

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
January 23, 2019**

CALL TO ORDER

Commissioner Blanchard-Reed called the meeting to order at 6:35 p.m.

Attendance:

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

Commissioner Blanchard-Reed led the Pledge of Allegiance and welcomed the audience.

APPROVAL/MODIFICATION OF THE AGENDA

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

APPROVAL OF CONSENT AGENDA

Approval of Regular Board Meeting Minutes of January 9, 2019

Approval of Financial Documentation:

General Fund:

Payables: Checks #25640 through #25713 =	\$181,327.02
Payables (Payroll): Checks #25723 through #25737 =	\$477,746.49
Payroll: Checks #25716 through #25722 =	\$11,887.39
Payroll Transfers (EFTs) =	<u>\$847,306.44</u>
General Fund Total:	<u>\$1,518,267.34</u>

Construction Fund:

Payables: Checks #25714 through #25715 =	<u>\$3,199.86</u>
Construction Fund Total:	<u>\$3,199.86</u>

GRAND TOTAL: \$1,521,467.20

Commissioner Rosenlund moved to approve the Consent Agenda in the amount of \$1,521,467.20 after proper audit. Commissioner Barstow seconded the motion. Motion carried unanimously.

CORRESPONDENCE

None

GENERAL ADMINISTRATION

Fire Chief's Report

Chief Dale acknowledged the Board, welcomed the audience members and reported on the following:

Firefighter/EMT Hiring Process. Last week we advanced 24 Firefighter/EMT candidates to the assessment center which took place on January 17th and 18th. He conducted Chief's interviews

on Tuesday, January 22nd. We plan to send nine recruits to the April academy. The Board will be presented with a list for approval later during this meeting.

Officer Development Program. Our Department leaders attended the first session of our 2019 Officer Development Program. This is important to him and the organization due to the increase in number of new people on the floor and the need for increased supervision. For this first session we brought in an outside training consultant.

District Secretary Update. We are utilizing ESCI as a consultant for this process. The application period closes February 1st. ESCI will conduct the first set of interviews and then we will follow that with an interview by a panel of local subject matter experts. The Chief's interview follows that, then the list goes to the Board on February 27th, for an anticipated start date in mid-March. Not only are we doing a lot of hiring, other agencies are too, which has created a choke point at the background checks step.

Mechanic II Hiring Update. We received ten applications. The online written test will take place on January 22nd, the practical/technical test on January 29th, and the Chief's interviews on February 6th, with the list going to the Board on February 13th.

Facilities Maintenance Position. We still plan to hire for this position, but will wait until we have the others in place.

In response to Commissioner Blanchard-Reed's inquiry from the last meeting, the next Bates Academy Graduation is March 22nd at 7:00 p.m., location yet to be announced. The next joint Graham Fire – Bates Volunteer Recruit Academy Graduation is scheduled for February 5th at 7:00 p.m. at the Local 726 Union Hall, 427 N. Meridian in Puyallup.

Standing Committees

Commissioner Blanchard-Reed stated as chair, it is her responsibility at the first of the year to appoint members to committees. She requested their input regarding any changes prior to the next meeting.

Budget, Finance and Audit – No report.

Policy and Procedure – Policy 212: Commissioner Blanchard-Reed stated Commissioner Gustafson requested to discuss Policy 212. Commissioner Gustafson read the following passage from the policy:

All written informational material requested by an individual Fire Commissioner shall be submitted by staff, after approval of the Fire Chief, to all Fire Commissioners with a notation indicating which Fire Commissioner requested the information. All requests shall go through the Fire Chief.

