

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
August 28, 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, 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.

**APPROVAL/MODIFICATION OF THE AGENDA**

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

**APPROVAL OF CONSENT AGENDA**

Approval of Special Board Meeting Minutes of August 14, 2017

Approval of Regular Board Meeting Minutes of August 14, 2017

Approval of Financial Documentation:

Payables: Checks #23160 through #23206 =	\$117,418.90
Payables (Payroll): Checks #23217 through #23231 =	\$364,499.86
Payroll: Checks #23207 through #23216 =	\$11,180.44
Payroll Transfers (EFTs) =	<u>\$671,882.36</u>
<b>TOTAL:</b>	<b><u>\$1,164,981.56</u></b>

**Commissioner Rosenlund moved to approve the Consent Agenda in the amount of \$1,164,981.56 after proper audit. Commissioner Barstow seconded the motion. Commissioners Gustafson, Barstow, Rosenlund and Blanchard-Reed: Yes; Commissioner Portmann: Abstain. Motion carried by a majority.**

**CORRESPONDENCE**

None

**GENERAL ADMINISTRATION**

**Fire Chief's Report**

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

During the shift of August 22<sup>nd</sup>, the following occurred:

- Just as the engine Housing Ceremony at Station 95 commenced, we sent an engine and Battalion Chief in a Strike Team deployment to Thurston County for a large brush fire. They remained overnight, returning the following day at 10:00 a.m.
- Approximately 15 minutes later, we sent two engines to a detached garage fire in Orting.
- While at the structure fire in Orting, there was a reported plane crash in the field across from Station 94. We sent an engine to the scene which turned out to be an emergency landing with no incident or injury.

- During this intensely busy period, East Pierce Fire & Rescue, Orting Valley Fire & Rescue and Graham Fire & Rescue each called a general alarm to recall off-duty personnel.

Commissioner Rosenlund stated he was at the brush fire and observed the high level of professionalism, hard work and great attitudes shown by the Graham Fire & Rescue personnel.

Approximately 50 members of Graham Fire & Rescue attended an outing at the Rainier's baseball game organized by Jina Cieplik. This provided a great opportunity for community building for members of our organization.

Firefighters Jonathan Ernst, Justin Funk and Ryan Watson have successfully completed their conditions of employment processes. They will begin the Academy on September 12<sup>th</sup> at Bates Technical College.

We will be in attendance at Graham-Kapowsin High School's 9/11 ceremony honoring first responders and members of the military. Public Prevention Education Officer Merdian-Drake, an engine and a medic unit will be present along with Deputy Chief Judd providing bagpipe music.

Chief Dale stated he was impressed by the turnout for the Housing Ceremony today for Engine 94.

2016 Remaining Fund Considerations. Chief Dale explained this is follow-up from the August 14<sup>th</sup> meeting when he submitted for Board consideration his recommendations. The Board requested two weeks to deliberate, and now he is asking if there are any questions he can address. If not, he is looking for Board approval.

Commissioner Portmann inquired about the Blue Card Training and asked if there is an annual expense in addition to the initial cost of training of \$5,000 per person. Chief Dale responded there is an annual subscription fee for instructors. For the first two the cost is \$1000 to \$1200 annually, then the cost for additional instructors decreases to \$500 annually.

Commissioner Portmann asked if the landscaping figure was either a bid or an estimate, because \$46,000 seems like a lot of money. Chief Dale responded it is an estimate; there is no bid involved. He added that they included some irrigation system repairs/replacement in that figure.

Commissioner Gustafson remarked that regarding the trailer [mobile home] at Station 93, staff may consider contacting the dump to see if they will accept the trailer and strip everything off and keeping the frame, at no charge. He explained he had experience with this years ago through the Lions' club. He also suggested the trailer could be burned down as a training exercise.

Commissioner Rosenlund then inquired about the Lexipol Annual Policy Manual and Daily Training Bulletins item listed on the Chief's Report. Chief Dale responded it is an add-in, a suggestion made since the August 14<sup>th</sup> meeting, which he supports. This is an excellent program to help us with our policies. This is the initial cost, and there will be additional annual costs. Commissioner Portmann added that he has experience with Lexipol on the law enforcement side. He said it is a good product that saves a lot of staff time because you are not creating the policies, and the policies have already been vetted by Lexipol's legal staff. Any time there is a change to a law, Lexipol follows up within a month or two with a new policy. While there is an initial and annual cost, you probably save that in staff and attorney time.

**Commissioner Rosenlund moved the approval of the 2016 Remaining General Funds Recommendations as presented at the August 14, 2017 Special Board Meeting and the additional expenditure for the subscription to Lexipol for its Annual Policy Manual and Daily Training Bulletins. Commissioner Blanchard-Reed seconded the motion.**

Discussion was held on the motion. Commissioner Portmann stated he would like to address what is to be done with the remaining funds, approximately \$90,000. He expressed he would like to see them go into the Reserve Fund, because of the amount spent from the fund for personnel issues earlier in the year. Deputy Chief Judd clarified we have not spent any of the Reserve Fund, but have spent some of the Contingency Fund. Commissioner Gustafson stated we have got to build that fire station at 92 at Kapowsin, period. That has to be done. Some of the items on the list should be coming in on the budget for this coming year which should be starting very soon. He has mixed feelings on spending the money. He has no problem spending on what needs to be done, but thinks it should come from the budget for the upcoming year. We have taken nearly \$1M that should have been for building Station 92 and spent it on everything else.

**Commissioner Rosenlund called the question. Commissioners Barstow, Rosenlund, Blanchard-Reed and Portmann: Yes; Commissioner Gustafson: No. Motion carried by a majority.**

**Standing Committees**

Budget, Finance and Audit – No 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**

None

**COMMISSIONER COMMENTS**

Commissioner Portmann expressed he wished to echo what Chief Dale said earlier about Jina Cieplik organizing the outing at the Rainer's game. He is very supportive of these types of events that bring families together as well as co-workers. Kudos to Jina for putting this together!

**PUBLIC COMMENTS**

None

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of August 28, 2017, was adjourned at 7:16 p.m.**

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Gerald W. Gustafson, Commissioner

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Anthony D. Judd, District Secretary