

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
October 23, 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, Deputy Chief Tony Judd, Deputy Chief Oscar Espinosa and Board Secretary Jodi Reynolds

Absent: Fire Chief Pat Dale

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 Blanchard-Reed seconded the motion. Motion carried unanimously.

APPROVAL OF CONSENT AGENDA

Approval of Regular Board Meeting Minutes of October 9, 2017

Approval of Financial Documentation:

Payables: Checks #23412 through #23472 =	\$148,396.90
Payables (Payroll): Checks #23484 through #23498 =	\$373,979.89
Payroll: Checks #23473 through #23483 =	\$15,400.76
Payroll Transfers (EFTs) =	<u>\$638,078.86</u>
TOTAL:	<u>\$1,175,856.41</u>

Commissioner Blanchard-Reed moved to approve the Consent Agenda in the amount of \$1,175,856.41 after proper audit. Commissioner Rosenlund seconded the motion. Motion carried unanimously.

CORRESPONDENCE

None

GENERAL ADMINISTRATION

Fire Chief's Report

In Chief Dale's absence, Deputy Chief Judd greeted the Board and audience members and then reported on the following:

Chief Dale is on vacation leave.

A copy of the "Thank You" letter Chief Dale sent out to the agencies who assisted on the large brush fire in our district on October 6th is attached, followed by a list of those who received the letter.

Operating Instruction 423 – On-Call Chief Duty Officer. Deputy Chief Judd informed the Board that after discussions with the Chiefs Bargaining Unit, staff made some revisions to the current policy. The draft policy is attached for their two-week review. Commissioner Portmann asked if the Chief Duty Officer language is covered in the Chief's Bargaining Agreement also. Deputy Chief Judd responded that the compensation part is covered. Commissioner Portmann asked if the compensation is the same for the Assistant Chiefs and the Battalion Chiefs. Deputy Chief Judd responded the Assistant Chiefs receive 3 ½% and are on a rotation for one week at a time; the Battalion Chiefs are doing one shift at a time and receive \$50 for being on-call plus any overtime. Commissioner Blanchard-Reed inquired why section VII. Procedure, subsection E was crossed off. Deputy Chief Judd replied it was no longer needed.

STANDING COMMITTEES

Budget, Finance and Audit –

Commissioner Blanchard-Reed moved to call a Special Board Meeting on November 6, 2017 beginning at 6:00 p.m. to discuss the 2018 Budget. Commissioner Barstow seconded the motion. Motion carried unanimously.

Commissioner Portmann requested the topic of the M&O Levy be included on the Agenda for the November 6th meeting. Deputy Chief Judd stated he would do so and asked the Board to contact him with any additional items they would like added.

Commissioner Blanchard-Reed stated she requested from the Chief data on L&I incidents and how it relates directly to staffing. Deputy Chief Judd acknowledged her request.

Deputy Chief Judd informed the Board the State Auditor contacted him to schedule the annual audit which typically starts in November. The entrance conference will take place just after the start of the audit. A Board member can be present, but it is not required.

Policy and Procedure – Commissioner Rosenlund reported they received the information from staff they needed regarding some financial parameters. The policy is still in process.

Mergers/Consolidations – No report

Joint Labor/Management – No report

Strategic Leadership Plan – No report

Legislative Affairs – Commissioner Blanchard-Reed reported Legislative Day is January 25, 2018.

NEW BUSINESS

None

COMMISSIONER COMMENTS

None

PUBLIC COMMENTS

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of October 23, 2017, was adjourned at 7:11 p.m.

Gerald W. Gustafson, Commissioner

Anthony D. Judd, District Secretary