

**MAPLE VALLEY FIRE AND LIFE SAFETY
DEPARTMENT CORRESPONDENCE**

Document 07-066

MINUTES OF THE BOARD OF FIRE COMMISSIONERS, MAY 17, 2007

Attending: Commissioners Granlund, Maxwell and McGee; Chief Tim Lemon; Assistant Chief Brad Doerflinger; Fire Marshal Dave Pargas; B/C Darby Handley; Lt. J. Brown; Firefighters Knowles, Merry, Askevold, M. Johnson; Admin. Office Manager Faye Barker; Receptionist Betty Stonesifer

The Meeting was called to order at 6 p.m.

Minutes:

The Minutes from the regular Board of Fire Commissioner Meeting of May 3, 2007 were approved as presented by Motion of Commissioner McGee, seconded by Commissioner Granlund, MOTION PASSED.

Financial Report:

April 2007 KC Investment Report – Reviewed for information.

April 2007 Revenue Report - Reviewed for information.

May 2007 Expense Report – Reviewed for information. Chief Lemon commented on overtime expense due to injuries on and off the job and said that he expected to do a budget adjustment in June.

May 2007 Transport and Revenue Report(s) - Reviewed for information.

B/C Handley, Lt. J. Brown, FF Merry entered the meeting at this time.

Correspondence:

- ✓ City of Maple Valley Agenda – Chief Lemon distributed a report of the City’s position on the King County rural island area within the City of Maple Valley known as the “Donut Hole.”
- ✓ City of Covington Agenda – Reviewed for information
- ✓ WFCFA 2007 Chelan Conference Invite by Sea Western to all Fire Commissioners
- ✓ 04/17/07, Washington State Boundary Review Board – Chief Lemon received notice of a public meeting regarding Fairwood incorporation.
- ✓ 04/27/07, Thank you from Little Miracles for donation. \$60,000 in donations was received.
- ✓ 05/03/07, Nuts & Bolts Valley Medical Hospital Construction Up-date

- ✓ 05/12/07, Thank you to Michele deLeon for her work with the State Administration Support Division as a Board Member.
- ✓ Thank you to FF Hunter, Johnson, and Lt. Rogers for efforts above and beyond, cleaning a car after a recent car vs. deer incident. Good job guys.

Meetings:

- 05/07/07 MV City Council Meeting – Chief Lemon attended the City of Maple Valley City Council meeting looking for support from the City Council for the King County Emergency Medical Services 6 year Special Medic One Levy and opposing the King County General Fund Lid Lift. The City is unanimous in support of Chief Lemon's recommendation.

FF Knowles entered the meeting at this time.

- 05/16/07 MV BD Chamber Luncheon – Chief Lemon attended this meeting. Senator Pflug and Representatives Anderson and Rodney attended and reported on recent legislative action.
- King County Fire Commissioners Meeting – Commissioner McGee attended this meeting.
 - Commissioner McGee reported that Chief Church gave an update on the EMS lid lift vs. the levy.
 - A Commissioner Training event is scheduled for August in Atlanta, GA.
 - Retired Chief Dave Crossen was the speaker for the night. He spoke on fire authority vs. merger.
 - The need was stressed for proxies to be in 10 days prior to the start of the convention which is scheduled for the third week in October.

Public Comment: None

Business:

WFC 75th Anniversary Conference – Reservations have been made for three people. None of the Commissioners expressed interest in attending. Chief Lemon will attend with either AC Doerflinger or the new Assistant Chief and one other staff member.

Volunteer Firefighter and EMS Job Protection Bill – This bill was passed by the House. It still requires a presidential declaration to be enacted.

ESB 5496 (Multi-year Lid Lifts Bill) – This bill was approved and was signed by the governor.

Union Grievance concerning Overtime - A verbal grievance was filed by the Union regarding mandatory overtime for the harassment training. The grievance was denied by the Fire Chief. It will be appealed by the Union.

Negotiations with Local 3062 – The Board concurred in approval for negotiations to begin.

