

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
March 25, 2020 (Virtual)**

**CALL TO ORDER**

Chairman Portmann called the meeting to order at 6:35 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 THE AGENDA**

**Commissioner Rosenlund moved to approve the Agenda as written. Commissioner Blanchard-Reed seconded the motion. Motion carried.**

**APPROVAL OF CONSENT AGENDA**

Regular Board Meeting Minutes of March 11, 2020

Financial Documentation:

General Fund:

Payables: Checks #27972 through #28029 =	\$182,546.78
Payables (Payroll): Checks #27954 through #27971 =	\$677,585.08
Payroll: Checks #27947 through #27953 =	\$12,044.28
Payroll Transfers (EFTs) =	<u>\$822,831.29</u>
<b>TOTAL:</b>	<b><u>\$1,695,007.43</u></b>

**Commissioner Rosenlund moved to approve the Consent Agenda as written. Commissioner Homan seconded the motion. Motion carried.**

**CORRESPONDENCE**

None

**GENERAL ADMINISTRATION**

**Fire Chief's Report**

Fire Chief Dale welcomed the Board to the virtual meeting.

He explained he will provide a higher level overview of the status of our organization, starting with the Strategic Priorities he has had in place for the last four weeks as of this Sunday.

**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.

We entered the Third Phase Implementation of our COVID-19 Plan on March 18, 2020. Major elements of Phase III include the following:

1. Fire Chief Proclamation of Emergency, March 17, 2020
2. Enhance levels of Social Distancing in every aspect of our Department
  - A. Senior Management Team telecommuting
  - B. Admin. Support Specialists telecommuting (2 still in office in staggered shifts)
3. Execute MOU 2020-1 with IAFF Local 726
  - A. Develop and deploy a temporary COVID staffing plan designed to limit movement of Operations Members
  - B. Project overtime budget needs to support temporary staffing plan
4. Board Meetings, in compliance with OPMA, will be conducted using GoToMeeting, a teleconference format.

We have one positive COVID-19 member in self-quarantine at home. A second member had contact with them and is at home in self-quarantine for several more days. Overall, he believes the health of our membership remains very good, as is morale. Working in collaboration with labor leader Luke Wahl, we have done the best we can to mitigate the risk to our members.

**Standing Committees**

Budget, Finance and Audit – No report

Policy and Procedure – Commissioner Rosenlund reported he and Commissioner Homan met regarding Policy 214 and will be submitting their revisions to legal counsel shortly.

Mergers/Consolidations – No report

Joint Labor/Management – No report

Strategic Leadership Plan – No report

Legislative Affairs – No report

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

Resolution No. 947 – Issuance of Warrants or Checks Prior to Board Approval

Board Secretary Jodi Reynolds read Resolution No. 947 into the record.

Chairman Portmann explained the resolution is intended to grant the Fire Chief and the Auditing Officer flexibility during this period when the Board may not be able to meet to approve claims.

**Commissioner Homan moved to approve Resolution No. 947, Issuance of Warrants or Checks Prior to Board Approval as presented, said resolution to take effect immediately upon passage of the motion. Commissioner Gustafson seconded the motion. Motion carried.**

**PUBLIC COMMENTS**

None

**COMMISSIONER COMMENTS**

Chairman Portmann thanked staff for putting this virtual meeting together and working through the logistical challenges. He also thanked Chief Dale for his thorough report on the status of the District.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of March 25, 2020, was adjourned at 6:49 p.m.**

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Ryan Portmann, Board Chairman

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Brenda L.B. Barker, District Secretary