

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
SPECIAL BOARD MEETING  
June 25, 2019**

**CALL TO ORDER**

Commissioner Blanchard-Reed called the meeting to order at 6:05 p.m.

**Attendance:**

Present: Commissioner Gina Blanchard-Reed, Commissioner Gerald W. Gustafson, Commissioner Adam G. Rosenlund, Commissioner Ryan Portmann, Fire Chief Pat Dale, Deputy Chief Oscar Espinosa, District Secretary Brenda Barker and Board Secretary Jodi Reynolds

Absent: Commissioner Russell T. Barstow had an unexcused absence.

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 – June 12 Business**

Approval of Regular Board Meeting Minutes of May 22, 2019

Approval of Financial Documentation:

General Fund:

Payables: Checks #26400 through #26470 =	\$392,664.91
Transfer (EFT) =	<u>\$36.55</u>

**General Fund Total: \$392,701.46**

Construction Fund:

Payables: Checks #26397 through #26399 =	<u>\$52,498.94</u>
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**Construction Fund Total: \$52,498.94**

**TOTAL: \$445,200.40**

**Commissioner Rosenlund moved to approve the Consent Agenda for June 12<sup>th</sup> business in the amount of \$445,200.40 after proper audit. Commissioner Gustafson seconded the motion. Motion carried.**

**APPROVAL OF CONSENT AGENDA – June 25 Business**

Approval of Regular Board Meeting Minutes of June 12, 2019

Approval of Financial Documentation:

General Fund:

Payables: Checks #26503 through #26563 =	\$375,800.58
Payables (Payroll): Checks #26481 through #26499 =	\$653,835.76
Payroll: Checks #26475 through #26480 =	\$10,638.96
Payroll Transfers (EFTs) =	<u>\$806,502.08</u>

**General Fund Total: \$1,846,777.38**

Construction Fund:

Payables: Checks #26471 and #26500 through #26502 = \$46,033.41

**Construction Fund Total: \$46,033.41**

**TOTAL: \$1,892,810.79**

**Commissioner Portmann moved to approve the Consent Agenda for June 25<sup>th</sup> business in the amount of \$1,892,810.79 after proper audit. Commissioner Gustafson seconded the motion. Motion carried.**

**CORRESPONDENCE**

None

**GENERAL ADMINISTRATION**

**Fire Chief's Report**

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

Overview of Change Conference

Although this is not officially Department business, this is something he has initiated with help from other members of our Department to put it on. Approximately 250 people attended this year's event. Of note, this year they brought on the City of Tacoma Fire Department as a host agency which had approximately 40 people in attendance. Great speakers and much socializing and coming together took place on that day.

Quarterly Newsletter

The Graham Fire quarterly newsletter went out last week. District Secretary Barker handed them out to the Board and audience members.

Deputy Chief Judd is officially retiring this Friday, June 30<sup>th</sup>. Tomorrow will be his last day here in the office. This morning during the Senior Management Team meeting they surprised him with a presentation including a gift arranged by Annie Vandenkooy. His retirement is a big deal in the organization.

The Bates Academy Graduation is Friday, July 12<sup>th</sup> at 7:00 p.m. at the Bates Central Campus. We have ten recruits graduating!

The Paramedic test is taking place tomorrow. One person is going through the assessment center. We started with 18 applicants and are now down to one. The majority were offered positions elsewhere.

Commissioner Portmann asked if we are doing everything we can to reach more Medics and be more desirable like offering signing bonuses or increasing vacation banks. Chief Dale responded we are probably not doing everything we can. In his 37 years in the Puget Sound area, this is a new development. Medics are in high demand, and there is an area-wide shortage of them. It is not that our agency is not desirable, other agencies offered them conditional offers of employment. Referring back to the Strategic Plan, we think our best path for success is for internal members to go from EMT to Paramedic internally. We are still developing that plan. In the meantime, we will continue to strategize on recruitment and upping our game. Commissioner Blanchard-Reed asked if our own people go through Paramedic

school, is there is a commitment of time made by them to put them through that process and giving back. Do we have a guarantee they won't leave? Chief Dale responded that because they have already been employed here, they will remain employed here. Commissioner Rosenlund asked if the contract has a commitment for this. He is aware of other contracts that have a three-year commitment to maintain their Medic certification due to the financial investment involved. Deputy Chief Espinosa responded we have some CBA (Collective Bargaining Agreement) language dictating who can drop their certification and how long they must stay committed. What Chief Dale is speaking to in this new program includes the development of such details. Chief Dale stated he will be better prepared to overview the program once it is developed.

Member Jina Cieplik has organized a Rainiers' game family night on July 15<sup>th</sup>.

### **Standing Committees**

Budget, Finance and Audit – Commissioner Portmann reported he did a spot audit of the books for the past several months and found no issues.

