

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
April 28, 2021 (Virtual)**

**CALL TO ORDER**

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

**FLAG SALUTE**

**ROLL CALL BY CHAIR**

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

**PUBLIC COMMENTS**

None

**APPROVAL/MODIFICATION OF AGENDA**

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

**PRESENTATIONS**

Chief Dale presented a Letter of Recognition to Battalion Chief Todd Jensen for his exemplary work on the Benefit Charge. He described Chief Jensen as integral in compiling and analyzing data and preparing for a ballot measure. Once the measure passed, he prepared for the implementation of the Benefit Charge, and led the appeal process which included a significant customer service portion. Chief Dale described this as "the best customer service he has seen in a public service agency." He continued by stating Chief Jensen's efforts during the entire process clearly demonstrate his understanding of our Mission, Vision and Values and a high level of customer service. Chief Jensen thanked him.

Deputy Chief Espinosa presented a Letter of Recognition to Captain Jason Rickey for his excellent work as the Pierce County Hazardous Incident Team (PCHIT) Lead, securing a grant for trucks and training, and the difficult execution of that grant. He commended him for his incredible leadership, coordination and work effort towards our regional hazmat team. The process took two to three years to execute, during which he demonstrated excellent internal customer care toward all partners of PCHIT. His vision and efforts on this project have positively influenced the Mission, Vision and Values of Graham Fire & Rescue and PCHIT. Captain Rickey thanked the Administration for this opportunity and stated he is looking forward to beginning the next challenge.

**APPROVAL OF CONSENT AGENDA**

Regular Board Meeting Minutes of April 14, 2021

Financial Documentation:

General Fund:

Payables: Checks #29829 through #29899 =	\$155,269.86
Payables (Payroll): Checks #29813 through #29828	\$558,309.91
Payroll: Checks #29807 through #29812 =	\$13,745.58
Payroll Transfers (EFTs) =	<u>\$924,062.04</u>
<b>TOTAL:</b>	<b><u>\$1,651,387.39</u></b>

**Commissioner Rosenlund moved to approve the Consent Agenda as submitted. Commissioner Finley 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

- These priorities remain at the top of his Chief's Report. The Department recently experienced possible communal exposures, resulting in some members going into quarantine, but they are now coming out.

#### Current Events

- Under the leadership of Assistant Chief Matt Waltrip, Graham Fire has partnered with other local fire agencies to assist each other in hosting vaccination clinics.

### **Community Outreach Report**

Community Outreach Officer Brianna Baker reported on the following:

- The Graham Fire Community Relief Fund: In partnership with America's Credit Union (ACU), Graham Fire has created a fund to help those affected by fires. ACU is managing the fund, which consists of donations from the community. Graham Fire response personnel will offer post cards to victims of fires, with contact information for ACU. The program will launch externally tomorrow with a press release, social media posts and information on our website, and next week the crews will have the post cards on their apparatus. Our community members are always looking for ways to help, and this will provide them with that opportunity.

### **Standing Committees**

Policy and Procedure – Commissioner Rosenlund reported on the following:

- Policy 217 – District Secretary Roberts reviewed the recent minor changes suggested by legal counsel.

**Commissioner Finley moved to approve Policy 217 as written. Commissioner Portmann seconded the motion.**

Discussion was held on the motion. Commissioner Gustafson stated under Legislative Affairs, on Legislative Day more than two Commissioners can attend each meeting with a legislator. Commissioner Finley stated legal counsel confirmed that more than two Commissioners in attendance at any meeting would be considered a quorum if District business was discussed. Commissioner Portmann stated he could understand Commissioner Gustafson's point, but since the dialogue during a meeting cannot be controlled, the judicious stance of the committee as confirmed by legal counsel is to keep the meeting attendance at two so as not to be out of compliance with the Open Public Meetings Act. Commissioner Rosenlund stated he echoed Commissioner Finley's comments. Discussion concluded.

**Yes: Commissioners Homan, Rosenlund, Portmann and Finley; No: Commissioner Gustafson. Motion carried.**

- Policy 224 – Commissioner Rosenlund stated the current version of the policy is the same version the Board reviewed back in 2018. Legal counsel confirmed he had also reviewed the policy back in November of 2018 and the present version, and reported no substantive changes were recommended.

**Commissioner Rosenlund moved to approve Policy 224 as written. Commissioner Finley seconded the motion. Motion carried.**

Chair Homan asked the committee if Policies 212 and 214 would be ready for consideration at the next meeting. Commissioner Rosenlund responded affirmatively.

Legislative Affairs – Chair Homan reported he had no update on active legislation, but he would have a report for the next meeting.

### **UNFINISHED BUSINESS**

- Fire Chief Selection Process  
Chair Homan updated the Board on the current status of the recruitment process and the timeline moving forward.

### **NEW BUSINESS**

- Standard of Coverage Introduction  
Deputy Chief Espinosa stated this Strategic Plan initiative is underway. Levrum, Inc. has been hired to assist in conducting a study to analyze several pertinent areas. One area of particular interest is that of determining the optimal location of southern District stations to better serve our citizens. He anticipates project completion in October 2021 at which time they will coordinate mid-study and final project presentations for the Board and other stakeholders. The financial impact is approximately \$32,000.

Chair Homan expressed his anticipation for the study, in particular, addressing the Board's concerns with coverage in the south end of the District and how that effects response times, staffing for our members, and our WSRB rating.

### **PUBLIC COMMENTS**

IAFF Local 726 Vice President Jasper Stenstrom commented that usually the Firefighters are involved in off-duty outreach, including collecting donations for Muscular Dystrophy and participating in the Coats for Kids program. Unfortunately, this last year there has been almost no off-duty outreach. Recently, the Kapowsin Elementary PTA reached out for assistance. Ten Firefighters, after their 24-hour shifts, went to Kapowsin Elementary and cleaned up their extremely overgrown landscape beds. He stated our Firefighters are community leaders.

### **COMMISSIONER COMMENTS**

The Board members each commended Battalion Chief Jensen and Captain Rickey for their excellent work and acknowledged their tremendous accomplishments and contributions.

Commissioner Finley announced her resignation from the Board of Commissioners, as she will be moving out of the District in the near future. She requested to be a part of the appointment process to fill her seat. She shared highlights for her over the past five years while serving on the Board. She proceeded to address each Board member, Chief Dale and the citizens and expressed her respect and appreciation for all.

Her fellow Board members and Chief Dale each expressed their gratitude for her contributions while serving on the Board and wished her the best for the future.

**EXECUTIVE SESSION**

Chair Homan announced a 20-minute Executive Session under RCW 42.30.110 (1) (g) to evaluate qualifications of public employees or review their performance, with no business to follow.

The Executive Session was announced as starting at 7:15 p.m.

At 7:35, the Executive Session was extended 10 minutes.

The Executive Session was announced as ending at 7:45 p.m.

**ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of April 28, 2021 was adjourned at 7:46 p.m.**

*Robert L Homan*

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Robert L. Homan, Board Chair

*Sandi Roberts*

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Sandi Roberts, District Secretary