

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
SPECIAL BOARD MEETING  
October 21, 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 Ryan Portmann, Fire Chief Pat Dale, Deputy Chief Oscar Espinosa, District Secretary Brenda Barker and Board Secretary Jodi Reynolds

Absent: Commissioners Russell T. Barstow and Adam G. Rosenlund had excused absences.

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

**APPROVAL/MODIFICATION OF THE AGENDA**

**Commissioner Portmann moved to approve the Agenda as presented. Commissioner Gustafson seconded the motion. Motion carried.**

**PRESENTATION**

- Resolution No. 936 – Promotion of Shawn Prather to Captain  
Board Secretary Jodi Reynolds read Resolution No. 936, Authorizing the Promotion of Shawn Prather to the Position of Captain, into the record.

**Commissioner Gustafson moved the approval of Resolution No. 936, Authorizing the Promotion of Shawn Prather to the Position of Captain, as presented. Commissioner Portmann seconded the motion. Motion carried.**

Oath of Service/Pinning Ceremony

Fire Chief Dale administered the Oath of Service to Shawn Prather. His family members pinned his badge and collar brass on him. The Board presented Captain Prather with his Certificate of Promotion.

- Resolution No. 937 – Promotion of Jared Bonea to Captain  
Board Secretary Jodi Reynolds read Resolution No. 937, Authorizing the Promotion of Jared Bonea to the Position of Captain, into the record.

**Commissioner Portmann moved the approval of Resolution No. 937, Authorizing the Promotion of Jared Bonea to the Position of Captain, as presented. Commissioner Gustafson seconded the motion. Motion carried.**

Oath of Service/Pinning Ceremony

Fire Chief Dale administered the Oath of Service to Jared Bonea. His family members pinned his badge and collar brass on him. The Board presented Captain Bonea with his Certificate of Promotion.

- Resolution No. 938 – Promotion of Tyler Romines to Lieutenant

Board Secretary Jodi Reynolds read Resolution No. 938, Authorizing the Promotion of Tyler Romines to the Position of Lieutenant, into the record.

**Commissioner Portmann moved the approval of Resolution No. 938, Authorizing the Promotion of Tyler Romines to the Position of Lieutenant, as presented. Commissioner Gustafson seconded the motion. Motion carried.**

Oath of Service/Pinning Ceremony

Fire Chief Dale administered the Oath of Service to Tyler Romines. His family members pinned his badge and collar brass on him. The Board presented Lieutenant Romines with his Certificate of Promotion. Chief Dale pointed out Tyler's father, Retired Fire Chief Reggie Romines was present for this "full circle" moment.

- Resolution No. 935 – Promotion of Matthew Black to Battalion Chief  
Board Secretary Jodi Reynolds read Resolution No. 935, Authorizing the Promotion of Matthew Black to the Position of Battalion Chief, into the record.

**Commissioner Gustafson moved the approval of Resolution No. 935, Authorizing the Promotion of Matthew Black to the Position of Battalion Chief, as presented. Commissioner Portmann seconded the motion. Motion carried.**

Oath of Service/Pinning Ceremony

Fire Chief Dale administered the Oath of Service to Matthew Black. His family members pinned his badge and collar brass on him. The Board presented Battalion Chief Black with his Certificate of Promotion.

**Commissioner Blanchard-Reed announced a 10-minute recess at 6:36 p.m.**

**The Special Board Meeting reconvened at 6:54 p.m.**

**APPROVAL OF CONSENT AGENDA**

Regular Board Meeting Minutes of October 9, 2019  
Policy 1004 – Battalion Chief of Administration Job Description  
Financial Documentation:

General Fund:

Payables: Checks #27124 through #27185 =	\$69,873.56
Payables (Payroll): Checks #27191 through #27206 =	\$516,862.59
Payroll: Checks #27186 through #27190 =	\$10,961.69
Payroll Transfers (EFTs) =	<u>\$735,000.33</u>
<b>TOTAL:</b>	<b><u>\$1,332,698.17</u></b>

**Commissioner Portmann moved to approve the Consent Agenda in the amount of \$1,332,698.17 after proper audit. Commissioner Gustafson seconded the motion. Motion carried.**

**CORRESPONDENCE**

District Secretary Brenda Barker referred the Board to the letter included in the folders from the Washington State Auditor's Office provided to them prior to the start of the meeting. The entrance interview took place this morning. The letter requires the signatures of the Board Chair, Fire Chief and District Secretary.

