

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
January 27, 2021 (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 Finley (Blanchard-Reed), Commissioner Robert Homan, Fire Chief Pat Dale, Deputy Chief Oscar Espinosa and Board Secretary Jodi Reynolds

Absent: None

PUBLIC COMMENTS

None

APPROVAL/MODIFICATION OF AGENDA

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

ELECTION OF BOARD CHAIR AND VICE CHAIR

Chairman Portmann opened the floor to nominations for Board Chair.

Commissioner Rosenlund moved to nominate Commissioner Robert Homan for the position of Board Chair. Commissioner Finley (Blanchard-Reed) seconded the motion.

**Commissioner Gustafson moved to close nominations for Board Chair.
Commissioner Rosenlund seconded the motion. Motion carried.**

Motion carried.

Chairman Homan opened the floor to nominations for Board Vice Chair.

Commissioner Finley (Blanchard-Reed) moved to nominate Commissioner Adam Rosenlund for the position of Board Vice Chair. Commissioner Gustafson seconded the motion.

**Commissioner Portmann moved to close nominations for Board Vice Chair.
Commissioner Finley (Blanchard-Reed) seconded the motion. Motion carried.**

Motion carried.

APPROVAL OF CONSENT AGENDA

Special Board Meeting Minutes of December 21, 2020

Financial Documentation:

General Fund:

Payables: Checks #29292 through #29372 and
#29395 through #29455 = \$289,304.41

Payables (Payroll): Checks #29379 through #29394	\$558,641.63
Payroll: Checks #29373 through #29378 =	\$12,444.98
Payroll Transfers (EFTs) =	\$894,892.29
Transfer (EFT) =	<u>\$67.46</u>
TOTAL:	<u>\$1,755,350.77</u>

Commissioner Rosenlund 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:

He thanked former Chair Portmann and former Vice Chair Finley (Blanchard-Reed) for their time, effort, leadership and dedication. He congratulated Chair Homan and Vice Chair Rosenlund on their new positions.

Strategic Priorities of COVID-19

Current Events

1. ILA for Fleet Mechanic Services

We have entered into an agreement with Gig Harbor, Central Pierce and West Pierce to borrow or lend a mechanic under narrow circumstances due to a COVID-19 isolation and/or quarantine of a fleet mechanic(s). Highlights of the agreement include:

- A. Delegation of authority
- B. Hold harmless / indemnification clause
- C. Industrial insurance waiver
- D. Attorney review by the Quinns

2. 2020 Year in Review

He wrote a summary of the highlights of 2020 at Graham Fire & Rescue, and Community Outreach Officer Brianna Baker created a photo montage to accompany his summary. He will forward access to these to the Board.

3. Update on Chief Financial Officer/District Secretary Hiring Process

Human Resources Director Annie Vandenkooy is running a highly professional process. Fifteen individuals submitted applications by January 10. Consulting firm Prothman held the first round of interviews with ten applicants. They narrowed down the field to the top four candidates and four alternates. The top four went through an interview/assessment center with HR Director Vandenkooy and some subject matter experts today, and were invited to the Fire Chief's interview. One candidate withdrew and the remaining three will interview with Chief Dale and panel this Friday.

Standing Committees

Committee Appointments for 2021: Chair Homan requested the Board members email their committee interest to him, and he will lead a discussion at the next meeting.

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

Fire Service Occupational Culture of Safety (FOCUS) Survey Results Presentation

Fire Chief Dale provided a PowerPoint presentation covering the results of the FOCUS survey taken in 2020 and comparing those to the results for the same survey taken in 2015. This survey measures job satisfaction, level of engagement and burnout rate, with the ultimate goal of reducing firefighter injuries. Our Department improved substantially over the five-year period in all of these areas. The survey results for 2020 rank Graham Fire among the top agencies nationally when compared to Departments of similar size of population served, call volume and roster size. Additionally, he, with the assistance of HR Director Vandenkooy, collected recordable injury data from 2015 and 2020. He then compared roster size, minimum staffing levels and number of recordable injuries for each year. He found with an increase in roster size from 67 and daily minimum staffing of 13 in 2015, to a roster size of 126 and daily minimum staffing of 20 in 2020, the injury rate decreased from 18% in 2015 to less than 1% in 2020, a significant reduction. He will continue to look at staffing, working towards national staffing levels, a major factor in organizational outcomes of increased job satisfaction and employee engagement and reduced burnout, with the ultimate goal of reducing firefighter injuries.

