

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

CALL TO ORDER

Commissioner Blanchard-Reed called the meeting to order at 5:35 p.m.

Attendance:

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

Commissioner Blanchard-Reed led the Pledge of Allegiance and welcomed the audience. She stated that Commissioner Gustafson was on his way. He arrived at approximately 5:40 p.m.

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

Regular Board Meeting Minutes of November 13, 2019

Financial Documentation:

General Fund:

Payables: Checks #27298 through #27357 =	\$139,037.54
Payables (Payroll): Checks #27365 through #27381 =	\$566,758.95
Payroll: Checks #27358 through #27364 =	\$22,056.61
Payroll Transfers (EFTs) =	<u>\$1,105,202.24</u>
TOTAL:	<u>\$1,833,055.34</u>

Commissioner Portmann moved to approve the Consent Agenda in the amount of \$1,833,055.34 after proper audit. Commissioner Barstow 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:

We have three members graduating from the Bates Recruit Academy on Friday, December 6th at 7:00 p.m. at Bates Technical College.

Last week he participated as an assessor in the South Pierce Fire & Rescue Fire Chief selection process. As far as he knows they have not yet made a decision.

He and IAFF Local 726 Vice President Luke Wahl attended the joint Washington State Council of Firefighters and Washington Fire Chiefs Association “No Secrets” Labor and Management Conference.

Human Resources Manager Annie Vandenkooy recently conducted a Battalion Chief Assessment process to establish a promotional list. The list will be coming to a Board Meeting soon.

Annie is doing an outstanding job on the Community Outreach Officer Assessment process. The Chief’s interviews were held today. One more step in the process remains and then the results will be presented at a Board Meeting.

Our Santa Breakfast is scheduled for Saturday, December 7th from 9:00 a.m. to 11:00 a.m. at Station 94.

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

2020 Budget

- Levy Certification
District Secretary Barker explained this document is required by the Department of Revenue and will be turned in to the County tomorrow.
- Employee Verification Letter
District Secretary Barker explained this letter satisfies the County’s request for verification of our number of full-time paid employees.
- Resolution No. 939 – Approving the 2020 Budget
Board Secretary Jodi Reynolds read Resolution No. 939, Approving the 2020 Budget, into the record.

Commissioner Barstow moved the approval of Resolution No. 939, Approving the 2020 Budget, as presented. Commissioner Rosenlund seconded the motion. Motion carried.

- Resolution No. 940 – Authorizing Collection of EMS Property Tax in 2020
Board Secretary Jodi Reynolds read Resolution No. 940, Authorizing Collection of EMS Property Tax in 2020, into the record.

Commissioner Rosenlund moved the approval of Resolution No. 940, Authorizing Collection of EMS Property Tax in 2020, as presented. Commissioner Portmann seconded the motion.

Discussion was held on the motion. Commissioner Portmann stated to District Secretary Barker that the number is different from the one on previous drafts he has, specifically \$3.9 million on the 11/14/2019 budget draft versus another figure on a sheet from the County Auditor's Office that he recalled showed \$3.2 or \$3.4 million. She responded that the sheet the County sent us is the number she used. She offered to go to her office to retrieve the source document. Discussion continued. Upon her return, she showed the document to the Board and confirmed the numbers in the resolution were correct. The Board concurred. Discussion concluded.

Motion carried.

- Resolution No. 941 – Authorizing Collection of Regular Property Tax in 2020
Board Secretary Jodi Reynolds read Resolution No. 941, Authorizing Collection of Regular Property Tax in 2020, into the record.

Commissioner Barstow moved the approval of Resolution No. 941, Authorizing Collection of Regular Property Tax in 2020, as presented. Commissioner Gustafson seconded the motion. Motion carried.

NEW BUSINESS

Policy 102 – Job Descriptions

Chief Dale stated the revisions to Policies 102 and 201 are edits to existing policies, resulting from his request of Human Resources Manager Vandenkooy to provide clarity to these policies. The modifications to the Job Descriptions policy can be summarized as follows: Staff must bring any brand new job descriptions to the Board for approval, while ongoing edits and modifications to existing job descriptions will be authorized by the Fire Chief.

Commissioner Rosenlund moved to waive the second reading of Policy 102, Job Descriptions. Commissioner Barstow seconded the motion.

Discussion was held on the motion. Discussion concluded.

Motion failed.

Commissioner Blanchard-Reed stated the Board will review Policy 102 and vote on it at the next meeting.

Policy 201 – Policy Manual

Chief Dale stated the modifications clarify that policies regarding governance and those affecting the budget need to come before the Board for approval, while others regarding operations, etc., need not come before Board. Discussion ensued. Commissioner Blanchard-Reed stated the Board would review the policy over the next two weeks.

PUBLIC COMMENTS

Citizen Carolyn Benum asked if they could use the American flag located in this meeting room for their Graham LUAC (Land Use Advisory Committee) meetings. Deputy Chief Espinosa responded affirmatively.

COMMISSIONER COMMENTS

None

EXECUTIVE SESSION

None

Chief Dale stated that passing the budget resolutions is a monumental task and occurrence, and he wanted to give accolades to District Secretary Brenda Barker for her work during her first budget process for the District.

ADJOURNMENT

With no further business to come before the Board, the Special Board Meeting of November 25, 2019, was adjourned at 5:59 p.m.

Gina Blanchard-Reed, Commissioner

Brenda L.B. Barker, District Secretary