

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
June 26, 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 and Board Secretary Jodi Reynolds

Absent: Commissioner Russell T. Barstow, Commissioner Ryan Portmann and Deputy Chief Tony Judd

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

Commissioner Gustafson announced that Commissioners Barstow and Portmann are excused from tonight's meeting.

APPROVAL/MODIFICATION OF THE AGENDA

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

APPROVAL OF CONSENT AGENDA

Regular Board Meeting Minutes of June 12, 2017

Financial Documentation

Payables: Checks #22891 through #22940 =	\$72,933.82
Payables (Payroll): Checks #22941 through #22952 =	\$18,309.37
Payroll: Checks #22953 through #22967 =	\$452,460.02
Payroll Transfers (EFTs) =	<u>\$602,106.77</u>
TOTAL:	<u>\$1,145,809.98</u>

Commissioner Blanchard-Reed moved to approve the Consent Agenda in the amount of \$1,145,809.98, after proper audit. Commissioner Rosenlund seconded the motion. Motion carried unanimously.

CORRESPONDENCE

None

GENERAL ADMINISTRATION

Fire Chief's Report

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

Tacoma Highland Games. Graham Fire & Rescue attended the Tacoma Highland Games on June 23rd and 24th at Frontier Park.

Fourth of July Parade. Public Prevention Education Officer Merdian-Drake informed him we are participating in the Fourth of July Parade in Eatonville. She is extending an invitation to the

Board to participate. They plan to leave Station 91 at 10:20 a.m. or you may meet them at Eatonville High School at 11:00 a.m. In addition, a fireworks show is planned for Monday, July 3rd at Eatonville Middle School beginning at 10:00 p.m.

GEMT. Chief Dale explained to the Board he has carried this item forward due to the question that arose regarding the vote taken at the last meeting. Staff consulted with Attorney Joseph Quinn who clarified the two “Yes” votes do constitute a majority of the quorum. The “Yes” vote to approve the agreement with Central Pierce Fire & Rescue for \$48,750 from the Contingency Fund stands.

New Policies. Chief Dale requested Board approval of the following policies presented at the last meeting for their two-week review:

1. Operating Instruction 605 – Exposure Control
2. Operating Instruction 711 – Parking

Commissioner Rosenlund moved to approve Operating Instruction 605 – Exposure Control and Operating Instruction 711 – Parking, as written. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

Strategic Plan. Chief Dale recalled for the Board at the last meeting he recommended utilizing a consultant to facilitate the Strategic Plan. He has received a work proposal and time estimate from the first consultant he contacted, Doug Mah & Associates, LLC. Mr. Mah proposes starting in August in order to produce a document in November, at an estimated cost of \$10,000. Chief Dale stated he has requests for proposals out to two other consultants but has not received those back yet. As requested by the Board, Chief Dale informed them the Doug Mah & Associates’ client list includes the following: Forma Construction, CGI, Chinese Reconciliation Project Foundation, Network Communications International, Tiburon Systems, LLC and the Port of Olympia. Commissioner Blanchard-Reed requested Chief Dale obtain client lists for the other two consultants. Chief Dale responded affirmatively. He recommended that once he has it narrowed down to one consultant, they conduct an interview to include Management and the Board committee members. Commissioner Rosenlund stated that would be himself and Commissioner Barstow.

Firefighter/Paramedic Testing. Chief Dale reminded the Board at the last meeting they approved moving forward to fill one FTE vacancy and vacate the current Firefighter/Paramedic eligibility list. Since that time he has received much feedback from our membership. They raised the question whether to hire a Firefighter/Paramedic or a Firefighter. So, he assembled a group representing Management and Labor, and they discussed this issue. They concluded that with most factors being neutral, it would be best to hire a Firefighter. The cost difference between hiring a Firefighter/Paramedic versus hiring a Firefighter is neutral. Several other factors were considered, including: Several of our Resident Firefighters are on the current Firefighter eligibility list. We know them and they have been excellent. Hiring a Firefighter who is a Resident off the current list will help enhance the resident program through the visible attrition. The current Firefighter/Paramedic pool is extremely limited. The recommendation from the membership is to hire a Firefighter. Chief Dale recommends converting the hiring of a Firefighter/Paramedic, approved at the last meeting, to hiring a Firefighter. He still wishes to vacate the current Firefighter/Paramedic eligibility list. Thus, this negates the need to run a Firefighter/Paramedic testing process, which will save resources and money. Commissioner Rosenlund asked if this would require him to rescind the motion from the last meeting. Chief Dale read that motion from the previous meeting. Commissioner Rosenlund asked Chief Dale what the selection process would be for hiring a Firefighter. He responded he was not certain and would find out.

Commissioner Rosenlund moved to discontinue the Firefighter/Paramedic testing process currently underway. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

Commissioner Rosenlund asked Chief Dale if the hiring process can now be expedited, whether it is in the budget to do so, what the timeframe is and whether it needs to be included in the motion. Chief Dale responded the timeframe did not need to be included in the motion.

Commissioner Rosenlund moved to hire one Firefighter from the current eligibility list. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

Senior Staff Reorganization.