Policy and Procedure – Commissioner Blanchard-Reed reported there is some policy language they may need to review. Commissioner Rosenlund stated the issue involves Policy 214, item 214.3 Responsibilities, which references if a Board member is going to be absent from a meeting, who they should contact. He read aloud the passage and identified the specific issue to be the comma after the word "Chair." District Secretary Barker explained a comma implies "and," but in this case may not be clear. Commissioner Blanchard-Reed proposed replacing the comma after "Chair" with "and" so that it reads "the Chair and Fire Chief or District Secretary." Discussion continued. District Secretary Barker suggested the Chair be informed first, followed by either the Fire Chief or the District Secretary. Commissioner Rosenlund suggested possibly splitting the sentence into two to provide more clarity. He concluded the committee will convene and come back to the Board with the proposed revisions.

Mergers/Consolidations – Commissioner Gustafson reported he previously had spoken with an Orting Commissioner while attending a county meeting, and at that time their consultant had not received the materials requested from Graham Fire. Chief Dale explained that a month or two ago, Orting had paused the Integration Study. However, as of last week, their consultant called a meeting and Orting's Board decided to resume the process. As decided at a meeting of the Fire Chiefs of the associated Departments and the consultant, only financial data will be requested from each agency at this time. We have until mid-September to submit this information. Commissioner Blanchard-Reed asked committee members Commissioners Gustafson and Portmann if they plan to meet separately with those involved. Commissioner Portmann clarified they had met in the past, but the meeting Commissioner Gustafson spoke of earlier was the monthly PCFCA meeting. Chief Dale added that he was told Orting's Board still intends to reach out to the Boards of East Pierce, Central Pierce, and Graham Fire; timeframe unknown.

Joint Labor/Management – No report

Strategic Leadership Plan – No report

Legislative Affairs – No report

### **UNFINISHED BUSINESS**

#### 2019 NAEFO Membership

District Secretary Barker explained she reached their secretary who sent an adjusted invoice for \$100, reflecting our one active member, Commissioner Gustafson. Staff will process the invoice, upon approval by the Board. Commissioner Rosenlund stated he attended at least one

NAEFO conference. This is a good conference, with good information, but it is held at a bad time of year for him, September, during the Washington State Fair. Unfortunately, only a handful of people attend, which is unfortunate for the organization, but he believes it is growing. The information is valuable. He suggested they may be able to get the same information from the International Association of Fire Chiefs. He would definitely support at least one of our members continuing to go to the NAEFO conference. Commissioner Blanchard-Reed asked District Secretary Barker if she clarified whether Commissioner Gustafson's membership is through Graham Fire or WFCA. She responded it is through Graham Fire. Commissioner Blanchard-Reed asked if the main benefit of the membership is to attend the conference in September. Commissioner Gustafson responded yes, and to attend local meetings. Commissioner Blanchard-Reed asked if anyone else was interested in being an individual member, and Commissioner Rosenlund said he would be if the conference was not held in September. No one else responded.

## **NEW BUSINESS**

### Resolution No. 931 – 2019 Firefighter/EMT Eligibility List

Board Secretary Jodi Reynolds read Resolution No. 931, 2019 Firefighter/EMT Eligibility List, into the record.

### **Commissioner Portmann moved the approval of Resolution No. 931, 2019 Firefighter/EMT Eligibility List, as presented. Commissioner Gustafson seconded the motion.**

Discussion was held on the motion. Commissioner Rosenlund verified this eligibility list is for just over one calendar and resulted from an in-house testing process. He recalled the previous eligibility list which resulted from a testing process by Public Safety Testing mandated a shorter time period, three months. Chief Dale deferred to Annie Vandenkooy. She responded that they recommended a shorter period, because if you establish a list with a long term, usually the candidates have received another offer. Commissioner Rosenlund said the latest list consists of current Residents and asked if we have any immediate openings. Chief Dale responded we do have immediate openings, but our intent is to hire Medics. Commissioner Rosenlund asked if we are not successful hiring Medics, will the process default to the Firefighter list, and Chief Dale responded affirmatively. Currently we have three openings for Medics, which are replacements. Our intent is to have those filled for the September academy. Commissioner Rosenlund explained he was approached by someone on the previous list who had some questions and he did not have the answers. Commissioner Portmann stated he is happy to see we ran a Resident-only test. It is nice to see those who volunteer in the community and have shown their dedication and commitment to Graham Fire & Rescue have an opportunity to actually be hired here. Chief Dale gave credit to Ms. Vandenkooy for coming to him with the suggestion months ago.

### **Motion carried.**

### 2020 Budget Calendar

District Secretary Barker informed the Board this is a proposed calendar. She pointed out a few specific dates: The August 28<sup>th</sup> content was moved up from a later date because Chief Dale was not available; and, due to the dates of the WFCA conference and travel, staff propose moving the October 23<sup>rd</sup> meeting to October 21<sup>st</sup>. Commissioner Blanchard-Reed asked if there were any questions or further discussion. Commissioner Portmann asked her if they needed to adopt the calendar now. After consulting with staff, Commissioner Blanchard-Reed responded affirmatively.

