

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
SPECIAL BOARD MEETING MINUTES
December 20, 2023 (Hybrid)**

CALL TO ORDER

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

ROLL CALL BY CHAIR

Present: Board Chair Russell Barstow, Vice Chair Robert Homan, Commissioner Nick Bakker, Commissioner Chris McAfee, Commissioner Gerald Gustafson, 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 OF AGENDA

Vice Chair Homan moved to approve the Agenda. Commissioner McAfee seconded the motion. Motion carried.

CORRESPONDENCE

None.

GENERAL ADMINISTRATION

Presentations

- Appreciation Plaque – Commissioner Gerry Gustafson
- Appreciation Plaque – Commissioner Nick Bakker

Fire Chief's Report

- Washington State Legislative Day-
Chief Espinosa reported that the staff, on behalf of the Board, has registered the Board's Legislative Committee for the 2024 Legislative Day. The event is scheduled for Tuesday, January 23, 2024. Staff is working with CPFR to schedule joint legislative appointments.
- IT Consortium Update-
Chief Espinosa reported that Key Peninsula Fire Chief Nick Swinhart has informed the Admin Board that their agency is leaving the IT Consortium effective 1/1/2024.
- MS Office 365 Migration Update-
Chief Espinosa reported that we are still on track to successfully complete the Office 365 migration by January 1st.

- Chief Espinosa formally welcomed Josh Cline, new Facilities Technician.

Standing Committees

- Budget, Finance & Audit Committee-
Vice Chair Homan stated that he and Commissioner Bakker have reviewed most of the reports.
- Legislative Affairs Committee-
Vice Chair Homan stated that he and Commissioner-elect Samuelsen will make the appointments with the legislators for GFR and CPFR.
- Policy & Procedure Committee-
Commissioner McAfee requested to have the Policy & Procedure Committee stood up so they can review Policy 106 – Fire Commissioner Compensation. Chair Barstow then stood up the Policy & Procedure Committee.

UNFINISHED BUSINESS

Capital Facilities Plan – Update

Chief Espinosa reported that the Rice Fergus Miller team has incorporated all of the revisions requested and has provided us with a printed version as well as a link to the Final Draft of our Capital Facilities Plan of which the Board has had an opportunity to review. Gunnar Gladics of Rice Fergus Miller provided brief comments and thanked the Board and District for their participation in the project.

Commissioner Gustafson had a list of items that he wanted to share before approving the plan and requested they be included in the minutes.

Commissioner McAfee made a motion to approve adoption of the Capital Facilities Plan, Vice Chair Homan seconded the motion. Commissioner Gustafson then shared items he has concern about. Following discussion, the motion carried.

NEW BUSINESS

Resolution 995 – Surplus Property

Deputy Chief Tom Mason presented Resolution 995 - Surplus Property and the list of items to be surplus.

Vice Chair Homan moved to approve Resolution 995 - Surplus Property. Commissioner Bakker seconded the motion. Motion carried.

Resolution 994 – PCHIT ILA Termination

Chief Espinosa presented Resolution 994 - PCHIT ILA Termination.

Commissioner McAfee moved to approve Resolution 994 - PCHIT ILA Termination. Commissioner Gustafson seconded the motion. Motion carried.

Resolution 996 – Exception to Resolution 969 (2022 LEOFF 2 Retiree Medical Benefit)

Chief Espinosa presented Resolution 996 – Exception to Resolution 969 and provided details for the exception.

Vice Chair Homan moved to approve Resolution 996 – Exception to Resolution 969 (2022 LEOFF 2 Retiree Medical Benefit). Commissioner McAfee seconded the motion. Motion carried.

PUBLIC COMMENTS

None.

COMMISSIONER COMMENTS

Commissioner Bakker thanked everyone for giving him the opportunity to serve the District as a Fire Commissioner.

Commissioner McAfee extended her gratitude to Commissioner Gustafson for always having something to tell her and that she enjoyed getting to know him. She welcomed Commissioners-elect Estes and Samuelsen.

Vice Chair Homan welcomed Josh Cline aboard. He thanked Commissioner Bakker for his service. He also thanked Jackie Snodgrass for being so thorough with the Capital Facilities Plan and going the extra mile. He thanked Commissioner Gustafson for his many years of service.

Commissioner Gustafson advised Commissioners-elect Estes and Samuelsen to ask all the questions they wanted, so they can find out what is going on.

Chair Barstow thanked all the staff. He thanked Commissioner Bakker and Commissioner Gustafson for their time on the Board. He welcomed Commissioners-elect Estes and Samuelsen, and Josh Cline.

EXECUTIVE SESSION

Chair Barstow announced the Board would be convening to Executive Session for a total of 10 minutes, with no action to follow, regarding:
RCW 42.30.110(1)(g) to evaluate qualifications of public employees or review their performance.

The Executive Session was announced as starting at 7:21 p.m. and ending at 7:31 p.m. unless extended.

The Executive Session was extended by 5 minutes to 7:36 p.m.

The Executive Session was extended by 5 minutes to 7:41 p.m.

ADJOURNMENT

With no further business to come before the Board, the Special Board Meeting of December 20, 2023, was adjourned at 7:41 p.m.



Russell T. Barstow, Board Chair



Sandi Roberts, CFO-District Secretary