

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
May 22, 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 Gina Blanchard-Reed, Commissioner Ryan Portmann, Interim Chief Pat Dale, Deputy Chief Tony Judd and Board Secretary Jodi Reynolds

Absent: Commissioner Adam G. Rosenlund

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

Commissioner Gustafson stated Commissioner Rosenlund is excused from tonight's meeting.

APPROVAL/MODIFICATION OF THE AGENDA

Commissioner Barstow moved to approve the Agenda as written. Commissioner Portmann seconded the motion. Motion carried unanimously.

APPROVAL OF THE MINUTES

Commissioner Blanchard-Reed moved the approval of the Minutes of the Regular Board Meeting of May 8, 2017, as presented. Commissioner Portmann seconded the motion. Motion carried unanimously.

CORRESPONDENCE

None

FINANCIALS

Construction Fund:

Payables Check #22791 in the amount of \$4,428.34 was presented for approval.

Commissioner Barstow moved to accept the Construction Fund payable in the amount of \$4,428.34, after proper auditing. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

General Fund:

Payables Checks #22753 through #22797 in the amount of \$32,540.19, Payables (Payroll) Checks #22809 through #22822 in the amount of \$358,280.52, Payroll Checks #22798 through #22808 in the amount of \$18,383.49, and Payroll Transfers (EFTs) in the amount of \$620,219.04, for a total of \$1,029,423.24, were presented for approval.

Commissioner Barstow moved to accept the General Fund payables in the amount of \$1,029,423.24, after proper auditing. Commissioner Portmann seconded the motion. Motion carried unanimously.

GENERAL ADMINISTRATION

Fire Chief's Report

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

Volunteer Recruit Academy Graduation (Buckley Recruit Academy). We have 3 volunteers in this academy which we are hopeful will graduate, at this point. Graduation is June 8th in Buckley. He has an obligation in Phoenix and will be unable to attend graduation. Deputy Chief Judd will attend in his place, along with any others who wish to attend.

South Sound 911. Chief Dale advised the Board he had a discussion with Deputy Chief Judd. He wishes to delegate these meetings to him. Chief Dale feels his limited time is better spent on internal issues within the Department.

Water Tender 89-1. He has been meeting with all crews, all stations. The water tender item came up again, having previously come up in the Prothman report. Our members have concerns about its response readiness. He has pulled it from service until we can investigate further. Commissioner Portmann asked what the chief concern is about the tender. Chief Dale responded the radio is not working, the response lighting is not operating fully, and there are concerns about the brakes and a leaking tank. This was enough for him to decide to direct it to be pulled out of service to investigate. He will look at the review and inspection of the apparatus. Commissioner Blanchard-Reed asked how long this process will take. Chief Dale responded it could take a few weeks. Commissioner Portmann inquired about it being an '89 and if it is slated for replacement. Chief Dale deferred to Deputy Chief Judd who answered it would be looked at as part of the Strategic Plan. Chief Dale added that part of that process is to work out the Apparatus Replacement Plan.

Orting Collaboration. He and Luke Wahl will be meeting with Chief Gibson and their Local's President, Jonathan Burgos, on June 2nd. This will be an initial meeting, a "meet and greet."

BIAS. We have a need for the Payroll Enhancement Module for the BIAS accounting program. This module transfers information from Zoll FireRMS into BIAS. This will save a lot of staff time and streamline our payroll process. This upgrade carries an initial cost of \$2,940 and an annual service fee of \$550. This is an unbudgeted item. He asked the Board what level of dollar amount the Board wants him to bring to them, as opposed to him carrying out the operations of the Department. Commissioner Portmann suggested \$20,000. Commissioner Blanchard-Reed said she thought a dollar figure was stated in one of their new policies. Deputy Chief Judd responded this is addressed in the Board Chief Relations policy, but there is not a dollar amount stated, and the language does not address unbudgeted expenses. Commissioner Blanchard-Reed suggested this is something they can address in their reserve or financial policies. Commissioner Gustafson recalled a policy from several years ago which stated a dollar amount. Deputy Chief Judd responded he would look again, but that was 20 years ago, and the policy likely did not address unbudgeted items. He reminded the Board they have the Contingency Fund which staff has always asked the Board for approval prior to using that money. He added that he did not believe they needed to use that money in this case. Discussion concluded.

