

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
SPECIAL BOARD MEETING  
December 23, 2019**

**CALL TO ORDER**

Commissioner Blanchard-Reed called the meeting to order at 6:35 p.m.

**Attendance:**

Present: Commissioner Gina Blanchard-Reed, Commissioner Gerald W. Gustafson, Commissioner Russell T. Barstow, Commissioner Ryan Portmann, Fire Chief Pat Dale, Human Resources Manager Annie Vandenkooy and District Secretary Brenda Barker

Absent: Commissioner Adam Rosenlund, Deputy Chief Oscar Espinosa and Board Secretary Jodi Reynolds 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.**

**PRESENTATIONS**

Certificate of Appreciation

Chief Dale presented Commissioner Barstow with a Certificate of Appreciation from the District. Commissioner Barstow thanked the District.

Oath of Office – Commissioner Ryan Portmann

District Secretary Barker administered the Oath of Office to Commissioner-re-elect Portmann and congratulated him. Commissioner Portmann expressed his thanks. District Secretary Barker then presented him with his Oath of Office Certificate.

Oath of Office – Commissioner Robert Homan

District Secretary Barker administered the Oath of Office to Commissioner-elect Homan and congratulated him. District Secretary Barker then presented him with his Oath of Office Certificate. Commissioner-elect Homan expressed his thanks.

Commissioner Blanchard-Reed stated she intended to open the meeting with a moment of silence for fallen Pierce County Sherriff Deputy Cooper Dyson, and asked that one be observed at this time.

**APPROVAL OF CONSENT AGENDA**

Board Meeting Minutes of December 11, 2019

Financial Documentation:

General Fund:

Payables: Checks #27482 through #27550 =	\$192,574.43
Payables (Payroll): Checks #27464 through #27481 =	\$683,720.93
Payroll: Checks #27458 through #27463 =	\$11,044.56
Payroll Transfers (EFTs) =	<u>\$747,446.29</u>

**TOTAL: \$1,634,786.21**

**Commissioner Barstow moved to approve the Consent Agenda in the amount of \$1,634,786.21 after proper audit. Commissioner Gustafson seconded the motion. Motion carried.**

**CORRESPONDENCE**

None

**GENERAL ADMINISTRATION**

**Fire Chief's Report**

None

**Standing Committees**

Budget, Finance and Audit – Commissioner Portmann reported they had the exit interview with the Auditor and everything went accordingly. A report from the Auditor's Office will be provided to the Board shortly.

Policy and Procedure – Commissioner Blanchard-Reed referenced the proposed changes to Policy 214, Board of Fire Commissioner Meetings, and stated copies of the revised policy were provided for their review, with a plan to vote to adopt at the next regular Board Meeting.

Mergers/Consolidations – No report

Joint Labor/Management – No report

Strategic Leadership Plan – No report

Legislative Affairs – Commissioner Blanchard-Reed reported she has contacted the legislators to schedule appointments for Legislative Day, January 28, 2020.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**PUBLIC COMMENTS**

Luke Wall, IAFF Local 726, thanked Commissioner Barstow for his years of service.

**COMMISSIONER COMMENTS**

Commissioner Portmann thanked staff for their work out in the community during the holidays. He recognized Board Secretary Jodi Reynolds for her work to obtain a grant to help local families. He reflected on the great work done by everyone in 2019 to get the many new members hired, trained and out on the road.

Commissioner Gustafson thanked all who attended and helped out at the Santa Breakfast event.

Commissioner Barstow thanked the Department as a whole for their support the past six years, and congratulated them on their hard work and patience to get where they are now.

Commissioner Blanchard-Reed read a statement from absent Commissioner Rosenlund thanking Commissioner Barstow for his years of service. She then expressed her thanks as well and presented Commissioner Barstow with a gift from the Board and Local 726.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

**With no further business to come before the Board, the Special Board Meeting of December 23, 2019, was adjourned at 7:15 p.m.**

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Gina Blanchard-Reed, Commissioner

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Brenda L.B. Barker, District Secretary