

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
April 22, 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

Citizen Carolyn Benum thanked the Board for having the meeting in this format so they could participate.

APPROVAL/MODIFICATION OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Regular Board Meeting Minutes of April 8, 2020

Financial Documentation:

General Fund:

Payables: Checks #28078 through #28131 =	\$71,780.06
Payables (Payroll): Checks #28139 through #28155 =	\$559,633.23
Payroll: Checks #28132 through #28138 =	\$12,355.34
Payroll Transfers (EFTs) =	<u>\$824,705.98</u>
TOTAL:	<u>\$1,468,474.61</u>

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

CORRESPONDENCE

None

GENERAL ADMINISTRATION

Fire Chief's Report

Fire Chief Dale welcomed the Board and citizens to the virtual meeting.

His Strategic Priorities have been in place since March 2nd. He has felt supported by the Board and this is important to him to convey that and to thank them. He revisited the Strategic Priorities and provided a brief situation update of the Graham Fire & Rescue COVID-19 response as follows:

Fire Chief Strategic Priorities

1. Care for the Safety of All Members.
 2. Maintain the ability to provide fire, medical and rescue services to the Community.
 3. Communicate thoroughly with our Internal Members.
 4. Ensure All Members are trained in most current best practices.
 5. Ensure PPE Supplies are maintained.
 6. Communicate thoroughly with our External Customers.
 7. Work collaboratively with neighboring fire agencies.
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Situation Status

1. We have a healthy workforce. Our staffing remains robust.
2. Continuity of Operations: Our call volume is down. I would describe our Situation Status as a maintenance period. I believe this is due to the great job all Members have done leading up to today.
3. We continue with our enhanced measures intended to mitigate exposures to our front-line responders as well as all Members of the Department.
4. We've converted to a 2 week operational period with our internal IMT producing an IAP bi-weekly.
5. Communication with internal Members (strategic priority #3). Luke Wahl and I did a live video (Zoom) Question & Answer session on Tuesday, April 21. He is paying close to attention to our front-line Members' mental wellness and morale.
6. Communication with external customers (strategic priority #6). Q1 2020 Newsletter is currently arriving at our citizens' addresses.
7. Senior Management Team continues to work remotely.
8. Most of the Administrative Support Specialists also work remotely.
9. Chief Mason is currently working at the PC EOC as the Fire Liaison Representative.

Payroll Specialist Recruitment Process. Beginning three to four weeks ago, District Secretary Barker and Human Resources Director Vandenkooy ran a recruitment process for the position of Payroll Specialist. Ten candidates submitted applications, seven qualified to participate in the testing process, the top six were interviewed, and the top four progressed to the Chief's interview. Two moved forward and are featured in a resolution tonight. The top candidate has a Bachelors Degree in Education, seven years of public sector payroll experience, as well as BARS and BIAS software experience.

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

Resolution No. 948 – Establishing a Certified Payroll Specialist Eligibility List
Board Secretary Jodi Reynolds read Resolution No. 948 into the record.

Commissioner Blanchard-Reed moved to approve Resolution No. 948, Establishing a Certified Payroll Specialist Eligibility List, as presented. Commissioner Homan seconded the motion. Motion carried.

Resolution No. 949 – Invoking the Stafford Act
Board Secretary Reynolds read Resolution No. 949 into the record.

Commissioner Rosenlund moved to approve Resolution No. 949, Invoking the Stafford Act, as presented. Commissioner Gustafson seconded the motion. Motion carried.

Resolution No. 950 – Adopting Policy on Electronic Signatures and Electronic Records
Board Secretary Reynolds read Resolution No. 950 into the record.

Commissioner Blanchard-Reed moved to approve Resolution No. 950, Adopting Policy on Electronic Signatures and Electronic Records, as presented. Commissioner Rosenlund seconded the motion. Motion carried.

PUBLIC COMMENTS

Citizen Robert Benum stated he had two questions regarding the payroll position and a comment. He asked if they hired the person. Chairman Portmann responded the individual has not yet been hired. The resolution passed is the list from which the Chief will hire. Mr. Benum asked what the pay range is for the position. Chairman Portmann explained he needs to defer to staff on that, and added the position replaces a member who is retiring. He said he would ask staff to provide that information to him. Mr. Benum was agreeable to that. Mr. Benum directed his final comment to the Chief. He said he received his quarterly newsletter yesterday and, once again, it is a great, marvelous, positive addition to your fine work. Thank you.

COMMISSIONER COMMENTS

Commissioner Rosenlund stated he wished to echo Mr. Benum's comment. Due to the Chief's leadership and work by administration and staff, we can be in the current maintenance phase. He thanked Chief Dale for leading our District through this crisis.

Commissioner Blanchard-Reed commented she has been calling a number of locals around the state for her campaign and has had a number of districts, some far away, say they know about Graham Fire and our reputation. She is extremely proud to be a part of it. She offered a shout-out to everyone else who has contributed, including commissioners, leadership, and staff.

Commissioner Homan stated he participated in the District's recent question and answer session and said it was heartwarming to see the cohesiveness of the entire Graham Fire family. Everyone was upbeat; it was a supportive environment; and staff was super engaged in the process, which speaks highly for the Firefighters and leadership of the District. Keep up the good work!

Chairman Portmann stated he wanted to echo what everyone else has said. He also thanked the Board members for their patience and attentiveness during these virtual meetings. He thanked the Benums for calling in to this evening's meeting.

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of April 22, 2020, was adjourned at 7:07 p.m.

Ryan Portmann, Board Chairman

Brenda L.B. Barker, District Secretary