

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR BOARD MEETING MINUTES
November 8, 2023 (Hybrid)**

CALL TO ORDER

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

FLAG SALUTE

Chair Barstow led the Pledge of Allegiance.

ROLL CALL BY CHAIR

Present: Board Chair Russell Barstow, Commissioner Robert Homan, Commissioner Gerald Gustafson, Commissioner Nick Bakker, Commissioner Chris McAfee, Fire Chief Oscar Espinosa, Deputy Chief Tom Mason, CFO-District Secretary Sandi Roberts, HR Director Leah Turner, and Executive Assistant Lori Evans

PUBLIC COMMENTS

None

APPROVAL/MODIFICATION OF AGENDA

Commissioner McAfee moved to approve the Agenda. Commissioner Bakker seconded the motion. Motion carried.

APPROVAL OF CONSENT AGENDA

- Approval of Board Meeting Minutes for October 11, 2023
- Approval of Financial Documentation:

Payables: Checks #34197-#34199 =	\$975.93
Checks #34258-#34306 =	\$58,615.09
Payables (Payroll): Checks #34200-#34255 =	\$185,578.99
Payroll: Checks #34256-#34332 =	\$684,703.56
Payroll Transfers (EFTs) =	\$1,218,569.16
TOTAL:	<u>\$2,148,442.73</u>

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

CORRESPONDENCE

None

GENERAL ADMINISTRATION

New Promotions

Eric Anderson took the oath of office for Lieutenant.

Tyler Newport took the oath of office for Lieutenant.

The Board of Commissioners Meeting was recessed for a short period.

Fire Chief's Report

Recruit Academy Update – The new firefighter/paramedics are in their third week of the academy and doing well.

HR Division Update – Jackie Snodgrass has joined the HR team as the HR Analyst, bringing a strong HR background to the department. She is already providing robust support to our organization's many HR needs.

Hiring Update – Our new Facilities Technician, Josh Cline, and our new Finance Specialist, Brittany Murphy, have completed the hiring process and will join the team on Monday, November 13th. Lori Evans also joins our team as the Executive Assistant. Welcome to all!

Recruitment Update – Initial round of interviews began last week for the firefighter and firefighter/paramedic hiring. An overwhelming number of quality candidates have applied. Thank you to HR Team and all Members involved in the interview process.

Graham-Kapowsin Community Council & Senior Center – Staff and I met with Graham-Kapowsin Community Council Leadership to discuss meeting space challenges. They meet twice weekly and currently have no set meeting place. We are working with them to assess temporary options.

Fourth Quarter Newsletter – The Fourth Quarter Newsletter is at the printshop and will be distributed in the coming weeks. Thank you to Brianna Baker for all of her hard work.

Microsoft Office 365 – The IT Consortium reports the transition to Office 365 is going well. Major upgrades to servers have been made. We are on track for a 12/31/23 project completion date. Training will be provided and we will keep the Board informed. Thank you to our IT Team for this desirable upgrade!

Procurement Policy Draft – Staff and I are making great progress on implementing a new operational Procurement Policy. This coincides with the work being done by the Policy Committee to revise Board Policy 100 & rescind Resolution 897 and replace it with Resolution 989.

Brianna Baker gave an update on the holiday events. Thanksgiving dinner is being provided for seven family chosen through work with Local 726, The Graham Firefighters' Association and school administrators. The crews will participate in the delivery.

For Christmas, we are following the lead of Local 726 and supporting another opportunity instead of adopting families. We are running an internal toy drive to support the "Mom & Pop Shop" which allows parents to choose gifts for their children and teenagers at no cost to them.

Standing Committees

- Strategic Leadership Committee – No report.

- Mergers & Consolidations Committee – We are pivoting to another available space at the Benaroya Building. It is a smaller space that is still within our needs, more affordable and is closer to the Central Pierce space.

- Policy & Procedure Committee –
 - Policy 100 & Resolution #989 – Recommend to approve at either the November 15th, Special Meeting or December 13th, Regular Board Meeting. Some edits were requested by Vice Chair Homan prior to approval.

 - Policy 109 – Motion to approve the updated Uniform Policy was made by Commissioner Homan and seconded by Commissioner Bakker. Motion carried.

UNFINISHED BUSINESS

Capital Facility Plan – Update

Chief Espinosa reported that good progress is being made to incorporate the feedback provided by the Board. The new draft is expected to be available for review by mid-November, and the final reading and possible adoption is scheduled for the December 13th meeting.

NEW BUSINESS

2024 Budget Presentation – Chief Espinosa presented a PowerPoint presentation for the 2024 Budget.

PUBLIC COMMENTS

Fire Commissioner-Elect Brian Estes thanked Commissioner Bakker and Commissioner Gustafson for their work and promised to carry the torch to continue their excellent work.

COMMISSIONER COMMENTS

Commissioner Homan welcomed Lori Evans and praised the promoted members for taking the biggest step in their careers to become Lieutenants. The WFCA Convention was well attended and Commissioner Gustafson was honored for his 33 years in the WFCA.

Commissioner Homan thanked Brianna for her hard work and thanked Sandi and her staff for the excellent work done on the budget. He stated he is proud of the District as a whole for keeping the Benefit Charge under 24%.

Commissioner Gustafson requested Commissioner books be prepared for Brian Estes and Neal Samuelsen. The information is being prepped and on-boarding is being scheduled for the new Commissioners.

Commissioner McAfee congratulated the newly promoted members. She thanked Brianna for her hard work and welcomed Lori Evans, Josh Cline and Brittany Murray.

Commissioner Barstow congratulated everyone and thanked Commissioners Bakker and Gustafson for their work on the Board and said he looks forward to working with Commissioners-elect Estes and Samuelsen.

Commissioner Gustafson reflected on the past practice of having a family tree at the Station that gift items were posted on.

EXECUTIVE SESSION

Chair Barstow announced the Board would be convening in Executive Session for a total of 30 minutes, with possible action to follow, regarding:

RCW 42.30.110(1)(b) to consider acquisition of real estate by lease or purchase.

RCW 42.30.140(4)(a) to plan or adopt strategy/position for collective bargaining

RCW 42.30.110(1)(b) to consider acquisition of real estate by lease or purchase

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

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The Executive Session was announced as starting at 8:00 p.m. and ending at 8:30 p.m. unless extended.

The Executive Session was extended by 10 minutes and ended at 8:40 p.m.

ADJOURNMENT

With no further business to come before the Board, the Regular Board Meeting of November 8, 2023, was adjourned at 8:40 p.m.



Russell T. Barstow, Board Chair



Sandi Roberts, CFO-District Secretary