

**GRAHAM FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
BOARD MEETING MINUTES
January 10, 2024 (Hybrid)**

CALL TO ORDER:

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

FLAG SALUTE

OATH OF OFFICE

District Secretary Sandi Roberts administered the Fire Commissioner Oath of Office to Brian Estes and Neil Samuelsen.

ELECTION OF CHAIR & VICE-CHAIR

Chair Barstow stated that per Board Policy 105, he would call for nominations for the position of Board Chair. Commissioner McAfee nominated Commissioner Homan. Commissioner Homan accepted the nomination. There were no additional nominations.

Chair Barstow moved to elect Commissioner Homan to the position of Chair of the Board of Fire Commissioners for 2024. Commissioner Estes seconded the motion. Motion Carried.

Chair Homan called for nominations for the position of Vice-Chair. Commissioner Estes nominated Commissioner Barstow. Commissioner Barstow accepted the nomination. There were no additional nominations.

Chair Homan moved to elect Commissioner Barstow to the position of Vice-Chair of the Board of Fire Commissioners for 2024. Commissioner Samuelsen seconded the motion. Motion Carried.

ROLL CALL BY DISTRICT SECRETARY

Present: Chair Robert Homan, Vice-Chair Russell Barstow, Commissioner Chris McAfee, Commissioner Brian Estes, Commissioner Neil Samuelsen, Fire Chief Oscar Espinosa, CFO-District Secretary Sandi Roberts, HR Director Leah Turner, and Executive Assistant Lori Evans

PUBLIC COMMENTS

None.

APPROVAL/MODIFICATION OF AGENDA

Vice-Chair Barstow motioned to approve the Agenda as submitted. Commissioner McAfee seconded the motion. Motion Carried.

APPROVAL OF CONSENT AGENDA

- Approval of Board Meeting Minutes of December 13, 2023
- Approval of Board Meeting Minutes of December 20, 2023
- Approval of Financial Documentation:

Payables:	Check #34494 through Check #34575	\$438,619.38
Payables (EFTs):		\$152.70
Payables (Payroll):	Check #34576 through Check #34594	\$1,008,232.29
Payroll (EFTs):		\$1,272,172.43
Payables:	Check #34595 through Check #34660	\$498,575.82
TOTAL:		\$3,217,752.62

Vice-Chair Barstow motioned to amend the Consent Agenda excluding the minutes of December 20, 2023, due to typographical errors. Commissioner McAfee seconded the motion. Motion Carried.

Vice-Chair Barstow motioned to accept the minutes of December 20, 2023, as amended. Commissioner McAfee seconded the motion. Motion Carried.

CORRESPONDENCE

None.

GENERAL ADMINISTRATION

Fire Chief’s Report

Capital Facilities Plan (CFP) Appreciation- Chief Espinosa thanked the CFP Internal Stakeholder Group for their engagement and commitment of time to the newly adopted CFP.

Recruit Academy Update- Chief Espinosa reported that our two (2) Firefighter/Paramedic recruits have completed their fire academy mid-terms.

2024 Strategic Priorities- Chief Espinosa reported that our Senior Management Team met in the 4th Quarter of 2023 to develop “2024 Priorities”.

Office Space Challenges- Chief Espinosa reported as a short-term solution to our office space challenges, we are moving forward with relocating the Medical Division to the CPFR Administrative Operations Center (AOC). Our GF&R Medical Division will continue to fully support our organization while leveraging some regional sharing and efficiency opportunities.

Special Board Meeting 1/22/2024- Chief Espinosa reported that progress was being made with the Special Board meeting preparations.

Joint Special Board Meeting 1/22/2024- Chief Espinosa reported that progress was being made with the Joint Special Board meeting preparations.

NW Leadership Seminar 3/6/2024- Chief Espinosa reported that he and the staff are looking forward to the upcoming professional development opportunity.

Standing Committees

Committee Appointments for 2024 - Chair Homan announced the appointments as follows:

- Budget, Finance, & Audit – Commissioners McAfee and Samuelsen
- Legislative Affairs – Commissioner Samuelsen and Chair Homan
- Mergers/Consolidations – Chair Homan and Vice-Chair Barstow
- Policy & Procedure – Commissioners Estes and McAfee
- Strategic Leadership Plan – Vice-Chair Barstow and Commissioner Estes

Policy & Procedure Committee

Policy 106- Fire Commissioner Compensation – Staff was working with the Committee doing research on practices and procedures. Chair Homan requested that we not finalize any revisions until after the Legislative Session in Olympia.

Chair Homan requested staff and Committee review and make the appropriate revisions to the following policies:

- Policy 102 – Commissioner Meetings – Review for minor edits and consider changing the Boards Meeting time start from 1830 to 1700.
- Policy 109 – Uniform Policy – Additional policy gaps have been identified. Request that the Policy Committee and Chief work on improvements.

Chair Homan also requested that all Board members and staff review Central Pierce Fire & Rescue Commissioners’ Policy Manual as we edit and revise our own policies.

Legislative Affairs Committee

Commissioner Samuelsen updated the Board on the Committee’s progress in scheduling appointments with the District Legislators for Legislative Day on Tuesday, January 23, 2024. He reported that Chair Homan and Chair Holm of CPF&R went to Olympia and testified on upcoming Senate Bill 5925.

Mergers & Consolidations

Vice-Chair Barstow reported that he, Chair Homan, and Chief Espinosa met with the Fire Chief and the Chair and Vice-Chair of CPF&R on the 22nd of December, 2023.

Budget, Finance, & Audit

Chair Homan stated no report at this time.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Hiring Update – HR Director Leah Turner provided a brief hiring update. The 2023-2024 Fire recruiting process is wrapping up.

PUBLIC COMMENTS

None.

COMMISSIONER COMMENTS

Vice-Chair Barstow thanked everyone involved with the hiring to bring on new employees. He welcomed Commissioners Estes and Samuelsen to the Board.

Commissioner McAfee echoed Vice-Chair Barstow’s sentiments. She congratulated Commissioners Estes and Samuelsen.

Commissioner Samuelsen congratulated Commissioner Estes. He thanked several staff members.

Commissioner Estes stated that interaction with Board members and staff has been professional, helpful, and kind. He thanked everyone. He gave a special thank you to the community.

Chair Homan thanked the Board for their confidence in electing him Board Chair. He thanked Vice-Chair Barstow for his past services as Chair. He congratulated the new Board members, Commissioners Estes and Samuelson. He announced that they would be doing goal setting for the Fire Chief. He encouraged the Board to send any Agenda items they would like to see added to him for the Board meetings.

EXECUTIVE SESSION

None.

ADJOURNMENT

With no further business to come before the Board, the Board Meeting of January 10, 2024, was adjourned at 7:21 p.m.



Robert L. Homan, Board Chair



Sandi Roberts, CFO-District Secretary