

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
September 23, 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 (joined meeting at 6:49 due to technical issues), Commissioner Adam G. Rosenlund, Commissioner Gina Blanchard-Reed, Commissioner Robert Homan, Fire Chief Pat Dale, Deputy Chief Oscar Espinosa, District Secretary Brenda Barker and Board Secretary Jodi Reynolds

Absent: None

**PUBLIC COMMENTS**

None

**APPROVAL/MODIFICATION OF AGENDA**

Chairman Portmann stated Deputy Fred Wiggins could possibly be joining the meeting at some point, and Chief Dale would proceed with a special presentation at that time.

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

**APPROVAL OF CONSENT AGENDA**

Regular Board Meeting Minutes of September 9, 2020

Financial Documentation:

General Fund:

Payables: Checks #28754 through #28804 =	\$73,518.14
Payables (Payroll): Checks #28737 through #28753 =	\$677,231.38
Payroll: Checks #28731 through #28736 =	\$11,922.41
Payroll Transfers (EFTs) =	\$854,075.82

**TOTAL: \$1,616,747.75**

**Commissioner Homan moved to approve the Consent Agenda, as submitted. Commissioner Blanchard-Reed seconded the motion. Motion carried.**

**CORRESPONDENCE**

None

Chairman Portmann announced a pause in the Agenda to allow Fire Chief Dale to recognize Deputy Fred Wiggins, who had just joined the virtual meeting by phone.

- Deputy Fred Wiggins, Pierce County Sheriff's Department  
Chief Dale proceeded with the presentation. He provided details of the heroics Deputy Wiggins demonstrated on August 29, 2020, when he assisted in the rescue of an 11-year-old girl from a vehicle engulfed in flames. Chief Dale then presented him with a Special

Recognition Award for his life-saving efforts. Deputy Wiggins expressed his thanks and appreciation for Graham Fire & Rescue. He also acknowledged the actions of Commander Rossi and the citizens for their help. Chairman Portmann thanked Deputy Wiggins for his service to the community.

## **GENERAL ADMINISTRATION**

### **Fire Chief's Report**

Fire Chief Dale welcomed the Board and audience to the virtual meeting and reported on the following:

#### Strategic Priorities of COVID-19

#### Current Events

- 244<sup>th</sup> Fire – Recovery Process
  - Peer Support
  - COVID Compliant Decontamination
  - Finance
  - Post Incident Review
  - Logistics
  - Community Outreach
  - Damage Assessment
  - Labor Collaboration
  
- Benefit Charge
  - Training – For Internal Members: September 28
  
- 244<sup>th</sup> Command Fire Social Media Analytics

(Commissioner Gustafson joined the meeting by phone at 6:49 p.m.)

#### **Standing Committees**

Budget, Finance and Audit – Chairman Portmann referenced the email from District Secretary Barker regarding the State Auditor exit or entrance interview.

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**

##### 2021 Budget - Budget Process Update and Discussion

District Secretary Barker clarified her email to the Board dealt with the entrance interview, and the exit interview will take place soon.

District Secretary Barker stated the revenue numbers were received from the County on Monday. Assessed Valuation came in right above \$87 billion, an increase of \$429 thousand over last year. The budget will be approximately \$29 million, an increase over last year of approximately \$344 thousand. Staff plans to have a budget presentation ready for the Board at the next meeting.

**NEW BUSINESS**

None

**PUBLIC COMMENTS**

Citizen Carolyn Benum commented she was glad to be present to hear about the fire and the aftermath, and the appreciation shown by the public. She expressed her gratitude to all involved for being such a good fire department.

**COMMISSIONER COMMENTS**

Commissioner Gustafson requested an update on the issue involving parcels in Central Pierce’s District they were getting credit for that should be in Graham Fire’s District, reported on at a previous meeting. Chief Dale stated the boundary line adjustment has been made, and he believes the tax changes will take effect in 2021.

Commissioner Gustafson requested clarification of the Benefit Charge Training on September 28 as reported on in the Fire Chief’s Report. Chief Dale responded he will host virtual training for all of our internal members on the pertinent facts, so they can answer questions. The training will last approximately 30 minutes. Commissioner Gustafson asked if it would be possible for the Board members to have phone numbers to call in with to attend. Chief Dale responded affirmatively and said staff would contact them with that information.

Chief Dale stated he had one more item to add to the Chief’s Report: Kathy Hickok, after 22 years of service, will be retiring. Her last day is Wednesday, September 30<sup>th</sup>. Commissioner Blanchard-Reed asked if the Board members could sign a card. Chief Dale responded a card would be made available for them to stop by and sign.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of September 2, 2020, was adjourned at 7:01 p.m.**

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Ryan Portmann, Board Chairman

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Brenda L.B. Barker, District Secretary