

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
May 13, 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 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 22, 2020

Financial Documentation:

General Fund:

Payables: Checks #28156 through #28209 = \$100,643.71

Transfer (EFT) = \$217.72

**TOTAL: \$100,861.43**

**Commissioner Homan moved to approve the Consent Agenda as submitted. Commissioner Blanchard-Reed 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.

He provided a brief update primarily related to COVID-19 response.

**Fire Chief Strategic Priorities** *(in place since March 2<sup>nd</sup>)*

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 (and police) agencies.
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### **Current Situation Update**

This week at Graham Fire & Rescue we've seen our call volume remain at a near-normal volume and our work force healthy and staffing levels are robust. This is the result of our Members' vigilance in following protocols and policies.

Companies and crews have been providing community outreach in entirely new ways. Birthday parades and school parades have taken the place of open houses and school visits. Thanks to everyone involved.

This week we have also seen our Senior Management Team and Administrative Support Specialists return to our offices incrementally.

1. We continue with our enhanced measures intended to mitigate exposures to our front-line responders as well as all Members of the Department.
2. As I look forward to returning to more familiar operations, I want to assure you that the priorities that I'll continue to use to make these important decisions are:
  - The number one priority is the health and safety of all Members.
  - Maintain the ability to provide service to our community.
  - Decisions will be data-driven and evidence-based.
3. During the incremental and phased in approach, we'll continue to **monitor and adjust** as health experts revise their recommendations.
4. Communication with internal Members (strategic priority #3). We will be launching our internal WSRB announcement this week.
5. I held a Facebook Live conversation with Congresswoman Schrier this afternoon. She invited me to discuss Fire Service needs as we progress toward wildland fire season.

He sent out a survey to all members last week with seven direct, simple questions on their understanding of our response plan for COVID-19, including their education on COVID-19 and PPE procedures. The responses were in the high 80's and into the 90's on each question. Members also commented about the deployment of policies at a rapid pace, and feeling slightly overwhelmed, which he will pay attention to.

### **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**

### Washington State Military Department Public Assistance Grant Agreement and Supplemental Contracting Documents

Chairman Portmann requested District Secretary Barker provide an overview of the documents followed by a question and answer session. She explained these are boilerplate documents provided by FEMA. After completing them she sent them to Attorney Eric Quinn for his review and attestation; and she emailed the sheet with his signature to the Board members earlier today. She explained this is a contract for them to reimburse us. The Resolution included in the Supplemental Contracting Documents allows for the District to name a point of contact and an alternate, and three alternates to the alternate. She then entertained questions from the Board.

Commissioner Homan stated he understands Attorney Eric Quinn approved they are sending us money and you are the main point of contact. He has concerns that while the Chief is ultimately the CEO of the company, and his responsibility is to manage contracts outside of this particular agreement, in this instance you are the authorized agent. He sees this as a discrepancy. She explained that as an alternate, he can sign, or she can. By naming her the authorized agent, it allows the Chief to not have to process all of the required paperwork and take the numerous phone calls. She has and will continue to brief Chief Dale on the exact status of the claim.

Commissioner Homan stated he noticed the Resolution has all five Commissioners signing whereas the Signature Authorization Form lists only three Commissioners. District Secretary Barker explained the three Commissioners listed are the ones she has identified as the most readily available to sign on short notice.

Commissioner Rosenlund asked District Secretary Barker if being the authorized agent is the equivalent of a point of contact for information and not necessarily the one in charge of the organization. She responded it makes her the main point of contact and the Chief the alternate point of contact, so that he is not burdened with all of the phone calls, emails, paperwork, etc. Although she will be signing one of these documents as the authorized agent, it is not to spend money, but to receive money. So this does not take away from what his signature would normally mean on a contract.

### Resolution No 951– Designation of Applicant’s Agent

Board Secretary Jodi Reynolds read Resolution No. 951 into the record.

**Commissioner Homan moved to approve Resolution No. 951, Designation of Applicant’s Agent, as written. Commissioner Rosenlund seconded the motion. Motion carried.**

## **PUBLIC COMMENTS**

Citizen Robert Benum commented today he received the newsletter from the Bethel School District that contained a piece on the training burn of the house across from the Headquarters Station. The article was very positive and good PR. He then inquired if any Graham Firefighters have contracted COVID-19, and if so, are they okay. Chief Dale responded he previously released a public announcement that early on we had one Firefighter test positive. This was a communal contact in which the Firefighter was off-duty and had the exposure. He was off work for 14 days and has since fully recovered and returned to work. This is the only case we have had.

Citizen Carolyn Benum asked if Graham Fire announces when they are going to do a birthday or other parade. Chief Dale responded that requests come in and are routed to our Community

Outreach Officer Brianna Baker and she schedules those according to our availability. They are not announced beforehand online. Mrs. Benum stated she would love to see one in person.

### **COMMISSIONER COMMENTS**

Commissioner Blanchard-Reed commended Chief Dale and Community Outreach Officer Brianna Baker. She had mentioned to Chief Dale Monday morning that the Graham Business Association in conjunction with the Bethel and Eatonville School Districts was having a food drive that same day. A fire engine from Station 95 with five crew members showed up at the food drive. She appreciated the quick response and the creative ways they are getting out there in the community.

District Secretary Barker informed the Board members she will be contacting each one of them to schedule a time to meet with her in the Station 94 parking lot to sign the FEMA documents as well as others.

Chairman Portmann thanked Chief Dale and staff for their work to keep our members safe while serving the community. Your efforts are appreciated!

Commissioner Gustafson commented on recent Washington Fire Commissioners Association News including a public records proclamation update extending it to May 31<sup>st</sup>, \$200 million in COVID-19 relief, and \$300 million in grant funding which rural fire departments can apply for and possibly receive up to \$750,000 to build a new fire station. He said this might be something to look into for the Kapowsin area.

### **EXECUTIVE SESSION**

None

### **ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of May 13, 2020, was adjourned at 6:57 p.m.**

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Ryan Portmann, Board Chairman

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Brenda L.B. Barker, District Secretary