Administrative Guidelines (AG) – The AG's have been reviewed by legal counsel. Some modifications have been made. UP Knowles reported that the Union has requested that approval of the AG's be tabled by the Board until the Union members can meet and discuss them. He expressed concern that such weighty issues which affect employment (and possible termination of employment) need to be carefully reviewed and considered by the Union membership. Commissioner Maxwell stressed the need for the Union to take as much interest in dealing with issues such as this in a timely fashion as the District does. The Board concurred to table approval of the following AG's until the next Board meeting which will give the Union ample opportunity to meet and confer with the Fire Chief regarding them.

- AG 43-1108 Nepotism
- AG 43-1107 Sexual Harassment
- AG 43-1106 Protecting Employees Against Retaliation
- AG 43-1105 Reporting Improper Governmental Action
- AG 43-1104 Alcohol and Drug Usage
- AG 43-1103 Anti-Harassment
- AG 43-1102 Shared Leave

FF M. Johnson entered the meeting at this time.

Covington Contract Termination and Division of Assets – Chief Lemon reported that a formal request was made to meet with Chief Schneider, Kent Fire Department. We are awaiting his response. Chief Lemon indicated that he would like to have a Board member attend these meetings with him. Commissioner Maxwell expressed his interest in attending future meetings.

No-Man's Land – Insurance ratings for the area were discussed. Allstate Insurance is delivering a profile on properties in the area. A town meeting is planned where citizens will be invited to join our District or if not, they will be required to pay for emergency services.

Long Range Plan Up-date

- Administration Division -draft
- Capital Improvements - draft
- Operations Division – draft
- Prevention – draft
- Public Education – draft
- Facilities – draft
- Training – draft

The apparatus profiles are being worked on. Projected costs are being re-calculated with increased costs built in. They will be completed by the end of May to be reported to the Board by the first June meeting. A Long Range Planning Workshop is planned for the first part of August. Commissioner McGee suggested looking into the possibility of

using data from Valley Com or possibly purchasing a CAD analyst program to get better projections on growth, call volume, etc. saying it would appear to be cost effective considering the dollars that we plan to spend in the next few years. AC Doerflinger will do some research on CAD analyst software.

July 5, 2007 Board Meeting - Commissioner Granlund made a MOTION to cancel the July 5th, 2007 Commissioner Meeting, and Commissioner McGee seconded the MOTION, MOTION PASSED.

District Web Site – Commissioner McGee inquired about the status of the update of the Fire District website and stressed the need to get incorrect information corrected and other information updated as soon as possible.

Voice of The Valley – An article will be published next week regarding our newly hired career firefighters. Another article will follow each week for the next five weeks profiling each of them.

Personnel:

Personnel Injury Report(s) - To be discussed in executive session.

AC Hiring Process - To be discussed in executive session.

Operations:

Major Emergency Incident Report

- 05/14/07 Vehicle vs. Child – Chaplain Ellis counseled the family at the scene and our crew at Station 83 after this tragedy. Commissioner Granlund discussed with AC Doerflinger our procedure for helping citizens deal with tragedies of this nature.

IAFC Conference – Atlanta Georgia – AC Doerflinger requested approval of the Board for out of state travel so that he as well as Chief Lemon or the new Assistant Chief might attend this conference in August. Commissioner McGee made a MOTION for the Board to approve the travel of Assistant Chief Doerflinger and either Chief Lemon or the new Assistant Chief to the IAFC Conference in Atlanta, Commissioner Granlund seconded the MOTION, MOTION PASSED.

Wellness / Fitness Initiative - AC Doerflinger reported that he is waiting to receive requested information. This is being looked at from the budget perspective. A proposal will be presented at the June 7th meeting.

Fire Prevention: Fire Marshal Pargas

- Fire Inspections – On-Going.