Commissioner Gustafson stated this is illegal and must be taken out of the policy. Commissioner Blanchard-Reed asked if he had an RCW he would like to cite to support calling the statement illegal. He stated he had an article written by Attorney Joseph Quinn, from *The Firehouse Lawyer*, dated February 5, 2018. He read the following passage from the article:

In general, Board members have a right to all information they need to perform their managerial and leadership functions at the department. They

are not just members of the general public, and subject to the Public Records Act. So, when a board member asks for a document, such as a copy of a chief's contract, it should be immediately provided, and not with a caveat that "I will have to tell Chief X that you asked for a copy of his contract. Otherwise, I am reluctant to give it to you." (It is a public record, and you could not even tell a member of the public that such a condition will be imposed, so how could you insist on that to a Board member?

He continued reading as follows:

H. Access to Information. In my view, elected commissioners are different than members of the general public. This implies that they would have at least as much access to district records or information as a citizen, and probably considerably more. Generally, commissioners should have access to all district records and matters, since they are the "managers" of the enterprise.

Commissioner Rosenlund asked Commissioner Gustafson if he could provide a copy of the document to the committee. He responded affirmatively. Commissioner Rosenlund stated he would compare it to the policy language provided by Attorney Eric Quinn and send both to the Quinns' office to see if there is a contradiction, or just a difference in interpretation. Commissioner Blanchard-Reed stated she wonders if it has to do with the procedure for obtaining the information, but not about the information being denied. The policies the committee wrote further define and create a system so there is not chaos in the approach to staff, which was the intent of the policy, to have a way of communicating through the Chief to get the desired information. Commissioner Blanchard-Reed stated the committee will have further clarification on this matter at the next Board meeting. Commissioner Gustafson stated this goes back to when he asked for material from a terminated employee's personnel folder, and part of that material was taken out of the folder and not given to him, which is illegal. Commissioner Blanchard-Reed cautioned him about using the term "illegal" unless he can cite a law and not just his or an attorney's opinion. Commissioner Gustafson responded that what came back from Attorney Joe Quinn is very, very clear. Commissioner Blanchard-Reed concluded by stating when the committee has a decision on this matter they will get back to him.

Mergers/Consolidations – No report.

Joint Labor/Management – No report.

Strategic Leadership Plan – No report.

Legislative Affairs – Commissioner Rosenlund reported they have meetings scheduled for tomorrow, Legislative Day. The Committee and Chief Dale will be meeting with an array of legislators. Also, Commissioner Gustafson will be there functioning in his position as WFCA President.

UNFINISHED BUSINESS

Interlocal Agreement for IT Services

Fire Chief Dale stated a modification has been made to this Interlocal Agreement (ILA). We are completely outsourcing our IT to Central Pierce; no Graham Fire employee is involved. As far as cost, it includes one FTE (full-time employee), one .66 FTE, and a vehicle. Overall, the total amount is less than what was budgeted. He plans to execute the ILA this week. The Quinn law office has reviewed the ILA.

WSRB

Deputy Chief Espinosa stated in response to an inquiry from the Board at the last meeting regarding the WSRB's view on permanently taking the Tender out of service, he spoke to the WSRB, who informed him there is no legal requirement to report these changes.

Station 92

Commissioner Blanchard-Reed thanked Commissioner Gustafson for requesting in advance for this item to be added to the Agenda. Commissioner Gustafson asked what we are going to do at Station 92. He said that first, we couldn't do anything until the M&O Levy passed; it has long since passed. Then, we couldn't do anything until we had one other document done; it has been long passed. He asked what we are doing with that space; we need some living quarters there. Commissioner Blanchard-Reed responded it is tied into the Strategic Plan, and the Board has requested staff take a comprehensive look at the needs of that area and have this information to the Board by the end of the first quarter. To provide information and make a decision prior to that would be premature. Commissioner Rosenlund concurred. Commissioner Gustafson stated he did not understand and requested she explain her response. She replied the Board gave direction to staff and agreed as a Board they would not ask for any select pieces of information about that station until staff had a chance to look at it, and the Board was not expecting that information until the end of the first quarter. For staff to respond to him without having a chance to look at it would be premature.

