

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
May 27, 2020 (Virtual)**

**CALL TO ORDER**

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

**ROLL CALL BY CHAIR**

Present: Chairman 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 May 13, 2020

Financial Documentation:

General Fund:

Payables: Checks #28233 through #28277 =	\$38,108.83
Payables (Payroll): Checks #28217 through #28232 =	\$522,315.51
Payroll: Checks #28210 through #28216 =	\$13,892.80
Payroll Transfers (EFTs) =	<u>\$790,975.89</u>
<b>TOTAL:</b>	<b><u>\$1,365,293.03</u></b>

**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 to the virtual meeting.

There is not a great deal to report since our last Board meeting. We continue to see our call volume remain at a near-normal volume and our work force is healthy. The only update involves the WSRB announcement. We launched our internal WSRB announcement with a video and internal correspondence. In June we will launch our external WSRB announcement extensively via the Graham Business Association, our website and mailers to our citizens.

The District extended a conditional offer of employment for the Payroll Specialist position to candidate Michelle Miller, who enthusiastically accepted. She will now go through the pre-employment screening process, with an anticipated start date of July 1<sup>st</sup>.

At the previous Board Meeting, Commissioner Gustafson inquired about a grant opportunity that staff since has researched. They contacted the consulting group providing the grant for the guidelines. This is a grant specifically designed for rural communities. Applicants must provide evidence that 51% of their district falls into low income levels by surveying every household. Graham does not fit the criteria for the grant. Commissioner Gustafson thanked Chief Dale for looking into it, as did Chairman Portmann.

### **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 in May or June we were to receive our new Tender and asked how that is coming. Chief Dale responded the vendor has had disruptions with staffing and production due to COVID-19. The anticipated date of arrival is now the end of August, first part of September.

Chairman Portmann stated he anticipates the next couple of Board meetings will have more business on the Agenda than have the past few. He will be sending out an email requesting Agenda items for the upcoming meetings. Staff is looking into the Governor's orders and when regular in-person meetings may resume and what those will look like moving forward. He will send out email updates on this closer to the next meeting, which will still be virtual.

### **EXECUTIVE SESSION**

None

### **ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of May 27, 2020, was adjourned at 6:39 p.m.**

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Ryan Portmann, Board Chairman

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Brenda L.B. Barker, District Secretary