Chief Dale proceeded with a PowerPoint slide presentation. He explained this proposal is a result of his initial assessment of the current Administration organization in combination with information from meetings with nearly all of the Department members. He proceeded as follows

- Needs Assessment
 1. Resurrect Medical Services Officer (MSO) position. Reassign Assistant Chief of Operations to MSO.
 - Provides organizational support to EMS
 - Provides clarity to potentially conflicting priorities.
 - Provides oversight of certification and recertification processes.
 - Provides an opportunity to advance visionary concepts, such as:
 - Community Prevention / Paramedicine.
 - Improve Cardiac Save Rate.
 2. Deputy Chief of Operations – New Position (Proposed)
 - Enhances the relationship between Training and Operations.
 - Operations connected to subject matter and content of training.
 - Assistant Chief of Training reports to Deputy Chief of Operations.
 - Organizational structure mitigates conflicting priorities.
- Organization Charts
 1. Current
 - Assistant Chiefs of Operations, Training and Logistics report to Fire Chief.
 - Deputy Chief of Administration has several Administrative personnel reporting to him.
 2. Proposed
 - Depicts Assistant Chief/MSO and Deputy Chief of Operations positions.
 - Deputy Chiefs report to Fire Chief.
 - Assistant Chief/MSO and Assistant Chief of Training report to Deputy Chief of Operations.
 - Assistant Chief of Logistics and Public Prevention Education Officer report to Deputy Chief of Administration.
- Financial Impact of Reorganization

2017 (remainder) cost:	\$31,167.35
Annual cost:	\$68,001.48

Costs arise from creation of new Deputy Chief of Operations position and related promotions. Testing for the position would be from within, with current Battalion Chiefs and Assistant Chiefs eligible to apply.

Note: Temporary Firefighter position or overtime will fill FTE vacancy at this time due to an absence of a sustained funding source.

- Authorization Request:
 1. Creation of new position – Deputy Chief of Operations
 2. Conduct selection process with internal candidates, Assistant Chiefs and Battalion Chiefs, with goal of bringing recommendation forward to Board at July 10th meeting.

Chief Dale informed the Board he had printed copies of the slides used in the presentation and then he distributed them.

Commissioner Rosenlund stated he liked Chief Dale's proposal and it meets many of the needs discussed over the past several months.

Commissioner Rosenlund moved to create a new position – Deputy Chief of Operations. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

Commissioner Blanchard-Reed moved to conduct a selection process with internal candidates for the position of Deputy Chief of Operations and bring a recommendation to the July 10, 2017 Board Meeting. Commissioner Rosenlund seconded the motion. Motion carried unanimously.

Commissioner Rosenlund addressed his fellow Board members and asked if they wanted to be involved in the selection process for this key contracted employee position. Discussion ensued. They agreed they did want representation in the process. Chief Dale explained he had intended to ask Chair Gustafson that very question. Commissioner Rosenlund suggested it could be an assignment by the Chair.

Status Changes. Chief Dale stated he had a recommendation for the Board to make status changes for four positions from temporary to permanent. Changing the status of the Battalion Chief in Training will affect the following temporary assignments: Battalion Chief on Shift, Captain on Shift and Lieutenant on Shift. He added that the financial impact is just a change in status. He expressed this would provide a level of stability in those positions within the organization he is wanting.

Commissioner Rosenlund moved to change the status from Temporary to Permanent for the following positions: Battalion Chief in Training, Battalion Chief on Shift, Captain on Shift and Lieutenant on Shift. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

Standing Committees

Policy and Procedure: Commissioner Rosenlund reported they are still working on their latest policy.

Commissioner Blanchard-Reed noted she is the only member slated for the Legislative Affairs Committee. Commissioner Rosenlund suggested when all Board members are present, they can fill in the blanks on the Committees list. He also expressed he felt both of the ad hoc committees had served their purposes and could be disbanded. Discussion ensued.

Commissioner Rosenlund moved to disband the Performance Evaluation Ad Hoc Committee. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

Commissioner Rosenlund moved to refocus the Interim Fire Chief Ad Hoc Committee's mission on the Permanent Fire Chief position. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

Mergers/Consolidations: Commissioner Gustafson stated he had nothing new to report.

Strategic Leadership Plan: Commissioner Rosenlund said he will wait to hear from Chief Dale on when the Committee's involvement will begin.

NEW BUSINESS

Resolution No. 877 – Vacating the Current Fire Fighter/Paramedic Eligibility List. Board Secretary Jodi Reynolds read the resolution into the record. Commissioner Rosenlund stated this was the first reading.

COMMISSIONER COMMENTS

Commissioner Blanchard-Reed stated she attended a municipal round table hosted by Attorney Quinn on alternate funding sources. She will share the information she learned during a future Board meeting.

PUBLIC COMMENTS

None

EXECUTIVE SESSION

Chief Dale requested a five-minute Executive Session under RCW 42.30.110 (1) (g) to evaluate qualifications of public employees or review their performance, with possible business to follow.

Commissioner Gustafson announced a five-minute Executive Session under RCW 42.30.110 (1) (g) to evaluate qualifications of public employees or review their performance, with possible business to follow.

Commissioner Gustafson announced a recess at 7:39 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 7:47 p.m.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of June 26, 2017, was adjourned at 7:48 p.m.

Gerald W. Gustafson, Commissioner

Anthony D. Judd, District Secretary