

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
January 9, 2019**

**CALL TO ORDER**

Commissioner Portmann called the meeting to order at 6:30 p.m.

**Attendance:**

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

Absent: Deputy Chief Oscar Espinosa had an excused absence.

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

**APPROVAL/MODIFICATION OF THE AGENDA**

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

**ELECTION OF BOARD CHAIR AND VICE CHAIR**

**Commissioner Portmann moved to elect Commissioner Blanchard-Reed as Board Chair for 2019. Commissioner Rosenlund seconded the motion. Motion carried unanimously.**

Commissioner Portmann passed the gavel to Commissioner Blanchard-Reed.

**Commissioner Rosenlund moved to elect Commissioner Portmann as the Board Vice Chair for 2019. Commissioner Blanchard-Reed seconded the motion. Motion carried unanimously.**

**APPROVAL OF CONSENT AGENDA**

Approval of Special Board Meeting Minutes of December 20, 2018

Approval of Financial Documentation:

Payables: Checks #25584 through #25639 =	\$172,517.72
Transfer (EFT) =	<u>\$915.41</u>
<b>TOTAL:</b>	<b><u>\$173,433.13</u></b>

**Commissioner Portmann moved to approve the Consent Agenda in the amount of \$173,433.13 after proper audit. Commissioner Rosenlund seconded the motion. Motion carried unanimously.**

**CORRESPONDENCE**

None

**GENERAL ADMINISTRATION**

**Fire Chief's Report**

Chief Dale welcomed the audience members and reported on the following:

Our four Recruits—Tyler Allwine, Adam Korby, Maxwell Thompson and Joseph Tigli—finished their post-academy training and started on their assigned shifts last week.

We have 10 Recruits that started the Bates Academy last Friday.

Various media releases occurred featuring the promotions of the D'Lens to Lieutenant. A written piece is attached to this report and the link provided is to a Q13 Fox video.

Some additional items of note have occurred since the writing of this Chief's Report:

- January 6<sup>th</sup> Storm: As a result of this storm we went into High Incident Response Load (HIRL) system deployment management for us and our neighboring districts. We set up our EOC. We handled 25 calls from 1:00 a.m. to 4:00 a.m. To put that in perspective, last year our average number of calls in a 24-hour period was 19. This time, in a 24-hour period we had approximately 45 calls. We not only responded to trees down in power lines and structures, there were three house fires. At one of the fires our members saved three dogs and a snake. We used our new pet resuscitation masks on two of the dogs. Pet Ponderosa, the donor of the equipment, will be attending a future Board Meeting so we can thank them publicly for their gracious donation.
- Hiring Update: Human Resources Manager Annie Vandenkooy starts on February 4<sup>th</sup>. The application period for District Secretary is open currently and closes February 1<sup>st</sup>. The Mechanic application period is open until January 16<sup>th</sup>. The application process for the Facilities Maintenance position will begin after some of these other new positions are in place.
- Pierce County Fire Commissioners Association: We are hosting the August 22<sup>nd</sup> meeting.

Commissioner Blanchard-Reed asked Chief Dale if he knew the date of the graduation ceremony for the next Academy. He responded he did not have that information, but would get it for her.

### **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 – Commissioner Blanchard-Reed reported she is continuing to make appointments with Legislators for Legislative Day on January 24<sup>th</sup>. She has scheduled five meetings so far.

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

#### Request for Proposal Award for Station 91 Training Room Audio/Visual Equipment

Deputy Chief Judd reported as part of the Command Training Center we are developing at Station 91, we went out to bid for audio/visual equipment as required by law due to the dollar amount. We received only one bid, from Visual Systems Group. Their bid was responsive, and Assistant Chief Richards recommends awarding the bid to them in the amount of \$20,909 plus

tax. Deputy Chief Judd that he stated on the Agenda Item sheet this project was within the 2019 Budget, but upon further review, he determined it was not budgeted. He recalled previous discussion about using the voluntary mitigation funds received from development at Lipoma Firs to pay for this project, which is an acceptable use for these funds. Commissioner Portmann asked what else remains to complete this project. Deputy Chief Judd responded he believes we have to buy one more kiosk desk and split a storage room, adding a wall down the middle and a door, to create an area for the Battalion Chief. The approximate cost is \$3,000. Commissioner Rosenlund asked Deputy Chief Judd for the total expected amount to be received from Lipoma Firs development, and he responded approximately \$150,000; \$130,000 of which has already been collected.

