

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
November 13, 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, Commissioner Ryan Portmann, Deputy Chief Oscar Espinosa, District Secretary Brenda Barker and Board Secretary Jodi Reynolds

Absent: Fire Chief Pat Dale had an excused 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**

Approval of Special Board Meeting Minutes of October 21, 2019

Approval of Financial Documentation:

General Fund:

Payables: Checks #27207 through #27285 =	\$151,373.04
Payroll: Checks #27286 through #27297 =	10,232.47
Payroll Transfer (EFT) =	\$1,790.29
Transfer (EFT) =	<u>\$169.00</u>

**TOTAL: \$163,564.80**

**Commissioner Rosenlund moved to approve the Consent Agenda in the amount of \$163,564.80 after proper audit. Commissioner Barstow seconded the motion. Motion carried.**

**CORRESPONDENCE**

Deputy Chief Espinosa distributed copies of a letter from Lutheran Church of St. Paul expressing their gratitude to PPEO Merdian-Drake and staff who were involved in the safe crossing of 224<sup>th</sup> street of kids and adults from their Bible Soccer Camp at Nelson Elementary to the Church in July.

**GENERAL ADMINISTRATION**

**Fire Chief's Report**

In Chief Dale's absence, Deputy Chief Espinosa welcomed the Board and audience members and reported on the following:

Congratulations to Bob Homan on the election.

The EMS Levy Lid Lift is passing at 56.8%.

The Bates Recruit Academy Graduation is Friday, December 6<sup>th</sup> at Bates Technical College. The time and address will be communicated to the Board when known.

### **Standing Committees**

Budget, Finance and Audit – No report. District Secretary Barker stated they will need to schedule the Exit Interview soon with the State Auditor. The Auditor will contact us when they are ready to schedule.

Policy and Procedure – Commissioner Rosenlund reported they have scripted out the language for the Policy 214 revision. They are working with District Secretary Barker to get it in the proper format to submit to legal. They hope to have something for the Board to review by the next meeting.

Mergers/Consolidations – No report

Joint Labor/Management – No report

Strategic Leadership Plan – No report

Legislative Affairs – No report

### **UNFINISHED BUSINESS**

#### Budget 2020 – Approval of Final Expense Budget

District Secretary Barker asked the Board if they had an opportunity to look at the budget documents sent out to them prior to the meeting and if they had any questions. Deputy Chief Espinosa thanked District Secretary Barker and staff who participated in the preparation of the budget. He stated staff is looking for approval of the Expense Budget tonight.

Commissioner Blanchard-Reed suggested they conduct their review section by section and ask questions of staff. The review proceeded.

Items requiring further research by staff included the following:

- Commissioner Gustafson requested historical information on the IT Contracted Services line item to validate the statement that the District would realize a cost savings over previous years.
- Commissioner Blanchard-Reed requested a breakdown of the Safe Sitter Program line item under the Community Outreach section.

The review concluded.

**Commissioner Rosenlund moved to approve the 2020 Final Expense Budget as presented. Commissioner Barstow seconded the motion. Motion carried.**

Deputy Chief Espinosa thanked the Board and District Secretary Barker. He added that a significant amount of monies are going into the reserve account. District Secretary Barker provided a breakdown which totaled approximately \$2.3 million.

### **NEW BUSINESS**

**November 27, 2019 Regular Board Meeting.** Commissioner Blanchard-Reed suggested cancelling the November 27<sup>th</sup> meeting due to the Thanksgiving holiday and moving it to Monday, November 25<sup>th</sup>. Discussion ensued as to start time.

**Commissioner Rosenlund moved to cancel the November 27<sup>th</sup> Regular Board Meeting. Commissioner Barstow seconded the motion. Motion carried.**

**Commissioner Rosenlund moved to schedule a Special Board Meeting on November 25<sup>th</sup> beginning at 5:30 p.m. Commissioner Gustafson seconded the motion. Motion carried.**

**December 25, 2019 Regular Board Meeting.** Commissioner Blanchard-Reed suggested cancelling the December 25<sup>th</sup> meeting due to the Christmas holiday and moving it to Monday, December 23<sup>rd</sup>. Discussion ensued as to start time.

**Commissioner Portmann moved to cancel the December 25<sup>th</sup> Regular Board Meeting. Commissioner Rosenlund seconded the motion. Motion carried.**

**Commissioner Gustafson moved to schedule a Special Board Meeting on December 23<sup>rd</sup> beginning at 6:30 p.m. Commissioner Barstow seconded the motion. Motion carried.**

#### **PUBLIC COMMENTS**

None

#### **COMMISSIONER COMMENTS**

Commissioner Barstow thanked the citizens for passing the levy.

Commissioner Rosenlund thanked those who campaigned for the levy.

Commissioner Gustafson gave a document to Board Chair Blanchard-Reed regarding low acuity ambulance service he had brought up at a previous Board meeting. Commissioner Rosenlund commented very favorably about this service based on his experience at Central Pierce Fire & Rescue. Commissioner Portmann asked if the Department knows we can utilize this service. Commissioner Blanchard-Reed handed the document to Deputy Chief Espinosa. Commissioner Rosenlund asked that Administration investigate.

#### **EXECUTIVE SESSION**

None

#### **ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of November 13, 2019, was adjourned at 7:07 p.m.**

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Gina Blanchard-Reed, Commissioner

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Brenda L.B. Barker, District Secretary