

**GRAHAM FIRE & RESCUE  
BOARD OF COMMISSIONERS  
SPECIAL BOARD MEETING MINUTES  
January 22, 2024**

**CALL TO ORDER**

Chair Homan called the meeting to order at 8:15 a.m.

**FLAG SALUTE**

**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, Executive Assistant Lori Evans

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENTS**

None.

**DISTRICT SECRETARY WELCOME & ANNUAL UPDATE**

CFO-District Secretary Sandi Roberts welcomed everyone in attendance. She updated the Board on the following:

- Bi-Annually Training – Mandatory Open Government Training.
- Conduct Policy – Board of Fire Commissioners Policy Book.
- Compensation for Time & Mileage – Time Reimbursement Forms due by 5<sup>th</sup> of following month.
- OPMA (Open Public Meetings Act) – Renew every 4 years.
- F1 Filings – Need to be filed annually by April 15th.

**ANNUAL TRAINING**

Executive Assistant Lori Evans gave a brief PowerPoint on some of the basics of Outlook.

Fire Chief Espinosa reported that he and staff were working on two different prototypes for reviewing Board Meeting correspondence. There was a discussion about focusing only on a digital prototype. A request was made to add Board Book Prototype Update to Unfinished Business at February's Board Meeting.

HR Analyst Jackie Snodgrass gave a demonstration on Lexipol, policy management software.

**COMMISSIONER POLICY MANUAL REVIEW**

Chief Espinosa reported that he would work with Commissioners McAfee and Estes on reviewing Board of Commissioners policies within Lexipol for proposed updates.

Chair Homan reported that three open policies, Policies 102, 106, and 109, were under review and we need to focus on updating them before updating others.

**REGIONAL EFFICIENCIES & COLLABORATION**

Chief Espinosa presented a brief PowerPoint on Regional Efficiencies & Collaboration. A discussion was held by the Board on collaboration with CPFR.

**PUBLIC COMMENTS**

None.

**COMMISSIONER COMMENTS**

Commissioner Estes: Joint collaboration with CPFR is a great thing. Keep the focus on the merger and moral.

Commissioner Samuelsen: Everything looked great so far.

Commissioner McAfee: Well thought out. She appreciated the time spent. Her biggest concern is GFR disappearing. Believes GFR can work well together with CPFR in doing the right thing.

Vice-Chair Barstow: He thanked Fire Chief Espinosa, his staff, and Troy Flowers from L726 for putting everything together.

**ADJOURNMENT**

**With no further business to come before the Board, the Special Board Meeting of January 22, 2024, was adjourned at 12:30 p.m.**

  
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Robert L. Homan, Board Chair

  
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Sandi Roberts, CFO-District Secretary