Commissioner Blanchard-Reed moved to approve Staff to purchase the Payroll Enhancement Module for the BIAS software program in the amount of \$2,940 and an annual service fee of \$550. Commissioner Portmann seconded the motion. Motion carried unanimously.

Commissioner Portmann requested Commissioners Blanchard-Reed and Rosenlund work with Chiefs Dale and Judd on a policy and come back with a recommendation to the Board.

Commissioner Blanchard-Reed responded she would be addressing this later in the meeting under policies.

KeyBank Signature Cards. Chief Dale informed the Board that after the meeting, he and Commissioners Blanchard-Reed and Portmann will need to sign new signature cards.

Standing Committees

Policy: Commissioner Blanchard-Reed reported she and Commissioner Rosenlund met last Friday to discuss a policy for the Reserve Fund and how that would be accounted for and justified. They decided to print out past emails from Chief Baskett which contain a substantial amount of information on this topic. They plan to read them over to gain an understanding and then will arrange a meeting with Chiefs Dale and Judd to discuss this further.

Operating Instruction 107 – Board Meeting Procedures. Commissioner Blanchard-Reed reported she sent an email to Attorneys Joe and Eric Quinn. Although there was a difference in opinions, they have decided to change the word “shall” to “should,” and we will be asking our guests to at least provide their names. A sign-up sheet will be available starting next week. She stated she had copies of the revised policy for the Board.

Commissioner Barstow moved to approve Operating Instruction 107 – Board Meeting Procedures, as written. Commissioner Portmann seconded the motion. Motion carried unanimously.

Commissioner Blanchard-Reed added that at the next meeting staff will have available for our guests a half sheet listing the guidelines for public comment along with a sign-in sheet.

Deputy Chief Judd addressed the section of the policy under “Procedure.” He explained the Consent Agenda seems pretty straightforward and is basically the same format we have been using. He asked if the Board wants the Chief’s Report to include topics of discussion pertaining to new and/or old business. Commissioner Portmann stated he prefers the Chief’s Report being first, like we have done in the past, because it flows well that way. Deputy Chief Judd concluded the Board wants to keep the order the same, minus the consent agenda. The Board concurred.

Deputy Chief Judd then addressed the Public Comment section. He explained Board Secretary Reynolds has created a sign-in sheet and will have a half sheet of guidelines to give out. He asked the Board how they intend to administer the three-minute comment time limit and who they would like to be the timekeeper. The Board decided the Vice Chair will keep track of the speakers’ time.

NEW BUSINESS

Resolution No. 817 – Agent to Obtain Federal and/or State Assistance Funds

Board Secretary Jodi Reynolds read Resolution No. 817 – Agent to Obtain Federal and/or State Assistance Funds, into the record.

Commissioner Portmann moved to approve Resolution No. 817 – Agent to Obtain Federal and/or State Assistance Funds, as presented. Commissioner Barstow seconded the motion. Motion carried unanimously.

Resolution No. 818 – Agent to Receive Claims

Board Secretary Jodi Reynolds read Resolution No. 818 – Agent to Receive Claims, into the record.

Commissioner Barstow moved to approve Resolution No. 818 – Agent to Receive Claims, as presented. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

Resolution No. 874 – Surplus Copiers and Printers

Board Secretary Jodi Reynolds read Resolution No. 874 – Surplus Copiers and Printers, into the record.

Commissioner Portmann moved to approve Resolution No. 874 – Surplus Copiers and Printers, as presented. Commissioner Barstow seconded the motion.

Discussion was held on the motion. Commissioner Blanchard-Reed asked Deputy Chief Judd if it was typical to make a resolution on equipment like this for surplus. He responded that the State Auditor requires we inventory all equipment with a value threshold set at \$5,000 and have a separate policy for small and attractive items. If we inventory them into our system, we then have to surplus them to remove them from our system which must be done publicly.

