

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
March 10, 2021 (Virtual)**

CALL TO ORDER

Chair Homan called the meeting to order at 6:30 p.m.

ROLL CALL BY CHAIR

Present: Chair Robert Homan, Commissioner Adam Rosenlund, Commissioner Ryan Portmann, Commissioner Gerald Gustafson, Fire Chief Pat Dale, Deputy Chief Oscar Espinosa, District Secretary Sandi Roberts and Board Secretary Jodi Reynolds

Absent: Chair Homan stated Commissioner Finley would be arriving late to the meeting.

PUBLIC COMMENTS

None

APPROVAL/MODIFICATION OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Regular Board Meeting Minutes of February 24, 2021

Financial Documentation:

General Fund:

Payables: Checks #29587 through #29654 = \$113,772.36

TOTAL: \$113,772.36

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 members to the virtual meeting and reported on the following:

Strategic Priorities of COVID-19

Current Events

We welcomed our new CFO/District Secretary Sandi Roberts on March 1st. Welcome Sandi!

Standing Committees

Policy and Procedure – Commissioner Rosenlund reported on the following policies:

- Policy 224 – The committee will be sending the policy out for Board review, then approval at the next meeting.

- Policy 214 – The committee made several changes and will send it out prior to the next meeting for Board review, then approval at the next meeting.

Commissioner Finley joined the Board Meeting at 6:37 p.m.

Commissioner Rosenlund deferred to her to report on Policies 217 and 212. Commissioner Finley provided the following report:

- Policy 217 – The committee added definitions for the various committees. She stated she would like more input from the Board on the Strategic Leadership Plan committee. Discussion ensued. The Board decided to make this committee an ad hoc committee. Chair Homan suggested the Labor/Management committee be eliminated, due to the Chief and Deputy Chief being responsible for managing these matters, not the Board. The Board concurred.
- Policy 212 – Chief Dale had requested the Board clarify the approval of existing positions already approved by the Board in the current budget, and to allow the Chief authority to fill those positions and negotiate the contracts without a vote of the Board. He also requested the committee add, for future Chiefs, that a representative from the Board should be present at the Fire Chief’s interview for key positions. Commissioner Finley stated the committee will package the policy and proposed changes for review by legal counsel, and bring it to the Board for approval at the next meeting.

Mergers/Consolidations – Commissioner Portmann reported the committee has a meeting with Central Pierce Fire & Rescue’s Board representatives scheduled for March 22nd. The committee will report back to the Board at the next meeting.

Legislative Affairs – Commissioner Homan provided an update on the bills he reported on at the last Board meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS

Swearing-In Ceremony

- Resolution No. 966, Appointing Sandi Roberts to position of District Secretary – Board Secretary Jodi Read Resolution No. 966 into the record.

Commissioner Rosenlund moved to approve Resolution No. 966, appointing Sandi Roberts to the position of District Secretary, as written. Commissioner Gustafson seconded the motion. Motion carried.

- Oath of Office – Chair Homan administered the Oath of Office to Sandi Roberts and virtually presented her with a framed certificate.

Fire Chief Selection Process Discussion

Chair Homan recalled that over the past two weeks, the Board has reviewed the current job description and the new, updated version. He requested feedback from the Board members. Discussion ensued. Chair Homan concluded that he will coordinate with Human Resources Director Annie Vandenkooy to merge both versions and present the resulting document at the next Board meeting.

Internal vs. External Search:

Chair Homan provided a review of the document he had prepared and provided to the Board in advance of this meeting and requested Board feedback. Discussion ensued.

After extensive discussion, Chair Homan concluded they will revisit this item of business at the next meeting. Having an approved job description will help determine which search process they decide to pursue.

Chair Homan and Commissioner Rosenlund stated they will be on duty the day of the next Board meeting; however, they will be present during the meeting as call volume allows. If the entire Board is not present, this decision will be delayed. Commissioner Gustafson offered if that occurs, the Board can schedule a Special Meeting. Chair Homan concurred.

PUBLIC COMMENTS

Citizen Carolyn Benum commented she was not aware Chief Dale is retiring. Chair Homan responded he will retire February of 2022.

Citizen Robert Benum also commented this was the first he had heard of Chief Dale's retirement. He stated that Graham Fire & Rescue has good people, but it would be a shame to miss out on a candidate from out-of-state or outside our region. He is not sure of the best way to go about this. Chief Dale has proven that an effective Chief is very important to this organization, and someone of Chief Dale's caliber is necessary to fill his shoes. He concluded he would like an opportunity to comment before the vote is taken.

Chair Homan responded that Mr. Benum may voice his opinion during the first public comment period at the next Board meeting.

COMMISSIONER COMMENTS

Commissioner Portmann commented he arranged for a Public Education/Social Media novice with the Puyallup Police Department to get in touch with Community Outreach Officer Brianna Baker. Brianna and Firefighter Jasper Stenstrom gave her some great insight.

Commissioner Homan welcomed Sandi Roberts to the Department. In addition, he commented on the new shirt he was wearing and explained that the Board members may contact Jina Cieplik at Station 96 to order shirts for them. He thanked Jina for facilitating this process.

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of March 10, 2021 was adjourned at 7:38 p.m.

Robert L. Homan

Robert L. Homan, Board Chair

Sandi Roberts

Sandi Roberts, District Secretary