

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
April 10, 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, Commissioner Adam G. Rosenlund, Commissioner Gina Blanchard-Reed, Commissioner Ryan Portmann, Deputy Chief Tony Judd and Board Secretary Jodi Reynolds

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 Barstow seconded the motion. Motion carried unanimously.

APPROVAL OF THE MINUTES

Commissioner Barstow moved the approval of the Minutes of the Regular Board Meeting of March 27, 2017, as presented. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

Commissioner Barstow moved the approval of the Minutes of the Special Board Meeting of March 29, 2017, as presented. Commissioner Blanchard-Reed seconded the motion. Commissioners Gustafson, Barstow, Blanchard-Reed and Portmann: Yes; Commissioner Rosenlund: Abstain. Motion carried by a majority.

CORRESPONDENCE

Pierce County Fire Prevention Bureau Monthly Report for March 2017

FINANCIALS

Payables Checks #22584 through #22633 in the amount of \$114,634.44 and a Transfer (EFT) in the amount of \$1,368.19, for a total of \$116,002.63 were presented for approval.

Commissioner Barstow moved to accept the payables in the amount of \$116,002.63, after proper auditing. Commissioner Rosenlund seconded the motion.

Discussion was held on the motion. Commissioner Blanchard-Reed stated she had a question regarding the payment to Prothman Company for \$1,179.25. She asked if this was an additional payment for the assessment. Commissioner Portmann suggested this may be for the reviewer's fees. Deputy Chief Judd stated he would retrieve the documentation. He returned with the invoice and stated the invoice was for the reviewer's expenses including travel and lodging.

Commissioner Gustafson called the question. Motion carried unanimously.

GENERAL ADMINISTRATION

Fire Chief's Report

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

Daffodil Parade. The Department participated in the Daffodil Parade last Saturday with our Great Escape Contest winners. Several Commissioners were in attendance. He saw a short video on a local news channel which showed Graham Fire participating in the parade. Thank you to Public Prevention Education Officer Merdian-Drake for her excellent work on the Great Escape Contest which involves all fifth graders in the schools in our District.

Stair Climb. Led by Fire Fighter Jasper Stenstrom, 11 members of the Department participated in the stair climb at the Columbia Tower—69 floors of extreme fun. Additional members assisted with support and bottle changes. They exceeded their fundraising goal and brought in over \$18,000 dollars to help in the fight against blood cancers. Thank you, Jasper, for leading that effort.

Leave Request. Deputy Chief Judd requested to utilize leave from April 17th through the 21st. He will be in Spokane and available by electronic means, as needed.

Commissioner Rosenlund moved to approve Deputy Chief Judd's leave request for the period April 17th through April 21st. Commissioner Barstow seconded the motion. Motion carried unanimously.

South Sound 911. Deputy Chief Judd informed the Board the latest Policy Board minutes are located in their books. He was appointed to the Operations Board in Chief Baskett's absence. He will attend the next meeting on Friday.

Station 92 Living Quarters. Deputy Chief Judd updated the Board that the survey of the property is nearly complete. We have a boundary problem; it appears the driveway of the neighbor to the west is completely on our new property. This will not stop us from proceeding with our plan; however, when the boundary is set and we have the final report, we will contact the neighbor and discuss options. Likely we will create an easement so he can access his driveway.

Agricultural Resource Lands (ARL). Deputy Chief Judd stated Committee Amendment 5 to Proposed Ordinance 2017-6, drafted by Council Member Jim McCune, was adopted by the Community Development Committee. This amendment retains the current ARL designations and adopts the map, with no significant changes. Our concerns about future impacts to assessed valuations is eliminated. The final hearing and full Council vote to adopt the Comprehensive Plan is on April 18th at 3:00 p.m. Deputy Chief Judd will be unable to attend, but sees no need for representation. Commissioner Blanchard-Reed stated she met with Amy (Cruver) and Council Member McCune. They said by doing it that way, if they make any amendments it opens it up further, so they chose to make no changes at all.