**Commissioner Portmann moved to approve the award for the Station 91 Audio/Visual Equipment to Visual Systems Group in the amount of \$20,909 plus tax to be funded with the Lipoma Firs Voluntary Mitigation Funds, and to request the remainder of this project also be funded by the Mitigation Funds. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

#### **PUBLIC COMMENTS**

None

#### **COMMISSIONER COMMENTS**

Commissioner Gustafson stated he was bringing up again tonight the Tender, which has been taken off line. Our District is rated as a 4. Kapowsin is a 10, because we do not have full-time Firefighters. If you are 1,000 feet or more from a fire hydrant, you are now a 5. Now, without the Tender, you are a 6. When the Tender was taken out of service, it was supposed to be reported to the rating bureau. He does not know if it has been or not. That Tender needs to be replaced. Once it is taken off, the rating bureau is supposed to be notified. Commissioner Blanchard-Reed stated she recalled from the last meeting we are looking into this matter by the close of this quarter. Commissioner Gustafson stated you have to order it, put the specs on it. How long will it take for the company you pick out to put it in place? During this time, the rest of the people are going to be paying higher insurance. Commissioner Blanchard-Reed asked if he was proposing a motion. He said he could propose a motion, if she would like. She said that is the proper way to direct staff. He said right now he is just letting everyone know where we are at. He has spoken with a number of people including old commissioners and this is what comes up. Commissioner Blanchard-Reed asked Deputy Chief Judd if he is aware of a policy that states we have to notify anyone of this issue. He responded he is not. Commissioner Portmann stated this question will be addressed when they review the Equipment Replacement Plan due to be completed by the first quarter of this year or sooner, depending on staff time. We will look at this when determining priorities including the impact to citizens financially and in terms of response. We need to stay the course and let staff come back with a plan as directed, with all of those things discussed in the Strategic Plan and throughout this past year and how much we want to budget for the Equipment Replacement Plan. Commissioner Blanchard-Reed asked Commissioner Gustafson if he could cite a policy, or provide documentation stating the requirement to report to the WSRB. Commissioner Gustafson asked Deputy Chief Judd if he would take care of this tomorrow through the rating bureau. Commissioner Blanchard-Reed made several taps of the gavel and stated Commissioner Gustafson was out of order. While she appreciates his comments, he is not to direct staff. Commissioner Gustafson stated he can ask him if he would, definitely. She responded this was not a request, it was a directive, and he was out of order. She asked if there were any other Commissioner Comments. Commissioner Rosenlund stated no, they have discussed this issue, and there is a plan afoot. This discussion

is out of order per the policy. This part of the meeting is for general comments only. A discussion like this of merit requiring motions and direction would be something they would want to add to the Agenda. There is a time and place to add it to the Agenda. Following protocol is why we have policies. Commissioner Blanchard-Reed stated the Monday before the meeting is the time when the Agenda is set, so if fellow Commissioners would like to see something on the Agenda, they can contact her. Also, there is an opportunity at the beginning of the meeting to modify the Agenda. She stated she would be in favor of adding this item to the Agenda for the next meeting to look into the legality of the reporting. Commissioner Gustafson responded he would like to ask how many times he has brought this up, and it keeps getting pushed back. Commissioner Blanchard-Reed stated a decision was made to review this the first quarter. If he keeps bringing it up, the answer will still be the same. He responded that before he did not know, now he does, and now the people know. He requested everything he said tonight be recorded in the minutes. Commissioner Blanchard-Reed responded affirmatively.

Commissioner Blanchard-Reed thanked the members for the extra work done due to the numerous calls during the recent storm. Good work!

#### **EXECUTIVE SESSION**

**Commissioner Blanchard-Reed announced a 20-minute Executive Session under RCW 42.30.110 (1) (g) to evaluate qualifications of public employees or review their performance, with no business to follow.**

**Commissioner Blanchard-Reed announced a recess at 6:49 p.m.**

**Executive Session was announced as starting at 6:50 p.m.**

**At 7:10 p.m., the Executive Session was extended five minutes.**

**Executive Session was announced as ending at 7:15 p.m.**

**Commissioner Blanchard-Reed reconvened the Regular Board Meeting at 7:16 p.m.**

#### **ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of January 9, 2019, was adjourned at 7:16 p.m.**

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Gina Blanchard-Reed, Commissioner

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Anthony D. Judd, District Secretary