

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
SPECIAL BOARD MEETING
August 14, 2017**

CALL TO ORDER

Commissioner Gustafson called the meeting to order at 5:30 p.m.

Attendance:

Present: Commissioner Gerald W. Gustafson, Commissioner Russell T. Barstow, Commissioner Adam G. Rosenlund, Commissioner Gina Blanchard-Reed, Fire Chief Pat Dale, Deputy Chief Tony Judd, Deputy Chief Oscar Espinosa and Board Secretary Jodi Reynolds

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

Commissioner Gustafson announced that Commissioner Portmann had an excused absence and Commissioner Barstow would be arriving soon.

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

Approval of Regular Board Meeting Minutes of July 24, 2017

Approval of Financial Documentation:

Payables: Checks #23091 through #23159 =	\$128,900.62
Transfer (EFT) =	<u>\$160.18</u>

TOTAL:	<u>\$129,060.80</u>
---------------	----------------------------

Commissioner Blanchard-Reed moved to approve the Consent Agenda in the amount of \$129,060.80, after proper audit. Commissioner Rosenlund seconded the motion. Motion carried unanimously.

CORRESPONDENCE

Pierce Co. Fire Prevention Bureau Monthly Report for July 2017

GENERAL ADMINISTRATION

Fire Chief's Report

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

He spent last week at the International Association of Fire Fighters (IAFF) Redmond Health and Safety Symposium in Vancouver, BC, along with several members of Local 726. The time was well spent attending excellent courses with great content.

Resident Firefighter Blade Gundermann submitted his resignation to take a full time Firefighter position with Central Pierce Fire & Rescue. We wish him well in this endeavor.

Firefighter/Paramedic Morse resigned his probationary position and is no longer with the Department.

A celebratory event is planned to place each of the two new engines in service, traditionally known as a "Push Back" or "Put In." The dates are as follows:

1. Tuesday, August 22nd at 1630 hours at Station 95
2. Monday, August 28th at 1800 hours at Station 94 prior to the Board Meeting

He invited the Board members to attend these events. Commissioner Blanchard-Reed asked if the community has been notified on the website or on Facebook. Chief Dale responded the second event at Station 94 is posted on Facebook, but not the event at Station 95 due to limitations on space.

Levy Lid Lift. Chief Dale informed the Board the resolution was submitted to the Pierce County Elections Office on time. He referred the Board to the copy of the ballot title created by the Prosecuting Attorney located in their books. The measure will be going out for voter approval on November 7th.

Organizational Chart. Chief Dale stated he is seeking official Board approval of the revised Organizational Chart. He added that Deputy Chiefs Judd and Espinosa have done much work to implement the reorganization and manage the trickle-down effect of that process. The majority are now in their new positions.

Commissioner Rosenlund moved the approval of the 2017 Organizational Chart, as presented. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

Commissioner Barstow entered the room, took his seat and apologized for his late arrival.

2016 Remaining Fund Considerations. Chief Dale explained in response to a request by the Board at the last meeting for recommendations for the 2016 Remaining General Funds, he developed a report for their review. He distributed the document to the Board.

Commissioner Barstow entered, took his seat and apologized for his late arrival.

Chief Dale began by stating he would walk through his suggestions/recommendations for the 2016 Remaining General Funds. He reminded the Board there is \$773,337 remaining. He explained the sources of this are: Taxes, based on assessed valuations, more than projected; Transport Revenue higher than projected; Unspent Funds; Reimbursement for Wildland Deployment; and Disability Time Loss. He described the process he used to arrive at his recommendations. He first solicited input from all members through their chain of command. He noted he was impressed with the level of maturity of the suggestions that made it to him. Then, he sat down with Deputy Chiefs Judd and Espinosa and worked through every request received based on the parameters listed under "Categories" on the handout. He then prioritized the requests using the "Strategic Goals" of: Members First; Safety of Members; Health & Wellness, and "Find a way to say, 'Yes!'" If we cannot say "Yes" immediately, we may be able to in the future. The next category they considered was "Year" for when the items could be addressed, including: Year 2017 with 2016 Funds; Year 2017 with 2017 Funds; Year 2018; and Beyond 2018. They then looked at assumptions and projections for the remainder of 2017.

Chief Dale continued on to page two. He explained that overall, several needs in various areas have not been addressed for a few years or as many as ten years. These categories are: Personal Protective Equipment (PPE) \$302,000; Safety Equipment \$102,000; Training \$25,000;

Facilities \$204,700; and Community Involvement \$35,000, for a total of \$668,700. This total deducted from the 2016 Remaining General Funds Balance of \$773,337, leaves Remaining 2016 General Funds of \$104,637.