Commissioner Gustafson called the question. Motion carried unanimously.

Deputy Chief Judd informed the Board he just realized staff made numbering errors on Resolutions 817 and 818 just approved by the Board. He explained 817 should be 875, and 818 should be 876. The current resolutions are numbered 817 and 818 and must retain these numbers. Staff will make these changes very quickly in the system and print new originals for signing, following this meeting. He requested the Board make a motion to renumber Resolution No. 817 approved tonight to 875, and a separate motion to renumber Resolution No. 818 approved tonight to 876.

Commissioner Blanchard-Reed moved to change Resolution No. 817 approved tonight to Resolution No. 875. Commissioner Portmann seconded the motion. Motion carried unanimously.

Commissioner Barstow moved to change Resolution No. 818 approved tonight to Resolution No. 876. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

Deputy Chief Judd apologized on behalf of staff for these errors.

OTHER BUSINESS

None

GOOD OF THE ORDER/PUBLIC INPUT

Citizen Robert Benum stated he had a couple of questions for Commissioner Barstow since he was not in attendance at the meeting last week. He held up a copy of the Prothman document with the word “Draft” printed on it and asked him what the word “Draft” means to him. Commissioner Barstow responded, “Preliminary copy. A preliminary copy is something submitted that someone could alter.” Mr. Benum stated he agreed. He referred to the minutes of the March 27th Board Meeting and recalled that Commissioner Portmann moved to approve the Leadership and Management Assessment – Draft written by Prothman and accept it as the final draft. Commissioner Blanchard-Reed seconded the motion, and it carried unanimously. Mr. Benum asked why the Board voted based on a preliminary piece of paper on something as important as this. Commissioner Barstow responded he believed they voted to send that draft through to make sure it was finalized so it could become public. Mr. Benum read from the minutes the motion approving the separation agreement between the District and Ryan Baskett.

Mr. Benum stated his analysis of this is that it will cost the District between \$177,000 and \$200,000. He asked Commissioner Barstow, based on his position representing the citizenry of District 21, what the advantage is of deciding based on a preliminary draft. Commissioner Barstow stated it was the conclusion the Board came to after considering everything.

Citizen Carolyn Benum stated that Prothman never once recommended letting Chief Baskett go, offering him severance, etc. Prothman recommended, in the draft and final reports, the issues brought forth by the Union could be corrected with training or in some other way. She asked how they could justify their decision by saying they went by the Prothman report, when they did not. Commissioner Barstow stated they did go by the report. They took the recommendations based on the interviews conducted and discussed it in Executive Session, the content of which cannot be divulged in public session. She asked if the report the public has is different from what they were going by. She said the report she saw recommended he be provided some way to correct the issues. Commissioner Barstow responded the Board in Executive Session discussed the matter with Chief Baskett; and, in the end, they came to their decision. She asked if they concluded that training was not going to do any good, so they would just let him go. Commissioner Barstow responded he had said all he can say.

Mrs. Benum then explained she had arrived late and asked if Commissioner Rosenlund had an excused absence. Commissioner Gustafson responded affirmatively.

EXECUTIVE SESSION

Chief Dale requested a five-minute Executive Session under RCW 42.30.110 (1) (f) to receive and evaluate complaints/charges against public employees or officials, with possible business to follow.

Commissioner Gustafson announced a five-minute Executive Session under RCW 42.30.110 (1) (f) to receive and evaluate complaints/charges against public employees or officials, with possible business to follow.

Commissioner Gustafson announced a recess at 7:40 p.m.

The Executive Session was announced as beginning at 7:41 p.m.

The Executive Session was announced as ending at 7:46 p.m.

Commissioner Gustafson reconvened the Regular Board Meeting at 7:49 p.m.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of May 22, 2017, was adjourned at 7:50 p.m.

Gerald W. Gustafson, Commissioner

Anthony D. Judd, District Secretary