Apparatus. Deputy Chief Judd reported to the Board Engine 09-2 has not yet returned from having its pump mounts replaced. We are continuing to run with a minimal number of engines, but Orting's Chief Gibson assures us they have an available engine. We utilized the Ladder Truck in the Daffodil Parade, which is customary, but had to move the crew to Engine 96 in order to not affect our ability to respond.

Credit Cards. Deputy Chief Judd informed the Board he was notified by Bank of America they will be terminating our credit card agreement in July, due to no fault of our own. New federal regulations are increasing their risk exposure on public agency credit cards and Bank of America is trying to limit their liability, so they have decided to discontinue our credit card service. He will be looking for a new vendor for credit cards, but because these regulations affect all banks, he is unsure if he will be successful.

Apparatus Damage. Deputy Chief Judd reported to the Board that during a recent response into a gated community, Engine 94 (E09-1) clipped the brick pillar which houses the security gate access control panel. Chiefs Richards and Espinosa are working with the home owners' association to pay for the repairs to the pillar. The damage to the Engine was minor, just crumpled up door steps which were fixed adequately to keep the apparatus in service, and will be repaired when the Engine goes in to have the pump mounts replaced later this month.

Ladder Truck (L09-1) Insurance Claim. Deputy Chief Judd explained to the Board he received the invoice for the repair to the Ladder Truck damaged by a security gate. The total cost was \$11,728.40. Due to the amount, he recommends paying this invoice out of the apparatus maintenance budget rather than submitting it to our insurance company for reimbursement. Commissioner Portmann asked what the deductible is and Deputy Chief Judd responded \$1,000. Commissioner Rosenlund asked him if he felt the increase to our insurance rates in the long run would be greater than paying the invoice. Deputy Chief Judd responded affirmatively.

Commissioner Rosenlund moved to encumber the Apparatus Repair and Maintenance line item no. 522.60.48.043 in the amount of \$11,728.40 for payment for the repair of Ladder Truck L09-1. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

Deputy Chief Judd added that because this was an unforeseen expense, he may be coming to the Board later in the year if we have depleted this line item.

Policies. Deputy Chief Judd referred the Board to the two policies included in their Board books for their two-week review:

- Operating Instruction 417 – Child Abuse and Neglect Reporting. This is a rewrite of an existing policy.
- Operating Instruction 418 – Vulnerable Adult Reporting. This is a new policy.

Deputy Chief Judd explained that while on light duty, Fire Fighter/Paramedic Bowman did an excellent job researching and updating these policies.

Lawn Maintenance. Deputy Chief Judd updated the Board that Assistant Chief Richards is looking to start up the part-time lawn maintenance position. Support Services member Bill Budd has shown interest in the position. Assistant Chief Richards and Bill have discussed our needs and Bill is confident he can make the stations look great. Deputy Chief Judd asked the Board if they are agreeable to hiring someone or would they like a testing process done. This is a part-time maintenance position, budgeted at \$15 per hour for up to 800 hours over the course of the summer, with no benefits—strictly part time. Commissioner Rosenlund stated he assumed there are no small works roster requirements for this, and asked if this was correct. Deputy Chief Judd concurred.

Commissioner Portmann moved to approve hiring Support Services member Bill Budd to fill the lawn maintenance position for \$15 per hour for a maximum of 800 hours. Commissioner Barstow seconded the motion. Motion carried unanimously.

Standing Committees

Performance Evaluation: Commissioner Portmann recalled that at a prior meeting the Board adopted a report from Prothman Company. Since that time, Prothman Company sent an updated report on their own. Prothman apparently considered the one the Board adopted a draft and since then Prothman updated the report. Commissioner Blanchard-Reed asked if he had sent that out to the Board and he responded he had sent it out prior to the last Board meeting. Deputy Chief Judd stated copies were provided after the last meeting. Commissioner Portmann responded that if Commissioner Blanchard-Reed had not had an opportunity to read it yet, they could table the issue until the next meeting. Commissioner Rosenlund said he wanted to table the issue. Commissioner Gustafson stated they would table the issue until the next meeting. Commissioner Blanchard-Reed asked if this would be an issue for any public requests for these records. Deputy Chief Judd responded the public records requests he already received were for the report already approved by the Board, and were fulfilled last Friday. Commissioner Portmann stated the second issue with this is that Chief Baskett had requested his rebuttal be attached to the report, so the Board will need to consider that at the next meeting as well.

