

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
June 12, 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, Interim Chief Pat Dale, Deputy Chief Tony Judd and Board Secretary Jodi Reynolds

Absent: Commissioner Ryan Portmann

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

Commissioner Gustafson announced Commissioner Portmann's absence from tonight's meeting is excused.

APPROVAL/MODIFICATION OF THE AGENDA

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

APPROVAL OF CONSENT AGENDA

Regular Board Meeting Minutes of May 22, 2017
Financial Documentation

Construction Fund

Payables: Check #22823 for	\$1,645.00
Total	<u>\$1,645.00</u>

General Fund

Payables: Checks #22824 through #22980 for	\$714,963.68
Transfer (EFT) for	<u>\$302.23</u>
Total	<u>\$715,265.91</u>

Grand Total	<u>\$716,910.91</u>
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Commissioner Rosenlund moved to approve the Consent Agenda in the amount of \$716,910.91, as presented. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

CORRESPONDENCE

Pierce Co. Fire Prevention Bureau Monthly Report for May 2017

GENERAL ADMINISTRATION

Fire Chief's Report

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

New FF/PMs. Chief Dale informed the Board our new Fire Fighter/Paramedics Adam Morse and Allen Putz completed their day shift assignments and have reported to their assigned shifts, A-shift and B-shift, respectively. He knows first-hand and has received feedback that they are open-minded, willing to learn, and have good attitudes. They have been cleared in Pierce County to practice as Paramedics and have begun the precept process.

New Engines. Chief Dale updated the Board we have taken delivery of our two new Spartan Engines. One is in the bay here at Station 94, and we are in the process of outfitting and installing equipment on both Engines as well as beginning drivers' training. The process in place will expedite getting the Engines into service.

2016 Annual Report. Chief Dale stated Deputy Chief Judd has submitted our 2016 Annual Report to the State Auditor's Office. We can anticipate our audit toward the end of the year.

Orting Collaboration. Chief Dale reported Local 726 Vice President Luke Wahl and he met with Orting's Chief Gibson and their Local President Jonathan Burgos. They decided to resurrect two items in process previously that were put on hold: Inter-Local Agreements (ILAs) for sharing Command Support and sharing Paramedics. Orting is anticipating a shortage of Fire Fighter/Paramedics during the summer months.

Ground Emergency Medical Transport (GEMT). Chief Dale explained we received a request to proceed to Phase 3 by Central Pierce Fire & Rescue. They sent out an agreement to continue into Phase 3 and commit funds of \$48,750.00 within 30 days of signing the agreement. He recommends continuing with this process.

Commissioner Blanchard-Reed moved to approve the Agreement for Services with Central Pierce Fire & Rescue for \$48,750.00 from the Contingency Fund. Commissioner Barstow seconded the motion.

Discussion was held on the motion. Commissioner Gustafson explained it (the State Plan Amendment [SPA]) has been at the feds for about one year now and nothing has come back yet. He is concerned that they may decide to discontinue it. He would like to find out where it is at in the process. He said we have already put money in, as has Central Pierce and some other Districts, which will take care of the entire state. Commissioner Barstow asked if there is a timeline or deadline to continue with the third phase. Chief Dale responded he did not recall one. Commissioner Barstow suggested to Commissioner Gustafson they table this until the next meeting to allow time to look into it further. The Board asked Deputy Chief Judd if he knows the status of this program. He responded there have been several back and forth communications between CMS/Medicare and the State. Central Pierce is looking for the commitment and money, but Phase 3 will not take place until the State Plan Amendment is complete. Phase 3 is all of the training of the fire departments regarding how the program works and how to submit for reimbursement. That phase cannot start until the plan is done. If for some reason the SPA did not go through, Central Pierce would refund us the money. This money will not be spent until the SPA is done. He believes Central Pierce is looking for a signed agreement by the end of the month. Commissioner Gustafson suggested we commit to it but keep the money here until that phase is ready to go. Deputy Chief Judd stated the voucher for Phase 3 was not included with the vouchers approved tonight; it will come at the next Board meeting. Chief Dale said Central Pierce asked that the agreement be signed and returned after the next Board meeting near the end of the month. Commissioner Gustafson reminded the Board we should get back all of the money spent on this process once it is all done. Commissioner Rosenlund asked Commissioner Gustafson if he is in favor of approving the funds from the Contingency Fund and signing the agreement tonight. Commissioner Gustafson responded we can say we have the money, but should wait until the feds say it is

finalized before we send the money off. Commissioner Barstow asked Commissioner Gustafson if he was suggesting the Board give a verbal commitment only and not sign off on anything. Chief Dale explained that Central Pierce is asking that the agreement be signed and executed, with payment due within 30 days. Deputy Chief Judd added that the money is going to Central Pierce where they will hold it until training is done, and that we have a good relationship with them. Commissioner Gustafson explained we are still waiting for the feds to OK it, they still have not, and it has been a long time already. Commissioner Blanchard-Reed stated it sounds like they have made progress over the past year. Deputy Chief Judd confirmed that the State Plan Amendment is near completion and that is why Central Pierce is preparing for Phase 3. Commissioner Blanchard-Reed summarized that because we have a good relationship with Central Pierce and there is no real risk, we should do as they ask. She stands by her motion. Commissioner Barstow stated he stands by his second. Discussion concluded.

