

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
April 24, 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 Adam G. Rosenlund, Commissioner Ryan Portmann, Deputy Chief Tony Judd, Deputy Chief Oscar Espinosa and Board Secretary Jodi Reynolds

Absent: Commissioner Russell T. Barstow and Fire Chief Pat Dale had excused absences.

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 Portmann seconded the motion. Motion carried.

APPROVAL OF CONSENT AGENDA

Approval of Special Board Meeting Minutes of April 4, 2019

Approval of Financial Documentation:

General Fund:

Payables: Checks #26102 through #26178 =	\$246,257.45
Payables (Payroll): Checks #26185 through #26202 =	\$454,824.09
Payroll: Checks #26179 through #26184 =	\$10,871.42
Payroll Transfers (EFTs) =	<u>\$878,916.65</u>
General Fund Total:	<u>\$1,590,869.61</u>

Construction Fund:

Payables: Checks #26106 and #26168 =	<u>\$5,224.86</u>
Construction Fund Total:	<u>\$5,224.86</u>

GRAND TOTAL: \$1,596,094.47

Commissioner Rosenlund moved to approve the Consent Agenda in the amount of \$1,596,094.47 after proper audit. Commissioner Gustafson seconded the motion. Motion carried.

CORRESPONDENCE

None

GENERAL ADMINISTRATION

Fire Chief's Report

Deputy Chief Espinosa informed the Board there would be no report.

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

UNFINISHED BUSINESS

None

NEW BUSINESS

General Contractor Contract

Deputy Chief Judd distributed to the Board a copy of the contract from Pete Almond Development & Construction for the remodel at Station 94. He said he heard back from Attorney Quinn this afternoon, and he had no concerns. The contract amount is \$180,887.40 plus sales tax, which matches the bid amount. Staff recommends the Board authorize moving ahead and to have the Board Chair sign the contract. He explained they can take time to review the contract, but we need it signed before we can proceed. Commissioner Blanchard-Reed suggested they take time now to review it. Commissioner Gustafson stated he is OK with the contract as long as Attorney Quinn has approved it. Commissioner Blanchard-Reed inquired about item 2. PAYMENT, 2.3 Invoices, where it states, "CONTRACTOR shall submit invoices on the following schedule [Check one]:", but no box is checked. Deputy Chief Judd responded the first box, "Monthly (5th of following month)," should be checked. The Board continued their review of the document. Deputy Chief Judd referred the Board to Attachment A, Schedule of Values, and stated the architect BCRA has reviewed and approved it.

Commissioner Portmann moved to approve the contract between Pete Almond Development & Construction, LCC and the District for the Station 94 Interior Renovation, as presented. Commissioner Gustafson seconded the motion. Motion carried.

Deputy Chief Judd confirmed with the Board they are fine with the Chair signing the contract. Commissioner Blanchard-Reed responded affirmatively.

Burning Regulations

Deputy Chief Espinosa stated he would provide a brief update on the status of a citizen complaint regarding District burn management practices. He referred to the Agenda Item Sheet in the Board books. First, with regards to the RCW referenced, the citizen pointed out our 30 feet distance requirement is out of compliance with the 50 feet requirement in the RCW. He is correct. We have since revised our website to reflect that and are in the process of revising our resolution and policy. We also see some revision needed to our internal permitting process including forms, eventually leading to some internal communications and training. The citizen also complained about an incident that occurred related to outdoor burning. We found his complaint to be valid. We identified problems in the permitting process and response, and we have all but resolved those by revoking the permit, talking to the permit holder, and responding to the complainant. Lastly, we have some training planned with the responding Officer. Relative to the Strategic Plan, we still intend to do a comprehensive review of burning in the next one to two-year period.

Commissioner Blanchard-Reed thanked Deputy Chief Espinosa for his work and his quick response to the citizen's concerns.

PUBLIC COMMENTS

Citizen Bob Benum asked if land clearing burning is still allowed. Deputy Chief Espinosa responded there is no land clearing burning allowed in Pierce County. Residential burning is allowed, but not if the purpose is to clear land.

QUARTERLY REPORTS

- Volunteer Lieutenant Glenn Barcus informed the Board the Association has agreed to help supply food for the Station 96 Open House on May 16th. Commissioner Blanchard-Reed requested staff print flyers for her and Commissioner Portmann to hand out at upcoming community events. Deputy Chief Espinosa stated that staff would do so.
- IAFF Local 726 Vice President Luke Wahl thanked Human Resources Manager Annie Vandenkooy for her work onboarding the many new members. He said her impact on them was very obvious following their orientation with her by their understanding of the Department.

COMMISSIONER COMMENTS

Commissioner Rosenlund commented that he likes the new room and configuration for their Board meetings. He prefers the more casual environment.

EXECUTIVE SESSION

Commissioner Blanchard-Reed announced a five-minute Executive Session under RCW 42.30.110 (1) (f) to receive and evaluate complaints/charges against public employees or officials, with no business to follow.

Executive Session was announced as beginning at 6:51 p.m.

At 6:56 p.m., Executive Session was extended five minutes.

At 7:01 p.m., Executive Session was extended five minutes.

Executive Session was announced as ending at 7:06 p.m.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of April 24, 2019, was adjourned at 7:07 p.m.

Gina Blanchard-Reed, Commissioner

Anthony D. Judd, District Secretary