Deputy Chief Judd informed the Board Chief Baskett signed the Separation Agreement on April 6th. Chief Baskett had discussed with the Board his desire to keep his cell phone and I-Pad. The value of the phone is \$115 and the I-Pad is \$5, for a total of \$120. If the Board is agreeable to these values, we will sell the items to him. Discussion ensued. The Board recalled the Separation Agreement addressed the phone and I-Pad which were to be given to him. Deputy Chief Judd stated he would surplus these items.

Commissioner Policies: Commissioner Gustafson stated the Board had several policies for consideration. Commissioner Portmann commended Commissioners Blanchard-Reed and Rosenlund for the policies being well constructed.

- Operating Instruction 106 – Board Chair and Vice Chair. The Board had no questions regarding this policy.

Commissioner Rosenlund moved to approve Operating Instruction 106 – Board Chair and Vice Chair, as written. Commissioner Portmann seconded the motion. Motion carried unanimously.

- Operating Instruction 107 – Board Meeting Procedures. Commissioner Portmann requested clarification of Section IV. Policy, subsection B, regarding the requirement for a first and second reading at two separate meetings under certain circumstances. Discussion ensued.

Commissioner Rosenlund moved to approve Operating Instruction 107 – Board Meeting Procedures, as written. Commissioner Blanchard-Reed seconded the motion.

Discussion was held on the motion. Commissioner Portmann stated he had an issue with Section IV. Policy, subsection I – Quarterly Reports. He said he understands the principle behind Labor and the Association delivering reports, but is concerned this could undermine

the Chief, so he has reservations. If Labor/Management is working correctly, the Board should be able to review those minutes and see when there is a problem, rather than one group or the other coming and “airing their dirty laundry” publicly. Commissioner Rosenlund explained the policy committee’s intent for this is to create an open forum during the Board meeting and not to undermine the Chief, but to create open dialogue among all groups, especially the Association. The intent is to increase transparency and not to undermine the Chief, but rather to support the Chief. Commissioner Portmann stated he still had his reservations about this. Commissioner Blanchard-Reed suggested the groups could submit their reports to the Board prior to the Board meeting to curtail any problems. Discussion ensued. Commissioner Rosenlund suggested they table this issue and the policy committee will do additional research to identify other Districts utilizing quarterly reports and the ramifications.

Commissioner Gustafson stated he had an issue with IV. Policy, subsection H – Public Comments, no. 1, “Citizens wishing to comment shall sign in on a form near the recorder’s desk prior to addressing the Board.” He said that at all meetings he attends people can sign in, but do not have to, and they can still speak on a particular subject. He added that no. 4 states when an individual addresses the Board they “will be requested to give their name and address...” This covers them so they should not have to sign in. Commissioner Rosenlund explained the intent of the requirement to sign in is to provide a list to the recorder for the minutes, helps the Chair with the order to follow, and provides structure to the proceedings. Discussion ensued.

The Board agreed to table the motion on Operating Instruction 107 until the next meeting.

- Operating Instruction 108 – Commissioner Committees. Deputy Chief Judd asked the Board, with regard to the last policy, what the intent of the Joint Labor/Management Committee is if the Board is participating at some level in the Labor/Management meetings. Will it still be necessary to have a quarterly report given to the Board? This is something to consider for the next meeting; unless the Board is looking for a report on activities outside of the Fire Department (i.e., the stair climb). Discussion ensued.

Commissioner Rosenlund moved to approve Operating Instruction 108 – Commissioner Committees, as written. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

- Operating Instruction 109 – Board and Chief Relations.

Commissioner Rosenlund moved to approve Operating Instruction 109 – Board and Chief Relations, as written. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

- Operating Instruction 110 – Board Communications.

Commissioner Rosenlund moved to approve Operating Instruction 110 – Board Communications, as written. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

- Operating Instruction 111 – Commissioner Compensation. Commissioner Rosenlund stated this policy serves to clarify what is reimbursed, and provides a form to be used when a Commissioner wishes to waive compensation for a specific work activity. Deputy Chief Judd clarified for the Board the law states the waiver must be completed in advance of performing the work. Commissioner Gustafson stated he is an Officer on the Board of the Washington Fire Commissioners Association and assumed attending meetings is covered, but could not find where this would fall in the policy. Commissioners Portmann, Rosenlund and Blanchard-Reed agreed it would be considered “other services.”

