

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING
July 13, 2022 (Hybrid)**

CALL TO ORDER

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

FLAG SALUTE

ROLL CALL BY CHAIR

Present: Board Chair Robert Homan, Commissioner Russell Barstow, Commissioner Gerald Gustafson, Commissioner Ryan Portmann, Commissioner Nick Bakker, Fire Chief Oscar Espinosa, Deputy Chief Jennett Nielson, CFO/District Secretary Sandi Roberts and Board Secretary Jodi Reynolds

PUBLIC COMMENTS

None

APPROVAL/MODIFICATION OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Approval of Board Meeting Minutes of June 8, 2022

Approval of Financial Documentation:

Payables: Checks #31843 through #31903 & Checks #31925 through #31974 =	\$1,791,313.82
Payables (Payroll): Checks #31908 through #31924 =	\$711,852.66
Payroll: Checks #31904 through #31907 =	\$13,308.45
Payroll Transfers (EFTs) =	<u>\$1,225,347.11</u>
TOTAL:	<u>\$3,741,822.04</u>

Commissioner Barstow moved to approve the Consent Agenda as submitted. Commissioner Bakker seconded the motion. Motion carried.

CORRESPONDENCE

None

GENERAL ADMINISTRATION

Fire Chief's Report

Chief Espinosa welcomed the Board and audience members and reported on the following:

1. **COVID-19** – He and Staff are updating COVID-19 policies to allow more in-person business and activities. The District has experienced minimal impact from COVID over the last month.
2. **Training Consortium** – The regional Fire Chiefs continue to work toward a joint effort to provide Recruit Academy Training, Fire Ground Operations Training, and Command Training. Next, they will meet with the L726 labor leaders.
3. **Firehouse Subs Grant** – He and staff are submitting for a grant for a Utility Terrain Vehicle (UTV). If awarded, the District would deploy the UTV for Pierce Co. Fair operations, outreach events and brush fires.
4. **Strategic Plan Update** – Consultant Dough Mah provided the Senior Management Team with a categorized and organized set of inputs for evaluation. Mr. Mah intends to present a final product to the Board at the August meeting.
5. **Volunteer Retirements/Resignations** – Longtime Support Services Volunteers Bill and Lorri Budd are retiring after 20-plus years of service to Graham Fire & Rescue. He wished them well.

Community Outreach Division Update

Community Outreach Officer Brianna Baker informed the Board the Pierce County Fair will take place from August 11th through the 14th. The District's presence will include personnel, apparatus and fire safety props. In addition, the District is responsible for providing fire and EMS response for the event.

UNFINISHED BUSINESS

- Capital Facilities Contract – First Reading
Chief Espinosa provided an overview of the scope of work. He explained the total cost is \$221,094, with staff proposing a progressive payment model. Battalion Chief Todd Jensen addressed questions from the Board.
 - New Lead Facility Position – Chief Espinosa stated that due to staffing challenges, he proposes recruiting and hiring a permanent facilities lead. This position would manage the Capital Facilities Plan, including acquiring and selling property, then transition to developing a Facilities Maintenance Plan, and then to performing or scheduling facility maintenance and repairs. Chief Espinosa requested questions from the Board. He recommended a motion to approve.

**Commissioner Portmann moved to add a new Facility Lead position.
Commissioner Gustafson seconded the motion.**

Discussion was held on the motion.

Motion carried.

- Organizational Staffing
Chief Espinosa provided a status report on the current staffing challenges and proposed hiring for six new Firefighter positions for enrollment in a February 2023 Academy. He requested a motion to approve.

Commissioner Barstow moved to approve the hiring of six (6) new Firefighter positions to increase staffing to 34 members per shift. Commissioner Gustafson seconded the motion. Motion carried.

- Commissioner Complaint Investigation Update
Chair Homan reported the investigation of the complaints filed against Commissioner Gustafson had concluded and the report would be discussed in Executive Session.
- Comcast Update
CFO/District Secretary Sandi Roberts informed the Board the District received a letter from the attorney providing four options for the District's response to the Comcast billing issue. She summarized those for the Board, and Chair Homan requested Board discussion. Based on that discussion, CFO/District Secretary Roberts stated she would contact the IT Consortium partners for their input.
- NAEFO
Chair Homan requested a continuation of the discussion from the previous Board meeting addressing whether the District should continue supporting NAEFO and paying for Commissioner Gustafson's membership. Discussion ensued.