**Commissioner Rosenlund moved to approve the 2020 Budget Calendar, as written. Commissioner Portmann seconded the motion. Motion carried.**

Commissioner Blanchard-Reed asked if this action approving the Budget Calendar would automatically cancel the October 23<sup>rd</sup> Regular Board Meeting and schedule a Special Meeting on October 21<sup>st</sup>. District Secretary Barker responded affirmatively, and that staff would take care of the details.

#### Station 95 Painting Bid Award

District Secretary Barker recalled for the Board they had originally approved and awarded a bid process for the Station 95 Exterior Painting to Coastal Services. The contractor has since rescinded their offer and backed out. Assistant Chief Richards moved ahead with a quote process and received two responses. Due to timing reasons, he proposes going with the higher quote because they can start work right away, whereas the other company cannot start for a few months. Commissioner Gustafson asked what the dollar difference is between the two bids. Commissioner Portmann responded approximately \$7,000. Commissioner Portmann inquired if we are required to take the low bid. Commissioner Rosenlund responded that this is a quote. District Secretary Barker clarified that because of the timing issue, and because it is within the \$50,000 budgeted amount, we do not have to take the low bid. Commissioner Rosenlund asked what would happen if the building does not get painted this year due to weather or scheduling delays. Assistant Chief Richards responded the building will survive, but he actually wanted it painted last year, then ran out of time. He recommends having it painted soon. Discussion concluded.

#### **PUBLIC COMMENTS**

Citizen Robert Benum stated he has been a participant in District 21 for 31 years. Speaking to the Fire Station BBQ & Open House brochure he received in the mail last week, it is the best communication he has had with the District in 31 years. Although he is unaware who did this work, whether it be a Firefighter or a company, he strongly recommends we continue them in our employ. He said he read every word and was very, very impressed, even though the Chief only got his picture in there three times (laughter). The Message from the Chief was very well written. Everything is good except he recommends labeling the fire stations (on the District map) with their numbers to help inform the citizens. The information about the levy lift, anything you can do to inform us about your needs and what you are asking for, is beneficial to all of us. Good work and thank you for this. On another subject, why does Central Pierce get to be on television and we don't (laughter)?

Commissioner Blanchard-Reed thanked Mr. Benum for his comments and stated she agreed with him about the newsletter.

#### **COMMISSIONER COMMENTS**

Commissioner Portmann stated he wished to acknowledge Deputy Chief Tony Judd's years of service from a Commissioner's standpoint, even though he is not present tonight to hear this. He has personally known Chief Judd for 27 years, starting back when he (Portmann) was a Volunteer Firefighter for Graham Fire. Chief Judd has always carried himself in the most professional manner. He wishes him a great retirement and further acknowledged all he has done for the Department over the years. Whether it was as the first Medic to come up through the internal ranks or as his time as Union President and what he did working with the District,

Tony always stepped up to fill a need the Department always seemed to have for his time and talent. Thank you, Tony!

Commissioner Rosenlund stated he agreed with Commissioner Portmann's comments, with the exception of knowing Chief Judd for 27 years, and also wanted to publicly recognize him. With all they have been through, he always knew and felt he got straight answers from him in trying to understand everything that was going on at the time and understand the complexities. While he did not always like the answers he received, he always appreciated his straightforwardness. Although he only worked with him for a short time, he appreciates everything Chief Judd has done throughout his career.

Commissioner Gustafson explained Tony was the Department's first Paramedic. He worked as a Firefighter while going through Paramedic school. He has done an excellent job in everything he has done over the years. He wishes him well.

Commissioner Blanchard-Reed inquired about the 4<sup>th</sup> of July parade in Eatonville and if there will be representation by Graham Fire. Deputy Chief Espinosa responded that he will check with PPEO Meridian-Drake and get back to her.

Commissioner Gustafson asked where staff is at in getting a new Tender. They have been working on it for six months. Chief Dale responded we are using an apparatus specifications committee made up of members of the Department to spec out an apparatus to fit our needs. That process is moving along nicely, and it will probably be out for bid in a month or so. Staff has checked with WSRB to make sure we will receive credit for the Tender when they are here next May to do their audit, and they have assured us we will. We are taking our time, as this is a 25-year vehicle. Commissioner Gustafson asked when they expect it to be ordered. Assistant Chief Richards responded we are taking our time to be sure they get exactly what we need. We are looking at purchasing a Tender/Engine, which we have never had before, so the process is taking a bit longer. He is waiting for the spec from Spartan, then will go out for bid or purchase off one of the purchasing committees, if possible. He does not have an exact timeline yet, but is expecting something back from Spartan before the 4<sup>th</sup> of July.

## **EXECUTIVE SESSION**

None

## **ADJOURNMENT**

**With no further business to come before the Board, the Special Board Meeting of June 25, 2019, was adjourned at 6:57 p.m.**

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Gina Blanchard-Reed, Commissioner

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Brenda L.B. Barker, District Secretary