Chief Dale then proceeded to page three. He explained he felt this was the appropriate level of detail for the Board; but, he has more detail, if needed. He addressed each of the four “Categories” and identified each item included, providing additional explanation as appropriate, as follows:

- Personal Protective Equipment (PPE)
 1. Structural Ensemble – 90 sets. 50-60% of our structural ensembles are due for replacement based on NFPA standard of ten-year service life for PPE. This is a great starting point for state-required recordkeeping. Commissioner Blanchard-Reed asked if there is any benefit to staggering the purchases, and he responded it would be best to purchase all now.
 2. Structural Helmet – 90 units
 3. Wildland Ensemble – 90 units. State has limits on number of launderings. We now have the technology to track this information.
 4. In-Station Footwear – Healthy-In/Healthy-Out Program/Carcinogen Reduction Program

- Safety Equipment
 1. E93 Extrication Equipment
 2. E93 & 95 Holmatro V-Struts
 3. T92 Equipment Upgrade
 4. PPE Gear Dryers – Last large purchase item of the Carcinogen Reduction Program. Commissioner Rosenlund asked if these are the large armoire-type cabinets. Deputy Chief Espinosa responded they are looking at the cabinets we have had success with and the hanging-type – all of the available options.
 5. E96 Extrication Equipment
 6. UV Decontamination System – Carcinogen Reduction Program. Deputy Chief Espinosa explained this provides a deeper cleaning of helmets and SCBA packs to reduce exposure to carcinogens.

- Training
 1. Blue Card Instructor Training – Three Battalion Chiefs and the Training Battalion Chief. Advantageous to have this level of the organization trained as instructors. Gain a higher level of knowledge for deployment and can certify our own members in-house.
 2. Rural Water Supply Training (Advanced) – Half or more of our District is rural.

- Facilities
 1. Contracted Grounds Work – One time expenditure to hire vendor to provide deep seeded ground maintenance at all of our stations. Then, our members and part-time help can maintain it.
 2. Station 91 HVAC System Replacement – In desperate need of replacement. Personnel are using space heaters to keep warm at night in winter.
 3. Stations 92 & 93 Water Tank Removal and Disposal
 4. Station 93 Mobile Home Removal
 5. Best Access Door Security – Replace door entry systems at all stations. Safety issue.
 6. Command Training Center – Convert training room at Station 91 for dual-purpose use. Fixed facility with higher level of sophistication for Incident Command training and citizen group use.

7. Computer Hardware (New Positions) – For the two new Senior Management positions created by the reorganization.
- Community Involvement
 1. Quarterly Citizen Mailer – Informational newsletter sent to citizens starting 4th quarter of this year. Commissioner Blanchard-Reed asked if this would be sustainable and Chief Dale responded the goal is for it to be ongoing and sustainable.
 2. Equipment Cart – To move members and equipment during the Pierce County Fair and other occasions. We have had to borrow from other agencies in the past.

Total: \$668,700

Remaining: \$104,637

Chief Dale stated to the Board his recommendation is to utilize those funds for these expenditures prior to the end of this year.

Commissioner Blanchard-Reed asked what the reason is for the door entry system replacements. Deputy Chief Judd explained two stations do not have electronic door entry systems. This purchase would provide it at all stations. Each entry door would have a punch code unique to each individual so that when somebody does leave all we have to do is to delete their information. They would all be electronic, connected to our computer system. Currently, if you forget your access card you are locked out of the station. The new system would allow entry by either card or punch code. The replacement would provide a higher level of security and technology.

Commissioner Blanchard-Reed stated she noticed at the last Graham Business Association meeting neither the sound nor projection systems were working properly. She asked if this is being considered in the recommendations. Chief Dale responded it is not. Deputy Chief Judd responded he has our IT personnel working on a solution. The audio/visual system has a control pad needing replacement, but the manufacturer has gone out of business. They are working on a solution, but because we do not have a cost yet, it is not included in the list.

Commissioner Rosenlund inquired about the Equipment Cart for \$15,000 and asked if this would be a golf cart or multi-utility-type rig. Chief Dale responded this item in the list serves as a placeholder to address the need, but more research is required before making a purchase.

Commissioner Gustafson stated he had remarks to make regarding Station 92. He said that someday we will have some paid people there. We will have no choice. We took \$1 million from the Bond and used it to keep us going, we bought SCBAs, among other things. That station needs to be filled. Those people in that area have an insurance rating of 10 and are now paying double or more for insurance. They are paying their taxes, but their insurance rate has doubled. We need to build a new station there and need to get it done. Some of the things we have here we can pick up in our general money that comes each year. There are four or five lakes there and no rapid response. We have lost some people due to drowning this year again. We still may not have gotten to them in time, but at least we would have had a chance. Chief Dale responded his comments were noted.

Chief Dale elaborated more about the process utilized to arrive at this list of recommendations. He explained he solicited input from all members and took those requests to a meeting with the Deputy Chiefs who went through the list, and then he took it to a staff meeting where the Assistant Chiefs and Battalion Chiefs went through the process, too.