- Impact Fees Up-Date – A status report was distributed along with a Level of Service Contribution Fees matrix showing the status of each residential development in the hearing process, what fees have been collected to date as well as the remaining amount due to be paid. The information was reviewed. FM Pargas has been meeting with Mike Mathias to get the Commercial numbers together as quickly as possible. There are a lot of new applications coming in.
- Maple Valley Emergency Coordination Center (ECC) Meeting – The ECC met this week. Funding issues were reviewed. FM Pargas reported that there is good participation within the group.
- Knox Box Break-Ins - Several break-ins have been reported in the area and keys have been stolen. These are under investigation.
- Code Adoption – City of Maple Valley Building Officials have expressed some opposition to the code adjustments proposed by the Fire Marshal. Discussions regarding these changes are continuing with the City.

Public Education – FM Pargas distributed pictures and information regarding recent activities. The Muckleshoot public education event scheduled for tomorrow was cancelled.

Vehicles & Equip:

Aid Car Bid(s) – Chief Lemon reported that the submitted bids were over budget but, if we significantly delay purchase of a vehicle, the costs will only increase. Chief Lemon formally recommended that the Board accept the Med Tech bid to purchase two Aid Cars. Funding options were discussed. Commissioner McGee made a MOTION to accept the Med Tech bid to purchase two Aid Car Units and fund the purchase through current and future capital bonds and the receipt of projected future Level Of Service Contributions. Commissioner Granlund seconded the MOTION and the MOTION PASSED.

Facilities:

Lawn Care Service – The new lawn care contract is still in the works and will be re-bid shortly. Commissioner Granlund reported that he has been approached by a local contractor requesting the opportunity to bid on our lawn care service. Chief Lemon asked that the contractor be requested to contact either him or Larry Jensen.

Community Issues:

05/12/07, Vine Maple Place Fund Raiser – Chief Lemon reported that the event was well attended by the ladies of the community and the Department was well represented to render their help. – \$130,000 was raised. Special Thanks to: BC. Darby Handley, Lt. Scott Rogers and his family, Lt. Phil Lercher, FF. Rex Raney, FM Dave Pargas for all their efforts and making time available for this important event.

06/8, 9, 10/2007 Maple Valley Days – FM Pargas reported that plans are on track. Meetings are on-going. Participation of department personnel is being scheduled

06/29, 30/2007 Relay for Life Cancer Walk – Twenty department personnel have signed up to participate. They will be divided into two teams. Twenty-two teams are currently signed up to participate in this event.

06/29, 30/2007 Boeing Kids Day – We will participate by sending an engine and crew if we have available staff

Vouchers:

- Review #40937 through #40991 for \$97,869.82 (Gen Exp Fund)
- Review #40992 through #40997 for \$72,334.39 (Cap Imp Fund)
- Review #5203 for \$597.50 (Flexible Spending Account)
- Review #5205 for \$3,017.16 (Union Dues)
- Payroll for \$166,832.61
- Retirement for \$27,093.94
- Deferred Compensation for \$8,191.50
- Taxes for \$24,133.19
- Review & Approve #40998 through #41032 for \$33,759.58 (Gen Exp Fund)
- Review & Approve #41033 through #41035 for \$2,964.76 (Cap Imp Fund)
- Review & Approve #5206 through #5230 for \$6,326.52 (Resident Pay)
- Review & Approve #5232 through #5234 for \$505.87 (Commissioner Pay)
- Review #5300 for \$582.50 (Flexible Spending Account)
- Review #5302 for \$2,958.00 (Union Dues)
- Review & 5303 through #5338 for \$89,905.59 (AL Sell Back)
- Payroll for \$123,498.93
- Retirement for \$22,872.67
- Deferred Compensation for \$12,141.50
- Taxes for \$72,079.01

The Board of Commissioners recessed the regular meeting at 7:30 p.m. to convene an Executive Session to discuss Personnel issues.

The Board adjourned the Executive Session at 8:00 p.m. and reconvened the regular business meeting.

With no further business to come before the Board of Fire Commissioners, the meeting was adjourned at 8:00 p.m.

Chairman Fred Maxwell

Timothy W. Lemon
Fire Chief/District Secretary

Commissioner Brian McGee

Commissioner Jeff Granlund

Minutes Prepared by Betty Stonesifer