

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
March 13, 2017**

**CALL TO ORDER**

Commissioner Gustafson called the meeting to order at 7:00 p.m.

**Attendance:**

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

Absent: Fire Chief Ryan Baskett had an excused absence.

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

**APPROVAL/MODIFICATION OF THE AGENDA**

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

**APPROVAL OF THE MINUTES**

**Commissioner Portmann moved the approval of the Minutes of the Regular Board Meeting of February 27, 2017, as presented. Commissioner Barstow seconded the motion. Motion carried unanimously.**

**CORRESPONDENCE**

None

**FINANCIALS**

Payables Checks #22455 through #22503 in the amount of \$45,076.63 and a Transfer (EFT) in the amount of \$738.30, for a total of \$45,814.93, were presented for approval.

**Commissioner Barstow moved to accept the payables in the amount of \$45,814.93, after proper auditing. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.**

**GENERAL ADMINISTRATION**

**Fire Chief's Report**

Deputy Chief Judd greeted the Board and audience members and then reported on the following:

The Browns Point/Riverside volunteer recruit academy will be graduating five of our new volunteers on March 25<sup>th</sup> at 1:00 p.m. in Puyallup. He said he plans to attend as does Assistant Chief Mason. He invited the Board members to attend and stated they will be pinning badges on our new members. Commissioner Gustafson stated he would attend.

South Sound 911. Deputy Chief Judd informed the Board updated Operations Board minutes are located in their books.

Orting Collaboration. Deputy Chief Judd reported he and Chief Gibson met briefly and agreed to table the Interlocal Agreement for Command Support for the time being.

Station 92 Living Quarters. Deputy Chief Judd updated the Board that the field work for the survey was completed and the final product should be available by the end of the month. This project is progressing.

Agricultural Resource Lands (ARL). Deputy Chief Judd stated the Community Development Committee (CDC) met on March 6<sup>th</sup>, which he attended. He spoke briefly and expressed our approval they had spent some time to research this matter. The CDC's next meeting is March 20<sup>th</sup>, and staff plans to be there along with Bethel School District. The final proposal will then go before the full County Council for approval on April 4<sup>th</sup>, and we will be present.

Apparatus. Deputy Chief Judd informed the Board that Chief Gibson signed the Interlocal Agreement for Rolling Stock. In addition, the ladder truck returned from Oregon last Monday. We now have a reserve engine again.

Fire Fighters' Contract. The Graham Fire Fighters, Local 726, voted to ratify the contract the Board approved at the last meeting.

### **Standing Committees**

Performance Evaluation: Commissioner Portmann reported he received the draft document from Prothman Company and will distribute it in Executive Session. The Board will review it, as will some of the involved parties, and will return at a later meeting to discuss the findings.

Deputy Chief Judd requested the Board provide direction as to which budget line item to encumber for the payment to Prothman Company for their services. He suggested the Contingency Fund, since this was not a budgeted item.

**Commissioner Rosenlund moved to direct staff to encumber the Contingency Fund, line item no. 5221049099, for the payment to Prothman Company for services rendered. Commissioner Barstow seconded the motion. Motion carried unanimously.**

Commissioner Policies: Commissioner Blanchard-Reed stated she and Commissioner Rosenlund have completed their policies and now need assistance from staff on formatting the policies. Deputy Chief Judd requested they email the policies to him and he will format and return them. Commissioner Blanchard-Reed stated she will then email the policies to the entire Board for review and approval at the next meeting in two weeks.

### **NEW BUSINESS**

None

### **OTHER BUSINESS**

None

### **GOOD OF THE ORDER/PUBLIC INPUT**

Citizen Carolyn Benum inquired as to the availability of the draft review document. Commissioner Portmann responded the Board received the document at 4:00 p.m. today and

require time to review it. Once it goes from draft form to the final document, she may request a copy. Mrs. Benum asked if it would be available to the public at the next meeting and Commissioner Portmann responded he anticipates it will be available then.

Commissioner Rosenlund explained that after listening to several statements made during recent public comment sessions, he contacted the Public Disclosure Commission (PDC) for clarification. He stated the RCWs define the difference between in-kind contributions and independent expenditures. Whereas a large portion of the documentation during his campaign is accurate, he and the PDC identified a few things they thought should be amended. He is in the process of collecting some information so that they can make those corrections.

#### **EXECUTIVE SESSION**

Commissioner Portmann requested a 20-minute Executive Session under RCW 42.30.110 (1) (g) to evaluate qualifications of a public employee or review their performance.

**Commissioner Gustafson announced a 20-minute Executive Session under RCW 42.30.110 (1) (g) to evaluate qualifications of a public employee or review their performance.**

**Commissioner Gustafson announced a recess at 7:10 p.m.**

**The Executive Session was announced as beginning at 7:12 p.m.**

**An announcement was made at 7:32 p.m. to extend the Executive Session five minutes.**

**Commissioner Gustafson reconvened the Regular Board Meeting at 7:37 p.m.**

**Commissioner Portmann moved to hold a Special Board Meeting on Wednesday, March 15, 2017, beginning at 6:00 p.m., at Graham Fire & Rescue Headquarters Station 94, to review the Leadership and Management Assessment document and discuss the performance of a public employee. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.**

#### **ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of February 27, 2017, was adjourned at 7:40 p.m.**

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Gerald W. Gustafson, Commissioner

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Anthony D. Judd, District Secretary