Commissioner Gustafson called the question. Commissioner Rosenlund – Abstain; Commissioner Gustafson – No; Commissioner Blanchard-Reed – Yes; Commissioner Barstow – Yes.

The Board and Deputy Chief Judd discussed the result of the vote and were unsure if the two “Yes” votes constituted a majority of the quorum. Deputy Chief Judd referenced state law and was relatively confident they did, but requested time to research this further. The Board agreed and concluded they had a vote and just needed assistance from Deputy Chief Judd interpreting the results by their next meeting.

Strategic Plan. Chief Dale recommends utilizing a consultant to facilitate the Strategic Planning process. He has contacted consultant Doug Mah, whom he has worked with before, and believes is a viable candidate. He requested the Board form a committee to work on Strategic Planning and interview Doug Mah. Chief Dale stated he is expecting an estimate for his services early this week. He envisions the process will involve stakeholders including representatives from our membership, labor, Board and citizens. Commissioner Rosenlund explained a class at the Commissioners Conference in Chelan he recently attended addressed this topic specifically. The speaker strongly recommended utilizing a third party to facilitate the process. He said the time frame is four to five years for a Strategic Plan. The Plan should be updated or renewed annually and is a living, fluid document. Commissioner Blanchard-Reed asked Chief Dale who some of Mr. Mah’s clients are. He responded he could not recall specific names, but the list included private and public sector clients, some smaller and some larger than our organization. Commissioner Gustafson requested Chief Dale come back to the Board with Mr. Mah’s cost estimate at the next meeting and to contact other possible candidates. Commissioner Rosenlund expressed to Commissioner Gustafson his interest in being on the committee being established. Commissioner Barstow also volunteered. Commissioner Gustafson accepted their requests. Chief Dale said he would bring the cost estimate and list of clients for this vendor to the Board at the next meeting.

Runner Position. Chief Dale requested from the Board authorization to offer part-time employment to Support Services member Suzi Skieens and Resident Fire Fighter Justin Funk for the District’s Runner position. They will job share the position.

Commissioner Rosenlund moved to offer part-time employment to Support Services member Suzi Skieens and Resident Fire Fighter Justin Funk for the District’s Runner position. Commissioner Barstow seconded the motion. Motion carried unanimously.

Firefighter/Paramedic Testing. Chief Dale stated we have one vacant position to fill in the 2017 budget. In anticipation of filling that, and because we have exhausted over half of the current Fire Fighter/Paramedic Eligibility List, he recommends we vacate that list, conduct a testing

process and create a new list. This may seem early, but in order to run a testing process and hire someone to enroll them in the academy in September, we need to begin the process soon. Commissioner Rosenlund asked if staff had considered utilizing the current Fire Fighter list and sending one of those candidates to Medic school. Deputy Chief Judd responded that we did not budget for that. Commissioner Rosenlund stated he knows West Pierce has received an AFG grant jointly with Central Pierce to send people from their Departments to Medic school, and they may not be able to fill their quota of eight spots. He asked if there is a chance Graham Fire could piggy-back on their grant. Deputy Chief Judd responded we cannot be part of their grant, but we applied for the same grant and have not heard if we were successful or not. Commissioner Gustafson asked when the current medic students will be graduating. Deputy Chief Judd responded they are graduating now, so now is the time to start the process. By the time the announcement period is over and the graduates actually apply, they should have their certifications.

Commissioner Rosenlund moved to approve vacating the remainder of the current Fire Fighter/Paramedic Eligibility List. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

Commissioner Rosenlund moved to start a Fire Fighter/Paramedic testing process to establish a new Fire Fighter/Paramedic Eligibility List. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

Deputy Chief Judd explained to the Board the action to vacate the list will come back as a Resolution for Board approval at the next meeting.

New Policies. Chief Dale informed the Board he is submitting the following two policies for their two-week review:

1. Operating Instruction 605 Exposure Control – He explained this a revised policy with a couple of updates.
2. Operating Instruction 711 Parking – He explained this is a new policy establishing long-term parking spaces at all stations to outside government agencies.

Standing Committees

Policy and Procedure: Commissioner Rosenlund reported he and Commissioner Blanchard-Reed have a meeting tomorrow at 11:30 a.m. to review Reserve Fund information with Chiefs Dale and Judd.

Mergers/Consolidations: Commissioner Gustafson stated he had nothing to report. He asked Chief Dale that the next time he meets with Orting representatives, he and Commissioner Portmann be included.

NEW BUSINESS

Commissioners Rosenlund and Blanchard-Reed requested clarification from Deputy Chief Judd as to the purpose of this section. He explained based on how he interpreted the policy, this is for new Resolutions and major decision-making business items. Routine new business will be addressed in the Chief's Report.

Commissioner Blanchard-Reed explained she intended during the Policy and Procedure topic to explain to the audience there is now a Public Comment Sign-In Sheet located near Board Secretary Jodi Reynolds as well as a half sheet of Guidelines for Public Comment, based on the policy the Board approved at the last meeting.

COMMISSIONER COMMENTS

Commissioner Rosenlund explained this section was added to the policy to afford the Board an opportunity to share information.

PUBLIC COMMENTS

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of June 12, 2017, was adjourned at 7:35 p.m.

Gerald W. Gustafson, Commissioner

Anthony D. Judd, District Secretary