## **GENERAL ADMINISTRATION**

### **Fire Chief's Report**

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

The Pierce County Hazardous Incident Team (PCHIT) and the Pierce County Special Operations Team (PCSORT) Operations Chiefs came to the teams' Board, consisting of the hosting agencies' Chiefs and a Commissioner from each agency, with a gap analysis. Deputy Chief Espinosa represents Graham Fire. The presentation brought up needs in the areas of leadership, funding, staffing, and apparatus and equipment replacement plan. The Board decided to fund hiring a consultant to continue with a needs analysis for both teams to determine the best plan going forward. Chief Dale budgeted \$5,000 for each team in 2020. Commissioner Portmann asked which other agencies are included in the teams. Deputy Chief Espinosa responded Central Pierce, West Pierce, East Pierce and Gig Harbor. Commissioner Portmann asked if each agency is contributing \$5,000, and Chief Dale responded affirmatively. Commissioner Portmann asked if Graham Fire is the lead agency for PCHIT, and Chief Dale responded affirmatively, and added that Gig Harbor, with Chief Burgess, is the lead agency for PCSORT.

South Pierce Fire & Rescue has an interim Fire Chief, Richard Curtis. He met with him last week and Chief Curtis asked if we could take on their fleet, like we have done for Orting Fire. After meeting with our team and analyzing our workload, we determined we do not have the capacity. He plans to inform Chief Curtis of our decision tomorrow, and that we will, however, help out with emergent needs.

He attended the Fredrickson Business Team meeting on October 15<sup>th</sup> chaired by Tom Siegel at the Pierce County Skills Center. Presentation topics included "Centers and Corridors" zoning proposal update and the Canyon Road Regional Connection Project.

Last week he joined the newly forming Rotary Club of Graham, Frederickson and Eatonville. They meet weekly on Thursday mornings at 9:00, and he plans to attend as many meetings as possible.

### **Standing Committees**

Budget, Finance and Audit – No report

Policy and Procedure – Commissioner Blanchard-Reed reported she and Commissioner Rosenlund met and drafted proposed language for Policy 214 and sent it to legal counsel for review. They will then present it to the Board, likely at the next meeting. The proposed change will add a second opportunity for public comment earlier in the Agenda.

Mergers/Consolidations – No report

Joint Labor/Management – No report

Strategic Leadership Plan – No report

Legislative Affairs – No report. Commissioner Blanchard-Reed asked if anyone knew the date of Legislative Day. No one responded. Staff will find out and report back.

## **UNFINISHED BUSINESS**

### 2020 Budget

District Secretary Barker explained there are three documents for their review and provided a brief description of each:

- Revenue Sheet
- Differences Report 2019 to 2020
- Working Budget

Commissioner Blanchard-Reed asked if they should bring questions to the next Board meeting. District Secretary Barker suggested they can meet with her individually or email her with questions. If they think it is something that may be of interest to the rest of the Board, they can bring it forward to the next meeting.

## **NEW BUSINESS**

(Addressed under "PRESENTATION" Agenda Item)

## **PUBLIC COMMENTS**

Citizen Robert Benum asked when they can ask questions in the Agenda. Commissioner Blanchard-Reed responded they can ask questions, but the Board may not always be able to answer at the time. It may be presented at the next meeting.

Citizen Carolyn Benum asked for an update on the discussion from the last meeting about the additional public comment period. Commissioner Blanchard-Reed explained she and Commissioner Rosenlund met about this, and the policy revision is at the Attorney for review. She further explained the process.

Mr. Benum requested an explanation of the Legislative line item in the Differences Report, specifically, where that \$1 million difference is coming from. Commissioner Portmann explained this is the addition to the reserves. Mr. Benum responded that is what the money is for, but where is it coming from? Commissioner Portmann responded it is from increased tax revenue and the SAFER grant monies which they are saving. District Secretary Barker addressed Mr. Benum and described the revenue and funding documents she put together for the Board and public, provided those to him, and invited him to call her with any questions.

## **COMMISSIONER COMMENTS**

Commissioner Gustafson commented that money is coming in from transports and other sources and asked where that is shown. District Secretary Barker referred him to the Revenues sheet in the Non-Tax Revenue section for these items: ALS transports, GEMT, interest, miscellaneous, etc. He requested staff prepare a monthly report showing where we are at on transports and GEMT revenue. District Secretary Barker responded affirmatively. Commissioner Portmann suggested the Budget Committee meet and identify additional areas of interest for the Board and present those requests to staff.

Chief Dale added that beginning in 2020, the Senior Management Team will meet quarterly and review the budget. Staff will provide a report to the Board.

Commissioner Gustafson commented that at a recent Pierce County Commissioners Association meeting a woman did a presentation on low acuity private ambulance service. This would cut down on our transports. Also, the hospital ERs do not want these patients, they only want those with very serious problems. We should look into that for our District. Commissioner Portmann asked if he had any written information on this. He responded he did, at home. Commissioner Blanchard-Reed asked him to bring the information to the next meeting and it can be added to a future Agenda for discussion.

Commissioner Portmann complimented Chief Dale on his appearance on Facebook this morning for a live question and answer session.

Commissioner Gustafson commented he saw Commissioner Portmann on television for the Puyallup Police Department. Doesn't he owe everyone ice cream now?

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

**With no further business to come before the Board, the Special Board Meeting of October 21, 2019, was adjourned at 7:17 p.m.**

---

Gina Blanchard-Reed, Commissioner

---

Brenda L.B. Barker, District Secretary