, Finance and Audit – No report.

Policy and Procedure – No report.

Mergers/Consolidations – No report.

Joint Labor/Management – No report.

Strategic Leadership Plan – Commissioner Rosenlund deferred to Deputy Chief Judd to provide an update. Deputy Chief Judd stated Fire Chief Dale and Consultant Doug Mah drafted a scope of work, which he handed out to the Board and audience, titled "Attachment A – Statement of Work." The document divides the project into tasks and details the activities, deliverables and estimated time frame for each. Included in the scope of work is the creation of an Annual Report, which we have not had before, but is much needed. We will use the report as a template going forward. Fire Chief Dale has already scheduled some preliminary meetings: Consultant Mah will attend both the June 5th Staff Meeting and the June 27th Board Meeting to update us on where he is at in the process.

Legislative Affairs – No report.

UNFINISHED BUSINESS

None

NEW BUSINESS

Training Captain Job Description.

Deputy Chief Espinosa explained Training Captain is a new position resulting from the Board's approval of the Memorandum of Understanding at the May 9th meeting. He stated he is looking for motion to approve the job description. Discussion ensued. Commissioner Blanchard-Reed stated this constitutes the first reading and the Board will take action at the next meeting.

Human Resources Manager Job Description.

Commissioner Blanchard-Reed stated the same would apply here to allow the Board time to review the job description and approve it at the next meeting. Deputy Chief Judd concurred and added that once the job description is approved, we can go out and advertise for the position. He explained he worked with Dr. Fields of ESCI to develop the job description. It is fairly lengthy since this position will have many responsibilities. Dr. Fields also studied the salary and cost of living data available, and concluded that a starting salary of \$92,000 with five steps of 5% each annually, up to a maximum of \$115,000, is appropriate. Depending on qualifications, the individual may start higher than \$92,000.

Station 91 Folding Wall Quotation/Contract.

Deputy Chief Judd recalled for the Board that as part of the 2017 Remaining Funds, \$30,000 was set aside to develop the Training Room at Station 91 into a Command Training Center for our Blue Card Incident Commander training. The first step is to create break-out areas for the different personnel, which will be done by installing a folding wall. Staff had released a Request for Proposal (RFP) for this work, but received no bids. Our options were then to go back out to bid or contact vendors directly for quotes. We were already looking at Interior Tech, who, in error, did not submit a bid, and has since provided a reasonable quote, and has even lowered it \$1,200. Fire Chief Dale and the Training Division would like to proceed and thus staff recommends approval of the quotation as attached.

Commissioner Rosenlund moved to approve the contract between the District and Interior Tech for the Station 91 Folding Wall in the amount of \$16,360 plus tax. Commissioner Barstow seconded the motion.

Discussion was held on the motion. Commissioner Blanchard-Reed inquired that since staff received no other bids, did they have prior experience with this type of product. The quote seems high to her. Deputy Chief Judd responded he does not have experience with folding walls, but does with a motorized version which is far more expensive. He added that Assistant Chief Richards did the research and is comfortable with the price and moving forward. Discussion concluded.

Commissioner Blanchard-Reed called the question. Motion carried unanimously.

Resolution No. 902 – Surplus of Personal Protective Equipment.

Board Secretary Jodi Reynolds read Resolution No. 902 – Surplus of Personal Protective Equipment into the record. Commissioner Blanchard-Reed stated the Board would vote on this resolution at the next meeting.

Commissioner Gustafson stated he preferred resolutions be located in their own dedicated section in his book, rather than behind the “New Business” tab. Deputy Chief Judd suggested he request a change through the Board’s Policy and Procedure Committee.

Resolution No. 903 – Surplus of Stryker Gurney.

Board Secretary Jodi Reynolds read Resolution No. 903 – Surplus of Stryker Gurney into the record. Commissioner Blanchard-Reed stated the Board would vote on this resolution at the next meeting.

PUBLIC COMMENTS

Citizen Carolyn Benum commented she observed an Orting Fire Medic Unit responding to a motor vehicle accident on Webster Road. Commissioner Blanchard-Reed said it was an instance of mutual aid. Commissioner Rosenlund added this is one reason to have good relationships with our neighbors.

Citizen Bob Benum inquired if the fire station located off of Meridian and west on 304th is in the Graham Fire District and if it is a volunteer station. Deputy Chief Judd responded it is our Station 93, our volunteer station is 92. Mr. Benum asked how far south District 21’s jurisdiction goes, and Deputy Chief Judd responded it goes to 312th, and from Meridian it jogs further south to Camp Arnold. Across Mountain Highway, the border continues to 22nd Avenue, then to 8th Avenue, and butts up against Joint Base Lewis McChord.

COMMISSIONER COMMENTS

Commissioner Gustafson inquired regarding the Human Resources Manager Job Description, if staff had considered Orting Fire and South Pierce Fire sharing this position with us. Deputy Chief Judd responded that we have not discussed this. Commissioner Rosenlund responded this could be a good idea to be considered after we establish the position. Deputy Chief Judd stated he expects this person to be very busy in house, but through the Strategic Planning process this may be something we can look at in the future. In the SAFER Grant we propose adding a Volunteer Coordinator who would also assist Orting with recruitment, and we may be able to include South Pierce in that, too.

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of May 23, 2018, was adjourned at 7:02 p.m.

Ryan Portmann, Commissioner

Anthony D. Judd, District Secretary