Fire Chief Dale asked Chair Blanchard-Reed if he could provide some additional information and correct the timeline. She responded affirmatively. He explained this portion of the Strategic Plan identified under the standards of cover, is medium-term, and is not intended to be completed by the end of the first quarter. It falls under two areas of the Strategic Plan: Administrative – Planning and budget; and Operations – Establish standards of coverage system, process, and analysis team, and analyze response and staffing model for maximum efficiency. He said they had already started the process of developing systems that capture data. Discussion concluded.

NEW BUSINESS

Resolution No. 923 – 2019 Firefighter/EMT Eligibility List

Board Secretary Jodi Reynolds read Resolution No. 923, 2019 Firefighter/EMT Eligibility List into the record.

Commissioner Rosenlund moved the approval of Resolution No. 923, 2019 Firefighter/EMT Eligibility List, as presented. Commissioner Gustafson seconded the motion.

Commissioner Portmann asked Chief Dale if any candidates on the list are our Residents. He responded that Samuel Banner is a Volunteer.

Motion carried unanimously.

Commissioner Rosenlund asked if we are sending nine candidates off this list to the Academy. Fire Chief Dale responded we are sending some off the previous list and a few off this list.

BCRA – Station 94 Remodel Options

Fire Chief Dale provided a brief introduction. He reminded the Board the reason for the remodel is to relocate our Assistant Chiefs to Headquarters to centralize that team. He is already seeing

a benefit from moving them into their temporary space in the areas of increased communication, the synergy in teamwork and the impromptu conversations taking place. The goals for this remodel are to build three additional offices for the Assistant Chiefs and a conference room, and to recognize the needs of the community members and our own members by leaving the antique apparatus museum space intact. This has been accomplished in the proposal Assistant Chief Richards will present.

Assistant Chief Richards began his presentation while Fire Chief Dale distributed the remodel package to the Board. Assistant Chief Richards explained we have a long history with BCRA, the architect firm to whom we awarded the bid. They designed three of our stations. He proceeded to the Site Photos (Existing) and explained the following opportunities recognized by BCRA:

1. Maintaining Local Pride
2. Complement Existing and New Materials
3. Updated Reception Area
4. Modernization of Offices
5. Opportunities for Color and Personalization
6. Alignment of Spatial Needs

He explained BCRA came up with two schemes. Staff had determined the need for three additional offices for the Assistant Chiefs, a gathering area/conference room, and if possible, each office to have an exterior window. BCRA provided two Floor Plan Scheme options, and staff selected Option 1. He reviewed the floor plan for the Board. He continued on to the page titled, "Aesthetics – Interiors" and explained the photos, and then to the "Interior Finishes and Color Palette" sheet. He said the "Cool Neutrals" palette is what we will likely go with. Finally, he reviewed the "Finish Floor Plan" which shows the flooring placement and opportunities for accent carpet and luxury vinyl tile.

Next, he addressed the Project Schedule sheet. He explained they have had their meeting, and have been working on design development which they will be wrapping that up this week. The next step is to work on construction documents and a drawing set for cost estimating. There is much more going forward, and staff will continue to update the Board. BCRA has contacted the county and they are four to six weeks out for permits.

Commissioner Blanchard-Reed inquired about the lobby display case. Assistant Chief Richards explained the new display case will be smaller and located next to the exam room.

PUBLIC COMMENTS

Citizen Bob Benum asked Assistant Chief Richards if the locking door at the end of the hall is still there. He responded affirmatively. Mr. Benum asked what the work room is for. Assistant Chief Richards explained the copier and office supplies are located there. Mr. Benum commented he does not see a table for the kitchen. Assistant Chief Richards responded we can do something adjacent to the main kitchen in the future.

COMMISSIONER COMMENTS

Commissioner Blanchard-Reed reminded the Board about the Special Meeting at 6:00 p.m. on January 30th for the Parliamentary Procedures training class.

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of January 23, 2019, was adjourned at 7:13 p.m.

Gina Blanchard-Reed, Commissioner

Anthony D. Judd, District Secretary