

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
March 11, 2020**

CALL TO ORDER

Chairman Portmann called the meeting to order at 6:35 p.m.

Attendance:

Present: Commissioner Ryan Portmann, Commissioner Gerald W. Gustafson, Commissioner Gina Blanchard-Reed, Commissioner Robert Homan, Fire Chief Pat Dale and District Secretary Brenda Barker

Absent: Commissioner Adam G. Rosenlund, Deputy Chief Oscar Espinosa and Board Secretary Jodi Reynolds had excused absences.

Chairman Portmann led the Pledge of Allegiance.

PUBLIC COMMENTS

None

APPROVAL/MODIFICATION OF THE AGENDA

Commissioner Homan moved to approve the Agenda except for the Analytics of Social Media item under New Business, due to Community Outreach Officer Brianna Baker not being present. Commissioner Blanchard-Reed seconded the motion. Motion carried.

APPROVAL OF CONSENT AGENDA

Regular Board Meeting Minutes of February 26, 2020

Financial Documentation:

General Fund:

Payables: Checks #27892 through #27946 = \$74,154.84
Transfer (EFT) = \$1,304.15

TOTAL: \$75,458.99

Commissioner Homan moved to approve the Consent Agenda in the amount of \$75,458.99. Commissioner Blanchard-Reed seconded the motion. Motion carried.

Discussion ensued about the purpose of the Consent Agenda and whether it is necessary to state the financials total in the motion to approve. District Secretary Barker responded she would clarify with legal counsel and report back to the Chair.

CORRESPONDENCE

None

GENERAL ADMINISTRATION

Fire Chief's Report

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

COVID-19 Operational Planning. Chief Dale stated much time has been spent planning and preparing for our response and continued operations during the COVID-19 pandemic. He read from his Department Status Update he had sent via email to Department Members earlier in the day, as follows:

The purpose of this message is to provide a status update as it relates to the COVID-19 pandemic.

Our main goal during this community health crisis is to continue operations and focus on delivering core services to the community.

In order to meet this objective, we need to take care of our Members and ensure their health and safety.

We will accomplish this by:

- Communicating thoroughly with our Members about PPE levels, cleanliness standards and best practices as they relate to COVID-19
- Encouraging Members to stay home if they are sick
- Suspending community meetings at our facilities
- Suspending station tours and external community events
- Requesting that the public do not come to the fire station for medical assistance, instead call 911
- Postponing Myra's retirement reception
- Postponing the Awards Banquet
- Suspending or decentralizing meetings and training
- Limiting face-to-face interaction between operations and administration Members

The actions that we are taking are meant to mitigate the growing risk of transmission of this virus and reduce the effects that it may have on our workforce and our ability to provide core services to the community.

Discussion ensued regarding Chief Dale's Status Update.

Chief Dale continued with his Chief's Report. As mentioned in the update, Myra's Retirement Reception and the Department Awards Banquet have been postponed.

Payroll Specialist Kathy Hickok plans to retire this fall. We are currently recruiting for the position until March 27th.

Standing Committees

Budget, Finance and Audit – No report

Policy and Procedure – Commissioner Homan reported he met with Commissioner Rosenlund this week and revisions to Policy 214 will be ready to present to the Board at the next meeting.

Mergers/Consolidations – No report

Joint Labor/Management – No report

Strategic Leadership Plan – No report

Legislative Affairs – No report

UNFINISHED BUSINESS

Volunteer Pension and Relief Board Discussion

Chairman Portmann referred to the document provided in their books outlining the issues identified at the last Board Meeting and the corresponding research obtained by District Secretary Barker. She read from the document. Chairman Portmann stated no change is necessary to the existing resolution. The Board will revise their policy to reflect the RCWs and policies of the Board for Volunteer Firefighters. Discussion ensued.

NEW BUSINESS

Resolution No. 945 – Delegating Authority to Declare an Emergency

District Secretary Barker read Resolution No. 945 into the record.

Commissioner Blanchard-Reed moved to approve Resolution No. 945, Delegating Authority to Declare an Emergency, as presented. Commissioner Gustafson seconded the motion. Motion carried.

Resolution No. 946 – Establishing a Plan for Continuation of Government

District Secretary Barker read Resolution No. 946 into the record.

Commissioner Homan moved to approve Resolution No. 946, Establishing a Plan for Continuation of Government, as presented. Commissioner Blanchard-Reed seconded the motion.

Discussion ensued regarding this resolution naming COVID-19 versus the one adopted in 2007 naming Avian Flu and the necessity to pass a resolution for every subsequent pandemic, etc. District Secretary Barker stated she will clarify with legal counsel if a blanket resolution can be adopted regarding disasters. Chairman Portmann requested the Board pass this emergency resolution.

Motion carried.

PUBLIC COMMENTS

None

COMMISSIONER COMMENTS

Commissioner Homan commended Chief Dale on his quick response to COVID-19 in Graham including postponing events and the quarantine plan. He appreciated the Logistics Update in the last Firehouse News. He congratulated Commissioner Blanchard-Reed on her announcement for her bid for Senate and wished her the best.

Chairman Portmann concurred regarding Chief Dale's preparedness and forward-thinking.

EXECUTIVE SESSION

Commissioner Portmann announced a 15-minute Executive Session under RCW 42.30.110 (1) (g) to evaluate qualifications of public employees or review their performance, with no business to follow.

The Executive Session was announced as beginning at 7:05 p.m.

At 7:20 p.m. the Executive Session was extended 10 minutes.

The Executive Session was announced as ending at 7:30 p.m.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of March 11, 2020, was adjourned at 7:35 p.m.

Ryan Portmann, Commissioner

Brenda L.B. Barker, District Secretary