

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
December 8, 2021 (Virtual)**

CALL TO ORDER

Chair Homan called the meeting to order at 6:30 p.m.

FLAG SALUTE

SWEARING IN CEREMONY

District Secretary Sandi Roberts administered the Oath of Office to Nicholas Bakker.

ROLL CALL BY CHAIR

Present: Chair Robert Homan, Commissioner Adam Rosenlund, Commissioner Gerald Gustafson, Commissioner Ryan Portmann, Commissioner Nicholas Bakker, Fire Chief Pat Dale, Deputy Chief Oscar Espinosa, District Secretary Sandi Roberts and Board Secretary Jodi Reynolds

PUBLIC COMMENTS

None

APPROVAL/MODIFICATION OF AGENDA

Commissioner Portmann moved to approve the Agenda as submitted. Commissioner Rosenlund seconded the motion. Motion carried.

APPROVAL OF CONSENT AGENDA

Regular Board Meeting Minutes of November 10, 2021

Financial Documentation:

Payables: Checks #30823 through #30882 and Check #30910 through #30917 =	\$154,873.60
Payables (Payroll): Checks #30894 through #30909 =	\$646,191.40
Payroll: Checks #30883 through #30893 =	\$27,547.17
Payroll Transfers (EFTs) =	\$1,402,910.61
Transfers (EFTs) =	<u>\$855.34</u>
TOTAL:	<u>\$2,232,378.12</u>

Commissioner Rosenlund moved to approve the Consent Agenda as submitted. Commissioner Portmann seconded the motion. Motion carried.

CORRESPONDENCE

None

GENERAL ADMINISTRATION

Fire Chief's Report

Fire Chief Dale welcomed the Board and audience members to the virtual meeting and reported on the following:

Strategic Priorities of COVID-19

The six priorities, established 20 months ago, have not changed and still remain relevant today.

Current Events

- IAFF Local 726 Leadership Update – District Vice President Jasper Stenstrom is stepping down from his position at the end of the year. Chief Dale recognized him for his work.
- Battalion Chiefs Eligibility List – Results: Captain Jeff Davison ranked 1st; Captain Shawn Prather ranked 2nd
- Adopt-A-Family Program – Graham Fire & Rescue employees, volunteers, the Graham Fire Association and the ACU/Graham Fire Community Relief Fund adopted six local families for the holidays providing a Thanksgiving meal, a Christmas meal and gifts and clothing for the children.
- Santa Runs – Members conducted Santa Runs in the Silver Creek, Grand Firs and Lipoma Firs neighborhoods during the month of December.
- New Hires Recruit Academy Update – The graduation ceremony for our eight recruits in the Bates Recruit Academy is scheduled for 6:00 p.m. on December 10th at the IAFF Local 726 Union Hall.
- Volunteer Recruitment Update – Thirteen excellent candidates are currently undergoing prequalification screening including background checks. The Volunteer Academy is slated to start in February 2022 under the leadership of Lieutenant Michael Ray.
- Crisis Communication Plan – Plan development is nearing completion and is anticipated to deploy in January 2022.

Chair Homan commended Jasper Stenstrom for his work as IAFF Local 726 Vice President.

Standing Committees

- Policy and Procedure – Commissioner Rosenlund reported the revision to Policy 214 addresses the documentation submission deadline. He recommended a “Do Pass.”

**Commissioner Rosenlund moved to approve Policy 214 as submitted.
Commissioner Portmann seconded the motion. Motion carried.**

Chair Homan reported on the status of the Professional Norms document. Discussion ensued regarding the document, and future participation on the committee.

- Pierce Co. Fire Commissioners Association (PCFCA) Update – No report.

UNFINISHED BUSINESS

- Resolution No. 969 – Retiree Medical Benefit for LEOFF 2 Employees
Human Resources Director Annie Vandenkooy proposed a motion to approve. She requested questions and comments from the Board at that time.

Chair Homan initiated discussion prior to calling for a motion. Discussion ensued, then concluded. He called for either a motion, under which further discussion would ensue, or a consensus to table the item. He proposed that he and Commissioner Portmann meet with Human Resources Director Vandenkooy to address their concerns with the intention to bring the matter back to the Board at the January meeting. The Board concurred.

- Brush Truck RFP Award

Assistant Chief Steve Richards requested Board approval to award the contract to US Fire Equipment for the purchase of a new Brush Truck based on their submitted proposal.

Commissioner Rosenlund moved to approve awarding the contract to US Fire Equipment for the purchase of a new Brush Truck based on their submitted proposal in the amount of \$187,701.21. Commissioner Gustafson seconded the motion. Motion carried.

