

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
SEPTEMBER 26, 2018**

**CALL TO ORDER**

Commissioner Portmann called the meeting to order at 6:35 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, 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 Rosenlund moved to approve the Modified Agenda as presented. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.**

**APPROVAL OF CONSENT AGENDA**

Approval of Regular Board Meeting Minutes of September 12, 2018

Approval of Financial Documentation:

Payables: Checks #25029 through #25087 =	\$184,354.22
Payables (Payroll): Checks #25095 through #25110 =	\$570,348.71
Payroll: Checks #25088 through #25094 =	\$19,179.13
Payroll Transfers (EFTs) =	<u>\$710,768.71</u>
<b>TOTAL:</b>	<b><u>\$1,484,650.77</u></b>

**Commissioner Blanchard-Reed moved to approve the Consent Agenda in the amount of \$1,484,650.77 after proper audit. Commissioner Rosenlund seconded the motion. Motion carried unanimously.**

**CORRESPONDENCE**

None

**GENERAL ADMINISTRATION**

**Fire Chief's Report**

Chief Dale welcomed the audience members and stated he had no report this evening.

**STANDING COMMITTEES**

- Budget, Finance and Audit: Commissioner Portmann reported the committee met briefly with the Chief and Deputy Chief this week to discuss the budget. They will save any comments for the Budget Presentation later during this meeting.
- Policy and Procedure: Commissioner Rosenlund reported the committee has three policies at the attorney currently. As requested by the Board, the committee has defined a process for developing and approving policies (and procedures) as follows: The committee will draft the policy as directed by the Board, send the draft to the attorney for his input, make any necessary changes, and then will bring that product to the Board

with the attorney's review attached. If there is a point of discussion requiring the policy to go back to committee, they will do so and repeat the review process, including the attorney as necessary, and then will bring the final product to the Board for a vote. Commissioner Gustafson thanked the committee for adopting this process.

- Mergers/Consolidations – No report.
- Joint Labor/Management – No report.
- Strategic Leadership Plan – No report.
- Legislative Affairs – No report.

## **UNFINISHED BUSINESS**

### Fleet Services Interlocal Agreement with Orting Valley Fire & Rescue

Fire Chief Dale explained this constitutes the second reading. He asked the Board if they had any inquiries, concerns or comments on the draft Interlocal Agreement. Commissioner Portmann stated if there are no concerns, the Chief is looking for approval tonight.

**Commissioner Gustafson moved the approval of the Interlocal Agreement for Fleet Services between the District and Orting Valley Fire & Rescue, as written. Commissioner Rosenlund seconded the motion. Motion carried unanimously.**

## **NEW BUSINESS**

### 2018 Budget Amendment

Deputy Chief Judd explained the District throughout the year has made several significant changes to the budget adopted last fall. Most notable are increases to personnel, which we need to have memorialized inside the budget before the end of the year. Following a review of the proposed amendment, Administration is requesting adoption of the budget amendment. He reminded the Board that many of the changes have been voted on and approved throughout the year. He referred the Board to the two memos, located behind the proposed changes sheets, outlining the planned uses for the remaining funds from 2016 and 2017 which they previously approved. Also attached is a new spread sheet with the updated full-time employee (FTE) and part-time employee (PTE) allotments for 2018. He began his review by stating he printed out only the changes to the 2018 Budget, which he would cover briefly.

Revenues: The \$697,479 is the carry over identified to go into the reserve account for fleet and equipment replacement. The \$768,731 is the remaining funds from 2017. We received a grant from Fire House Subs in the amount of \$23,238 for extrication equipment, and \$15,000 is included for estimated Labor & Industries time loss payments. The total revenues increased by \$806,969.

Expenditures: Election expenses – Much higher than expected. Administration – Added an HR Manager for two months including salary and benefits. Information Technology – Added \$4,000 for a workstation for the HR Manager. Fire Suppression – Adjusted for the four Firefighters hired in April and the four in September and the increase in temporary Firefighter time allotted for this year. Overtime budget increased to meet 17 minimum staffing on July 1. Uniforms & Clothing – Added \$40,000 for additional personnel. Protective Clothing – Added \$190,000 to replace additional gear to be sure everyone has two sets of compliant gear, including the new career and volunteer Firefighters. Operating Tools & Equipment – Added the Fire House Sub grant money. Operations Software – Added \$10,350 for GIS work Deputy Chief Espinosa was doing, including ArcView software and services of GIS Specialist. Emergency Medical Services – Increased pre-hire of Paramedics from three to proposed seven on November 1. This is offset by move of Training Captain and retirement. Fire Prevention/Education – Added \$4,185 dedicated in 2017, unspent, and carried forward. Capital Facilities Repair/Maintenance –