Commissioner Barstow moved to no longer support NAEFO and discontinue paying for Commissioner Gustafson's membership. Commissioner Portmann seconded the motion.

Discussion was held on the motion.

Motion carried by a majority. Yes: Chair Homan, Commissioners Barstow, Portmann and Bakker; No: Commissioner Gustafson.

- Board of Commissioners Reading Assignment Discussion
Chair Homan requested the Board read part one of the book provided to each member titled The Five Dysfunctions of a Team for discussion at the next meeting.

NEW BUSINESS

- Resolution No. 978 – Surplus Property
Speaking on behalf of the Logistics Division, Deputy Chief of Operations Jennett Nielson introduced Resolution No. 978 and recommended a motion to approve.

Commissioner Barstow moved to adopt Resolution No. 978, Declaring Certain Property Surplus to the Needs of the District, as submitted. Commissioner Bakker seconded the motion.

Discussion was held on the motion.

Chair Homan requested Staff report to the Board on any revenue resulting from the surplus disposal process.

Motion carried.

- Pierce County Fire Protection Services 2022 Contract
CFO/District Secretary Roberts stated Pierce County has provided the contract for the fire protection services the District provides for Frontier Park for 2022. She requested a motion to approve.

Commissioner Bakker moved to approve the contract between Pierce County and the District for the provision of fire protection services for Frontier Park for 2022, in the amount of \$6,661.00. Commissioner Barstow seconded the motion. Motion carried.

PUBLIC COMMENTS

None

COMMISSIONER COMMENTS

Commissioner Portmann recognized Bill and Lorri Budd for their years of service.

Commissioner Barstow inquired if there were plans to formally recognize them. Chief Espinosa responded that they would be recognized at the Department's Awards Banquet in September.

Commissioner Gustafson clarified that Bill Budd was a Volunteer Firefighter before transitioning to Support Services.

Commissioner Gustafson commented the District still needed to acknowledge Myra Merdian-Drake's retirement. Due to COVID, nothing had been done yet. Chair Homan responded that this would also occur at the Awards Banquet in September.

Chair Homan commented that he and Commissioner Gustafson attended the Volunteer Academy graduation ceremony which was very well attended.

EXECUTIVE SESSION

Chair Homan announced the following Executive Sessions:

- RCW 42.30.110 (1) (g) to evaluate qualifications of public employees or review their performance;

- RCW 42.30.140 (4) (b) to plan or adopt strategy/position for professional negotiations;
 - RCW 42.30.140 (4) (b) to plan or adopt strategy/position for collective bargaining;
 - RCW 42.30.110 (1) (f) to receive and evaluate complaints/charges against public employees or officials; and
 - RCW 42.30.110 (1) (i) to meet with counsel regarding enforcement actions, litigation/potential litigation when public knowledge might have adverse results,
- for a total of 45 minutes, with possible business to follow.

The Executive Session was announced as starting at 7:22 p.m. and ending at 8:07 p.m.

At 8:07 p.m., the Executive Session was extended 15 minutes.

At 8:22 p.m., the Executive Session was extended 10 minutes.

The Executive Session was announced as ending at 8:32 p.m.

Chair Homan introduced Resolution 979, Formal Censure of Commissioner Gerry Gustafson, and called for a motion to approve.

Commissioner Portmann moved to adopt Resolution No. 979, Formal Censure of Commissioner Gerry Gustafson, as written. Commissioner Barstow seconded the motion.

Chair Homan selected particular sections of the Resolution to read aloud.

Motion carried.

Chair Homan acknowledged Commissioner Gustafson who then stepped out from behind the desk and offered an apology to Chief Espinosa.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of July 13, 2022 was adjourned at 8:37 p.m.

Robert L. Homan, Board Chair

Sandi Roberts, District Secretary