Commissioner Blanchard-Reed asked Chief Dale if this is a typical or healthy amount unspent. Is this a prudent amount? Chief Dale asked if she was referring to the \$104,000, and she responded affirmatively. He stated they looked at our needs, and the goal was not to spend the entire amount. Some of the categories we have put out to 2018 or beyond. In addition, several items not listed here have been addressed already within this year's budget. He feels \$104,000 remaining is a very comfortable amount.

Commissioner Rosenlund asked Chief Dale if he was looking for a motion tonight and he responded affirmatively. Commissioner Rosenlund responded he would like time to "chew on it" and address it at the next meeting. Commissioner Blanchard-Reed asked her fellow Board members how the Board's policy addresses New Business and making decisions at the initial meeting. Discussion ensued. Commissioner Rosenlund state he likes the list, nothing jumps out at him, but he would like to "sit on it" for a meeting. Commissioner Blanchard-Reed asked Chief Dale if there was anything on the list he felt was urgent. Chief Dale responded nothing urgent; however, there is a body of work to accomplish expending these funds. The need is to have the funds encumbered with a vendor and actually take delivery of the equipment before the end of the year. While not urgent, there is a body of work to start by dividing this work and making assignments.

Commissioner Blanchard-Reed stated she wanted to make sure they were acting in accordance with the policy they had set. Deputy Chief Judd recalled the policy does have some kind of qualifier in it as to the level of decision-making involved. Commissioner Rosenlund stated also, because Commissioner Portmann is absent from tonight's meeting, they should allow him time to review the information and voice his concerns. The intent of the policy is to provide two meetings to consider major issues. Also, if a Commissioner is absent from a meeting, this allows them time to read the minutes, get some background and be prepared for the next meeting. They concluded they would table the topic until the next meeting.

Chief Dale responded that if the Board had any questions that can be answered tonight, he would be glad to do that. He asked if any questions arise in the next two weeks, the Board get those to him for answers prior to the next meeting. He stated he is, however, looking for Board approval on one item tonight – to purchase the new HVAC System for Station 91. The current system is in dire need of replacement and there is a body of work involved to replace it. The amount of this item is \$75,000.

Commissioner Rosenlund moved to approve the purchase of a new HVAC System for Station 91 in the amount of \$75,000 out of the 2016 Remaining General Funds. Commissioner Barstow seconded the motion. Motion carried unanimously.

Standing Committees

Commissioner Gustafson stated he wished to begin with the committee at the bottom of the list, the Ad Hoc Committee for Permanent Fire Chief. Commissioner Gustafson requested it be removed from the list.

Commissioner Rosenlund moved to disband the Ad Hoc Committee for Permanent Fire Chief. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

Deputy Chief Judd asked the Board if they want all of the committees listed on every Agenda. They responded affirmatively.

Budget, Finance and Audit – Commissioner Blanchard-Reed stated they had nothing new to report.

Policy and Procedure – No report

Mergers/Consolidations – No report

Joint Labor/Management – No report

Strategic Leadership Plan – No report

Legislative Affairs – No report

NEW BUSINESS

Chief Dale requested Board authorization to extend a Conditional Offer of Employment to the next Firefighter on the current Firefighter Eligibility List. The vacancy resulted from a resignation.

Commissioner Rosenlund moved to extend a Conditional Offer of Employment to the next Firefighter on the current Firefighter Eligibility List. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

COMMISSIONER COMMENTS

Commissioner Barstow thanked the Graham Fire Association for the birthday card they sent. Commissioner Blanchard-Reed said she was asked by Jina Cieplik to formally invite the Board members to the Rainiers baseball game on Tuesday night, August 22nd. Please contact her if interested in attending.

PUBLIC COMMENTS

None

EXECUTIVE SESSION

Chief Dale requested a 10-minute Executive Session under RCW 42.30.140 (4) (b) to plan/adopt strategy/position for professional negotiations, with business to follow.

Commissioner Gustafson announced a 10-minute Executive Session under RCW 42.30.140 (4) (b) to plan/adopt strategy/position for professional negotiations, with business to follow.

Commissioner Gustafson announced a recess at 6:20 p.m.

The Executive Session was announced as beginning at 6:24 p.m.

An announcement was made at 6:34 p.m. to extend the Executive Session 10 minutes.

The Executive Session was announced as ending at 6:44 p.m.

Commissioner Gustafson reconvened the Special Board Meeting at 6:46 p.m.

Commissioner Rosenlund moved to approve the Employment Agreement for Deputy Chief between the District and Oscar Espinosa as presented. Commissioner Barstow seconded the motion. Motion carried unanimously.

Commissioner Rosenlund moved to approve the Employment Agreement for Fire Chief between the District and Pat Dale as presented. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.

ADJOURNMENT

With no further business to come before the Board, the Special Board Meeting of August 14, 2017, was adjourned at 6:48 p.m.

Gerald W. Gustafson, Commissioner

Anthony D. Judd, District Secretary