Projects budgeted for 2017 not completed and carried forward: Digital Alerting \$125,000, Bunker Gear Extractors \$35,000, Station 91 kitchen remodel \$30,000. Previous Year Remaining Funds – Added \$30,000 for security for doors not carried over from 2017. Capital Expenditures/Expenses – Added line item as place holder for \$55,000 in mitigation fees collected in 2017 and unspent. Fleet – \$4,000 for Pub Ed Cart Sled not purchased in 2017 and carried forward.

In summary, we added \$715,303 in expenses. Taking the increase in revenues of \$806,969 and subtracting the additional expenses, we have approximately \$91,000 uncommitted.

**Commissioner Rosenlund moved to approve the 2018 Budget Amendment, as presented. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

### 2019 Budget Presentation

Fire Chief Dale introduced the presentation by first reflecting on and reminding the Board that a year ago we were considering asking the citizens in November to lift the lid on the Fire Levy, which we did and were successful, and then in February, the voters approved an excess Maintenance & Operations (M&O) Levy. Since then we have raised the minimum staffing level to 17, and he is optimistic going into 2019. This will be the first year of the four-year excess levy. With the Board's authorization and leadership, we have been able to pre-hire personnel. Going into 2019, we look forward to collecting the full \$4.3 million of the M&O Levy. In addition, we were recently notified we received federal funding for a SAFER Grant, the application for which was expertly written by Deputy Chief Judd. This grant provides funding at 75% for wages and benefits for Firefighter and Firefighter/Paramedic positions for the first year, 75% again for year two, and 35% for year three. In year four, we assume all costs for these personnel. Our award is for an additional 18 members. The 2019 Budget includes numerous new positions including a Human Resources Manager who will be starting in approximately one month, a second apparatus mechanic just approved by the Board, a facilities maintenance position, and a District Secretary position to start in January to transition from the current Deputy Chief model, since Deputy Chief Judd announced his intent to retire in June of 2019. Fire Chief Dale said he looks forward to 2019, his second year working with the Board, and continuing to learn and grow together.

He then deferred to Deputy Chief Judd to proceed with the 2019 Budget Presentation. Deputy Chief Judd first referred the Board to the 2019 Budget Calendar. He then continued to the Budget Overview which he presented in the form of a PowerPoint presentation (see attached), with a printed copy of the content provided in their budget books as well. Upon the conclusion of his presentation, Deputy Chief Judd asked if the Board had any initial questions. Commissioner Portmann responded that the presentation was excellent and thanked him and staff members who contributed. This was very helpful for them rather than just looking at numbers on a line. Commissioner Blanchard-Reed concurred. Fire Chief Dale also expressed his thanks to Deputy Chief Judd for his work and the professional PowerPoint presentation.

Deputy Chief Judd continued to the next tab in their 2019 Budget books, Revenue. He explained this section begins with Operating Revenues for the past three years broken down line by line. Behind that are the projections from Pierce County, which is where our tax numbers came from. The next tab is the complete Operating Budget with additional detail. Following that is the Reserve Budget which he reviewed for the Board. He explained that the next three tabs – Construction, GO Bond Fund, and PCHIT – have no information behind them at this time, but it is forthcoming. The next tab, Budget Submittals, like last year, groups the requests submitted by the crews into the things we are going to fund, the things we are actually

funding in 2018 – small projects that we can absorb, and things that will be funded once they are further vetted and approved. Those things we are not planning to fund are located behind the “Not Funded” tab. That concluded the 2019 Budget Presentation.

Commissioner Portmann encouraged the Board to bring issues forward as they arise and they will be addressed. Commissioner Blanchard-Reed asked Deputy Chief Judd for a reminder about the timeline. He responded that essentially we have between now and the first meeting in November on the 14<sup>th</sup>. If at all possible, he would like to have the budget nailed down that night so that the Board can do a final review of it. The budget Resolutions must be approved at the second meeting in November on the 28<sup>th</sup>, so that everything can be turned in to the County by November 30<sup>th</sup>.