- Standard of Cover Presentation

Deputy Chief Espinosa stated to the Board it was the first reading. He introduced the consultants with Levrum, Inc. and acknowledged those who contributed to the project. He then deferred to the consultants who delivered a PowerPoint presentation addressing the following topics:

Presenter: Chief (ret.) Eric Nickel

- The Charter
- Acknowledgement of Stakeholder input from District and others

Presenter: Carl Niedner, Levrum, Inc.

- Organization of the Work
- Data Assessment
 - Workload
 - Performance
 - Growth – Methods
 - Growth
 - Growth Impact

A question and answer session ensued.

Presenter: Chief (ret.) Eric Nickel, Levrum, Inc.

- Community Risk Assessment
 - Three Axis Methodology
 - Community Risk Examples
 - Station Demand Zone Risk Matrix
 - Station Deployment and Risk Concentration Summary
 - Critical Tasking and Effective Response Force
 - Summary: Staffing Recommendations Based on Risk
 - Structure Fire Moderate Risk
 - Deployment Analysis
 - Recommendations
 - Next Steps

A question and answer session ensued.

Deputy Chief Espinosa stated he would return with this document after final edits for consideration by the Board at the January 12th meeting. He thanked the consultants at Levrum, Inc. and the stakeholders.

NEW BUSINESS

- Deferred Compensation Memorandum of Understanding
Human Resources Director Vandenkooy introduced the Memorandum of Understanding to the Board and recommended a motion to approve.

Commissioner Portmann moved to approve the Memorandum of Understanding between IAFF Local 726 Graham Firefighters Bargaining Unit and the District regarding Deferred Compensation, as submitted. Commissioner Rosenlund seconded the motion. Motion carried.

PRESENTATIONS

- Certificate of Appreciation – Commissioner Adam Rosenlund
Chief Dale presented a Certificate of Appreciation to Commissioner Rosenlund for his contributions to the Board and service to the District.

The Board members individually expressed their gratitude for Commissioner Rosenlund and his contributions as a Board member. Commissioner Rosenlund responded and reflected on his experiences and thanked those who supported him during his tenure.

- Certificate of Appreciation – Fire Chief Pat Dale
Deputy Chief Espinosa presented a Certificate of Appreciation to Chief Dale and highlighting his vision, leadership and focus provided over the past five years.

The Board members individually addressed Chief Dale offering their recollections of their time working with him and what those experiences have meant to them.

Human Resources Director Vandenkooy and CFO/District Secretary Sandi Roberts also spoke and expressed their appreciation for Chief Dale.

IAFF Local 726 Vice President Jasper Stenstrom reflected on his experience working with Chief Dale and his accomplishments, and expressed his gratitude.

Chief Dale reflected on his time as Fire Chief and conveyed his gratitude to his wife, the Board, the Senior Management Team and all Members of the organization.

PUBLIC COMMENTS

IAFF Local 726 District VP Jasper Stenstrom commented that the Santa Runs were very successful. He then welcomed Commissioner Bakker to the Board and welcomed Commissioner Barstow back to Board. On behalf of IAFF Local 726 he presented a Certificate of Recognition to Commissioner Rosenlund.

Citizen Robert Benum thanked Commissioner Rosenlund for all he has done for the community. He thanked Chief Dale for his efforts, honesty and sincerity.

Citizen Carolyn Benum expressed her appreciation for Chief Dale and Commissioner Rosenlund and thanked them for their service.

COMMISSIONER COMMENTS

Commissioner Rosenlund addressed his fellow Board members individually, also Mr. and Mrs. Benum, Chief Dale, Deputy Chief Espinosa, staff members, Jasper Stenstrom, Mrs. Dale and Mrs. Rosenlund.

Commissioner Portmann thanked the Support Staff, Senior Management Team and response personnel for a wonderful and productive year.

EXECUTIVE SESSION

Board Chair Homan announced a 15-minute Executive Session under RCW 42.30.140 (4) (b) to plan or adopt strategy/position for professional negotiations with possible business to follow.

The Executive Session was announced as starting at 8:49 p.m.

The Executive Session was announced as ending at 9:04 p.m.

Commissioner Rosenlund moved to approve the contract for Professional Services between the District and Oscar Espinosa. Commissioner Portmann seconded the motion. Yes: Chair Homan, Commissioner Rosenlund, Commissioner Portmann and Commissioner Bakker; No: Commissioner Gustafson. Motion carried by a majority.

Chair Homan stated to Deputy Chief Espinosa that the Board would have goals and objectives to present to him at the February meeting.

SWEARING IN CEREMONY

District Secretary Sandi Roberts administered the Oath of Office to Russell Barstow for his term beginning January 1, 2022.

Chair Homan stated Commissioner Bakker's term is two years and Commissioner Barstow's term is six years. He added that he is working with staff for a return to in-person Board meetings.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of December 8, 2021 was adjourned at 9:09 p.m.

Robert L. Homan

Robert L. Homan, Board Chair

Sandi Roberts

Sandi Roberts, District Secretary