

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
SPECIAL BOARD MEETING  
November 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, Commissioner Adam G. Rosenlund (joined the meeting at 6:45 p.m.), Commissioner Gina Blanchard-Reed, Commissioner Robert Homan, Fire Chief Pat Dale, District Secretary Brenda Barker and Board Secretary Jodi Reynolds

Absent: Deputy Chief Oscar Espinosa had an excused absence.

**PUBLIC COMMENTS**

None

**APPROVAL/MODIFICATION OF AGENDA**

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

**APPROVAL OF CONSENT AGENDA**

Special Board Meeting Minutes of November 9, 2020

Financial Documentation:

General Fund:

Payables: Checks #29097 through #29154 =	\$162,259.77
Payables (Payroll): Checks #29071 through #29087 and #29095 through #29096 =	\$652,013.37
Payroll: Checks #29065 through #29070 and #29088 through #29094 =	\$26,810.10
Payroll Transfers (EFTs) =	<u>\$1,206,033.85</u>
<b>TOTAL:</b>	<b><u>\$2,047,117.09</u></b>

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

**CORRESPONDENCE**

None

**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

The boundary line adjustment by the County involving 44 parcels is complete. These parcels now reside within our District for tax collection beginning January 1, 2021.

The new Tender is being outfitted and training is taking place. A virtual push-in ceremony is in the planning stages for Station 91 either the 10<sup>th</sup> or 11<sup>th</sup> of December.

He attended a Facebook Live event with Jimmy and Karen of the Graham Business Association (GBA). He provided a follow-up on the Benefit Charge and let them know what that meant for the District. He also thanked the voters that supported us. Jimmy and Karen surprised Chief Dale with a plaque making the Graham Fire Goats honorary members of the GBA.

### **Standing Committees**

Budget, Finance and Audit – Chairman Portmann reported that he and Commissioner Blanchard-Reed reviewed the financials, but still have some remaining to review. Staff is waiting to hear on the date and time for the exit interview with the State Auditor.

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

- Levy Certification  
District Secretary Barker provided an overview of this document and explained it is required by the County and signed by the District Secretary.
- Resolution No. 956 – 2021 EMS Property Tax Levy  
Chairman Portmann called for a motion on this resolution.

**Commissioner Blanchard-Reed moved to approve Resolution No. 956, 2021 EMS Property Tax Levy, as presented. Commissioner Gustafson seconded the motion. Motion carried.**

- Resolution No. 957 – 2021 Fire Property Tax Levy  
Chairman Portmann called for a motion on this resolution.

**Commissioner Gustafson moved to approve Resolution No. 957, 2021 Fire Property Tax Levy, as presented. Commissioner Homan seconded the motion. Motion carried.**

- Resolution No. 958 – Approval of 2021 Budget  
Board Secretary Jodi Reynolds read Resolution No. 958 into the record.

**Commissioner Gustafson moved to approve Resolution No. 958, Approval of 2021 Budget, as presented. Commissioner Blanchard-Reed seconded the motion. Motion carried.**

**NEW BUSINESS**

None

**PUBLIC COMMENTS**

None

Commissioner Rosenlund joined the meeting at 6:45 p.m.

**COMMISSIONER COMMENTS**

Chairman Portmann thanked staff for their work on the budget, especially considering the compressed timeline presented by the Benefit Charge.

**EXECUTIVE SESSION**

Chairman Portmann announced a ten-minute Executive Session under RCW 42.30.140 (4) (a) (b) to plan or adopt strategy/position for collective bargaining, with no business to follow.

The Executive Session was announced as beginning at 6:49 p.m.

At 6:59 p.m., the Executive Session was extended six minutes.

At 7:05 p.m., the Executive Session was extended five minutes.

At 7:10 p.m., the Executive Session was extended three minutes.

At 7:13 p.m., the Executive Session was extended five minutes.

The Executive Session was announced as ending at 7:18 p.m.

**ADJOURNMENT**

**With no further business to come before the Board, the Special Board Meeting of November 23, 2020, was adjourned at 7:19 p.m.**

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Ryan Portmann, Board Chairman

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Pat Dale, District Secretary