Commissioner Portmann stated the October 24<sup>th</sup> meeting needs to be rescheduled due to the majority of the Board members attending the Washington Fire Commissioners Association Conference in Yakima. He asked if they were prepared to discuss possible alternate dates at this time. Fire Chief Dale expressed that he and Deputy Chief Judd propose just cancelling the meeting. Commissioner Gustafson suggested Monday, October 22<sup>nd</sup>. Deputy Chief Judd responded that it would be very difficult to complete payroll in time. Commissioner Portmann asked when payroll would be approved if the October 24<sup>th</sup> meeting was cancelled, and he responded staff would still process payroll with permission from the Board who would approve it at the November 14<sup>th</sup> meeting. Commissioner Portmann stated that tentatively it is a good idea, but if the Board has concerns, they can voice them at the October 10<sup>th</sup> meeting before cancelling the October 24<sup>th</sup> meeting. Commissioner Rosenlund stated he is in favor of cancelling the meeting, if payroll can be accommodated. The Board decided to wait until the October 10<sup>th</sup> meeting to make their final decision about cancelling the meeting.

#### SAFER Grant Acceptance

Deputy Chief Judd recalled for the Board the SAFER Grant award received in the amount of \$3.5 million comes with an obligation to maintain the staffing levels we had as of September 15<sup>th</sup>, which includes the four we hired on September 4<sup>th</sup>. These, in addition to the 18 additional we bring on, must be maintained for the entire three-year performance period, or we would have to pay back the grant funds received. Having reviewed the budget for 2019, we know we are a levy-dependent agency and will have to maintain some type of excess levy funding in order to maintain those positions. We have 30 days from the 15<sup>th</sup> to accept the award, which we have not done yet. Staff is recommending the Board accept the award.

**Commissioner Rosenlund moved to accept the SAFER Grant award package, as presented. Commissioner Gustafson seconded the motion.**

Commissioner Blanchard-Reed asked if there are any other obstacles or issues that may come up other than funding. Deputy Chief Judd responded, “Economic downturn.” Fire Chief Dale stated we will have to take on the 22 new hires by the end of the grant period. He acknowledged there is some increased risk to hiring all 18 off the SAFER Grant. Commissioner Blanchard-Reed asked about the second grant to hire a Volunteer Coordinator position applied for previously. Deputy Chief Judd responded that is a separate grant, and we have not heard anything on it yet.

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

Fire Chief Dale expressed to the Board how exciting it is to receive this grant, and emphasized the fact that Chief Judd authored this grant proposal, an award-winning document. Great job, Chief Judd!

## **PUBLIC COMMENTS**

None

## **COMMISSIONER COMMENTS**

Commissioner Portmann thanked staff for the work they did on the budget. This is a nice, clean way for the Board to review the information. He also thanked Deputy Chief Judd for his work on the SAFER grant and volunteer grant, as well. This is a huge step for us and means \$4.5 million for the citizens. Kudos to you and staff who helped put it together. Commissioner Portmann also commented he attended with Commissioner Rosenlund the dedication at the tower at Station 6-0 for Battalion Chief Wayne Garden. It was a great thing that Central Pierce did to recognize his contributions to not only Central Pierce Fire & Rescue, but the fire community in Pierce County and across the state. Wayne has been an integral part of the training of so many people.

Commissioner Rosenlund added he appreciated that Central Pierce recognized Wayne while he is still affecting fire service recruits and building the foundation of training in our community.

Commissioner Blanchard-Reed commented she appreciated the Board being provided a higher view of the budget process. It was very effective.

Commissioner Gustafson commented that anyone who knew Wayne Garden never forgot meeting him that first time.

## **EXECUTIVE SESSION**

**Commissioner Portmann announced a 25-minute Executive Session under RCW 42.30.110 (1) (g) to evaluate qualifications of public employees or review their performance, with no business to follow.**

**Commissioner Portmann announced a recess at 7:39 p.m.**

**Executive Session was announced as starting at 7:42 p.m.**

**Executive Session was announced as ending at 8:07 p.m.**

**Commissioner Portmann reconvened the Regular Board Meeting at 8:08 p.m.**

## **ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of September 26, 2018, was adjourned at 8:08 p.m.**

---

Ryan Portmann, Commissioner

---

Anthony D. Judd, District Secretary