State Audit Action Plan

Human Resources Director Annie Vandenkooy stated the exit interview was held with the State Auditor's Office on December 29th. As a result of that meeting she has devised an action plan, with respect to the following three subjects, to be carried out by both the Finance and Human Resources Divisions moving forward:

1. OPEB (Other Post-Employment Benefits): Retiree medical insurance benefit determination of eligibility and reporting of OPEB on annual report
2. SAFER Grants: Training of any personnel directly involved in administering grant funds
3. Accountability: Ensuring accurate execution and retention of personnel documents in a centralized location. She will be sending a letter to the Commissioners that touches on the accountability piece from the State Auditor.

She added that she is looking to streamline the purchase order process and edit the associated policy to accurately reflect a more efficient process going forward.

Commissioner Finley (Blanchard-Reed) inquired about follow-up by the State Auditor. HR Director Vandenkooy responded that the State Auditor will be checking in with us for progress when the 2020 audit takes place.

Community Outreach Analytics Report for 2020

Community Outreach Officer Brianna Baker shared her analytics report with the Board and responded to questions. Her report covered the following areas: 2020 Observations; Facebook analytics, top post and video; Instagram analytics, top post and video; Twitter analytics and top post; YouTube analytics, top external and internal videos; Nextdoor analytics; social media highlights; press releases; media coverage; outreach and public education; and website performance.

Benefit Charge Deployment Update

Battalion Chief Todd Jensen provided an update of the Benefit Charge deployment and entertained questions from the Board. He reported the following:

- Notices of Benefit Charge were mailed to approximately 22,000 property owners.
- The petition process has begun. To date, 382 activities have been recorded. He expects this number to dramatically increase as they continue to receive phone and email inquiries.
- The petition submission deadline is February 1st at 4:00 p.m. All petitions go through an administrative review process, resulting in a response letter including instructions for contacting the Department to get their name on the docket for one of two dates for hearings before the Board. Alternatively, they may join either virtual hearing to discuss their concerns without being on the docket.
- At the February 10th Board Meeting, the Board Chair will convene the public hearing. Each petitioner will have five minutes to present their petition to the Board. Board members may ask questions of the petitioner or staff. Once all petitions have been presented, the Board will suspend the hearing, then resume the hearing at the February 24th Board Meeting. Over the two-week period, the Board will take all petitions received under consideration and review all information necessary to make a decision.
- At the February 24th Board Meeting, the hearing will resume, and if any citizens wish to be heard, they will be allowed to with the same five-minute limit. The Board will then move into deliberations in Executive Session or just move ahead with recommendations. The public hearing will be adjourned.

PUBLIC COMMENTS

Citizen Carolyn Benum commented she was happy to be in attendance and appreciated the good information she received during the meeting.

Citizen Bob Benum suggested the Department post additional information regarding the Benefit Charge and potential savings for the majority of taxpayers on the various social media arenas.

QUARTERLY REPORTS

Graham Fire Association – No report

IAFF Local 726 – District Vice President Jasper Stenstrom stated he wished to publicly recognize former District Vice President Luke Wahl for his work over the past seven years. Luke's vision, tenacity, dedication and leadership have helped mold the collective labor/management relationship they share today. As the newly-elected District Vice President, he said he looks forward to continuing to move the needle forward. He reported the Local's annual auction, a major fundraiser, was canceled due to COVID-19, but the Local and the Graham Fire Association still provided six families with Christmas dinner and gifts. He also commented on increased morale on the floor resulting from the addition of a dedicated 3-person engine company. The Local looks forward to a successful and healthy 2021!

COMMISSIONER COMMENTS

Commissioner Gustafson requested the status of the new Tender. Chief Dale responded the in-service date is February 1st.

Commissioner Gustafson commented on Station 92 and the need to acquire land and get a building in place. He stated the people in the Kapowsin area are not being served like the rest of the District. Chair Homan acknowledged Commissioner Gustafson's concern and assured him staff had it on their radar.

Commissioner Finley (Blanchard-Reed) congratulated Chair Homan and Vice Chair Rosenlund on their appointments and stated she looked forward to seeing where Graham Fire goes under their leadership.

Commissioner Rosenlund commended staff on the enormous body of work accomplished, both individually and collaboratively, as demonstrated by the reports delivered tonight.

Commissioner Portmann stated with regards to Station 92, he concurs with Commissioner Gustafson and fully supports looking into enhancing the south end response. He also commended staff for their great work.

Chair Homan thanked Commissioners Portmann and Finley (Blanchard-Reed) for their leadership and service over the past year. He welcomed Jasper Stenstrom as VP for Local 726 and commended Luke Wahl on the great job he did. He thanked the Board for their vote of confidence in electing him Chair.

EXECUTIVE SESSION

None

Board Secretary Jodi Reynolds reminded the Board she would be emailing the meeting documents out for their electronic signatures tonight following the meeting and requested they complete the signing process by noon tomorrow.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of January 27, 2021, was adjourned at 7:39 p.m.



Robert Homan, Board Chair



Pat Dale, District Secretary