Commissioner Rosenlund moved to approve Operating Instruction 111 – Commissioner Compensation, as written. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

Commissioner Blanchard-Reed confirmed the Board was tabling only Operating Instruction 107 tonight. Commissioner Rosenlund concurred and stated the policy would return to the committee.

Deputy Chief Judd inquired if the Board’s Policy Committee would like to review the two policies he presented tonight. He asked if the intent of the committee is to review policies first and then present them to the Board. Commissioner Blanchard-Reed responded the Policy Committee is for policies for the Board. Commissioner Rosenlund agreed, and added an exception would be if Deputy Chief Judd thought something may be coming up that could be controversial and he wanted to discuss it beforehand, then the Policy Committee would be an option.

Interim Fire Chief: Commissioner Barstow requested a 20-minute Executive Session under RCW 42.30.110 (1) (g) to evaluate qualifications of a public employee or review their performance, with possible business to follow.

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, with possible business to follow.

Commissioner Gustafson announced a recess at 7:51 p.m.

The Executive Session was announced as beginning at 7:54 p.m.

An announcement was made at 8:14 p.m. to extend the Executive Session five minutes.

The Executive Session was announced as ending at 8:19 p.m.

Commissioner Gustafson reconvened the Regular Board Meeting at 8:21 p.m.

Commissioner Gustafson stated discussion would take place regarding the Interim Fire Chief. Commissioner Rosenlund stated the Board reviewed qualifications of two candidates researched by the committee and are waiting for information from two additional candidates. The Board has decided the Interim Fire Chief will not be eligible for the permanent Fire Chief position, due to the unfair advantage he/she would have.

Commissioner Rosenlund moved to hold a Special Board Meeting on Friday, April 14, 2017, beginning at 12:00 p.m., at Graham Fire & Rescue Headquarters Station 94, to interview candidates for the Interim Fire Chief position. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

NEW BUSINESS

Resolution No. 873 – Electing the Chair and Vice Chair for the Board of Fire Commissioners
Board Secretary Jodi Reynolds read Resolution No. 873, Electing the Chair and Vice Chair for the Board of Fire Commissioners, into the record.

Commissioner Rosenlund moved to approve Resolution No. 873, Electing the Chair and Vice Chair for the Board of Fire Commissioners, as presented. Commissioner Barstow seconded the motion.

Discussion was held on the motion. Commissioner Gustafson referred to Section 2, subsection A, and pointed out that in the past, Commissioners elected in November were administered the Oath of Office prior to the end of the year. Deputy Chief Judd concurred and said this is done so that they are official on January 1st, and that he believed an RCW dictates this.

Commissioner Rosenlund stated he wished to rescind his motion and suggested tabling this issue until the timeline is confirmed in the RCW.

Deputy Chief Judd suggested the Board approve staff to amend the Resolution to delete Section 2, subsection A. "Welcome of any new Commissioners and administer the Oath of Office to any newly elected Commissioners." He stated he would make this change to the original version and prepare a copy for signing by the Board.

Commissioner Rosenlund moved to approve Resolution No. 873, Electing Chair and Vice Chair for the Board of Fire Commissioners, as amended by the deletion of Section 2, subsection A. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

OTHER BUSINESS

None

GOOD OF THE ORDER/PUBLIC INPUT

Commissioner Barstow expressed kudos to Volunteer Lieutenant Glenn Barcus for his excellent driving performance on Saturday during the Daffodil Parade. A retired Chief from Central Pierce Fire & Rescue commended Glenn directly and also let Commissioner Barstow know just how very impressed he was with Glenn's skilled maneuvers during pre-staging and on the parade route.

EXECUTIVE SESSION

No additional Executive Sessions were requested.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of April 10, 2017, was adjourned at 8:30 p.m.

Gerald W. Gustafson, Commissioner

Anthony D. Judd, District Secretary