

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
December 11, 2019**

CALL TO ORDER

Commissioner Blanchard-Reed called the meeting to order at 6:30 p.m.

Attendance:

Present: Commissioner Gina Blanchard-Reed, Commissioner Gerald W. Gustafson, Commissioner Russell T. Barstow, Commissioner Adam G. Rosenlund, Fire Chief Pat Dale, District Secretary Brenda Barker and Board Secretary Jodi Reynolds

Absent: Commissioner Ryan Portmann and Deputy Chief Oscar Espinosa 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 Barstow seconded the motion. Motion carried.

APPROVAL OF CONSENT AGENDA

Special Board Meeting Minutes of November 25, 2019

Policy 102 – Job Descriptions

Policy 201 – Policy Manual

Financial Documentation:

General Fund:

Payables: Checks #27382 through #27457 = \$105,563.76

Transfer (EFT) = \$443.65

TOTAL: \$106,007.41

Commissioner Rosenlund moved to approve the Consent Agenda in the amount of \$106,007.41 after proper audit. Commissioner Barstow seconded the motion. Motion carried.

CORRESPONDENCE

None

GENERAL ADMINISTRATION

Fire Chief's Report

Fire Chief Dale welcomed the Board and reported on the following:

The Bates Recruit Academy graduation was held on Friday, December 6th. We had three Recruits graduate: Rene (RJ) Remund, Jorge Lopez and Justin Jones. The event was very well attended by our off-duty members and Board members. Jorge Lopez was named to the Chief's Company, and RJ Remund was number one academically in the Academy.

The Santa Breakfast took place on Saturday, December 7th and it, too, had a high turnout, a great sign of employee engagement.

The Giving Trees are up in several locations and will be loaded with the families' needs soon.

The Santa Run took place Thursday evening. This was also a successful event.

The State Audit exit meeting was held last night. We had a clean audit, with only a couple of housekeeping-type recommendations. Chief Tony Judd deserves credit for the clean audit of 2018. District Secretary Brenda Barker is to be commended for her considerable work to produce the requested documents for the auditors. For 2019, Brenda will own half of that year and then 2020 will be all Brenda.

The Graham Fire Association received a grant from the Association of Washington Businesses (AWB) for \$1,000 for the Holiday Kids' Tree Project. The funds will go to purchase food and toys for families in need within our District. The grant proposal was written by Board Secretary Jodi Reynolds. Assistant Chief Matt Waltrip and Lieutenant Glenn Barcus attended the Tree Lighting Ceremony in the Capitol Rotunda Friday night and received the grant.

The Firehouse Santa event is scheduled for Wednesday, December 18th at Station 91 from 6:00-7:30 p.m. The North Star Elementary Choir will be performing.

Standing Committees

Budget, Finance and Audit – Commissioner Blanchard-Reed thanked District Secretary Barker for her hard work on the audit.

Policy and Procedure – Commissioner Rosenlund reported on the status of Policy 214. The Attorney liked all of the language the committee submitted. He only changed two minor RCW references. Commissioner Rosenlund will get the draft to District Secretary Barker soon to have it formatted and ready to present to the Board. They will try for the Special Meeting on December 23rd.

Mergers/Consolidations – No report

Joint Labor/Management – No report

Strategic Leadership Plan – No report

Legislative Affairs – Commissioner Blanchard-Reed reported she plans to contact Legislators before the end of the year to schedule appointments with them for Legislative Day.

UNFINISHED BUSINESS

None

NEW BUSINESS

Resolution No. 942 – 2020 Chiefs Eligibility List

Board Secretary Jodi Reynolds read Resolution No. 942, 2020 Chiefs Eligibility List, into the record.

Commissioner Rosenlund moved to approve Resolution No. 942, 2020 Chiefs Eligibility List, as presented. Commissioner Gustafson seconded the motion.

Commissioner Rosenlund commented that the resolution did not state "Battalion Chief", only "Chief." Chief Dale responded the list is for the rank of Battalion Chief.

Motion carried.

Resolution No. 943 – 2019 Community Outreach Officer Eligibility List

Chief Dale reminded the Board this is a new position for our District. The process began with 40 applicants, of which the top seven advanced to the assessment/interview panel. The top three then advanced to the Chief's Interview, to establish a list of two candidates. He commended Human Resources Manager Annie Vandenkooy for a well-run recruitment and selection process.

Board Secretary Reynolds read Resolution No. 943, 2019 Community Outreach Officer Eligibility List, into the record.

Commissioner Barstow moved to approve Resolution No. 943, 2019 Community Outreach Officer Eligibility List, as presented. Commissioner Rosenlund seconded the motion. Motion carried.

Commissioner Blanchard-Reed asked if the process is at the point of doing background checks. Chief Dale responded affirmatively, adding they made a conditional offer of employment, and a background investigation and psychological testing are in process.

Resolution No. 944 – 2019 Budget Amendment

District Secretary Barker stated a couple of changes occurred in the budget during the year 2019, including the purchase of a Tender, creation of a new position–Battalion Chief of Administration, and a shift in IT. The resolution and 2019 Budget Amendment Document show these net differences.

Commissioner Rosenlund moved to approve Resolution No. 944, 2019 Budget Amendment, as presented. Commissioner Barstow seconded the motion. Motion carried.

2018 GEMT Interim Settlement

District Secretary Barker explained to the Board the District received a letter in October from the State of Washington Health Care Authority informing us we would be receiving an additional payment for 2018 GEMT in the amount of \$699,843.40. The funds were received on November 27, 2019. She requested a motion by the Board to move these monies from the Expense Fund to the Reserve Investment.

Commissioner Rosenlund moved to approve the transfer the 2018 GEMT Interim Settlement funds in the amount of \$699,843.40 from the Expense Fund to the Reserve Investment. Commissioner Barstow seconded the motion. Motion carried.

PUBLIC COMMENTS

Citizen Robert Benum requested clarification of Resolution No. 944, and if it was for \$600,000 in fines. Commissioner Gustafson responded it was not. He went on to provide an overview of the GEMT program.

Mr. Benum then asked a question regarding Resolution No. 943, Community Outreach Officer, and if a Firefighter was chosen for the position. Commissioner Blanchard-Reed responded no, a civilian. He asked about the candidate's background and she responded she was employed with the Port of Olympia in marketing and outreach. She provided a portfolio, and she lined up with all of the requirements of the job. He asked what her annual salary will be. Human Resources Manager Vandenkooy responded the salary range starts at \$70,000 for the position.

Mr. Benum asked Commissioner Barstow if tonight's meeting was his last. He responded that the meeting on the 23rd will be his last meeting.

COMMISSIONER COMMENTS

Commissioner Blanchard-Reed asked if anyone knows when the January Pierce County Fire Commissioners Association meeting is. Commissioner Gustafson responded it is always the fourth Thursday of the month, January 23rd. The Board requested Board Secretary Reynolds obtain for them the schedule of the county meetings for 2020.

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of December 11, 2019, was adjourned at 6:56 p.m.

Gina Blanchard-Reed, Commissioner

Brenda L.B. Barker, District Secretary