

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
April 8, 2020 (Virtual)**

CALL TO ORDER

Chairman Portmann called the meeting to order at 6:30 p.m.

ROLL CALL BY CHAIR

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

Absent: Deputy Chief Espinosa had an excused absence.

PUBLIC COMMENTS

None

APPROVAL/MODIFICATION OF AGENDA

Commissioner Rosenlund moved to approve the Agenda as written. Commissioner Gustafson seconded the motion. Motion carried.

APPROVAL OF CONSENT AGENDA

Regular Board Meeting Minutes of March 25, 2020

Financial Documentation:

General Fund:

Payables: Checks #28030 through #28077 = \$217,398.51

Transfers (EFTs) = \$171.39

TOTAL: \$217,569.90

Commissioner Homan moved to approve the Consent Agenda as submitted. Commissioner Gustafson seconded the motion. Motion carried.

CORRESPONDENCE

None

GENERAL ADMINISTRATION

Fire Chief's Report

Fire Chief Dale welcomed the Board to the virtual meeting.

His Strategic Priorities have been in place since March 2nd. He revisited these and provided a brief situation update of the Graham Fire & Rescue COVID-19 response as follows:

Fire Chief Strategic Priorities

- Care for the Safety of All Members.
- Maintain the ability to provide fire, medical and rescue services to the Community.
- Communicate thoroughly with our Internal Members.

- Ensure All Members are trained in most current best practices.
- Ensure PPE Supplies are maintained.
- Communicate thoroughly with our External Customers.
- Work collaboratively with neighboring fire agencies.

Update:

1. We have a healthy workforce. Our staffing is robust currently.
2. Continuity of Operations: We continue to enhance measures intended to mitigate exposures to our front-line responders as well as all Members of the Department.
3. I've implemented an ICS Structure to manage the administration and operations of the Department during the pandemic.
4. I've implemented a policy to suspend all non-essential spending for the duration of the declaration. Mission-critical spending only.
5. Q1 2020 Newsletter has been sent to the printer for District-wide mailing.
6. Senior Management Team continues to work remotely.
7. Most of the Administrative Support Specialists also work remotely.
8. Our current demand for service is manageable.

Chairman Portmann thanked Chief Dale for his thorough report.

Commissioner Gustafson stated Chief Dale has done an excellent job and thanked him.

Analytics of Community Outreach Report

Chief Dale stated Community Outreach Officer Brianna Baker is present at this meeting to answer questions or receive comments regarding the report.

Chairman Portmann stated he had reviewed the first quarter analytics report and thinks it is amazing what Brianna and Jasper Stenstrom have been able to do. The numbers are quite impressive. Kudos all around!

Commissioner Homan concurred with Chairman Portmann and stated it is extremely impressive how many people we are reaching out to and touching through social media. The report is amazing and speaks volumes to the work they are doing to continue to improve our contacts.

Commissioner Rosenlund commented how nice it was to see this report and actually watch the social media rollout. He appreciates the work Brianna is doing.

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

None

NEW BUSINESS

None

PUBLIC COMMENTS

None

COMMISSIONER COMMENTS

Commissioner Gustafson commented about the non-essential spending freeze implemented by Chief Dale. He voiced his concern about the negative effect on our tax revenues if the lockdown continues much longer. Although we will still receive money this year, next year will not be good. This is something we need to watch very closely, our spending especially.

Chairman Portmann concurred and stated he appreciates the Chief and staff leaning into this.

Commissioner Blanchard-Reed thanked staff for being so organized, especially in light of the challenges of working from home. Kudos to everyone involved!

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of April 8, 2020, was adjourned at 6:43 p.m.

Ryan Portmann, Board Chairman

Brenda L.B. Barker, District Secretary