

Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 07-091

MINUTES OF THE BOARD OF FIRE COMMISSIONERS, JULY 19, 2007.

Attending: Commissioners Fred Maxwell, Jeff Granlund and Brian McGee; Chief Tim Lemon; Assistant Chief Brad Doerflinger; Assistant Chief Larry Rude; Lieutenant Scott Rogers; Firefighters Pete Askevold, Matt Hunter, Michael Johnson, PJ Knowles, Administrative Secretary Michele deLeon; Grace and Luke Knowles.

The meeting was called to order at 6:03 p.m.

Minutes:

The Minutes from the regular Board of Fire Commissioner Meeting of June 21, 2007 were approved as presented by Motion of Commissioner McGee, seconded by Commissioner Granlund, MOTION PASSED.

Financial Reports: Revenue Report June 2007: Reviewed for information.
 Expense Report July 2007: Reviewed for information.
 Basic Life Support Transport Revenue Report June 2007: Reviewed for information.
 King County Investment Pool Newsletter June 2007: Reviewed for information.

Correspondence:

- City of Maple Valley Agenda: Nothing significant to report.
- City of Covington Agendas: Chief Lemon noted that King County Fire District #37 will be pursuing a lid lift in the primary election.
- 06/19/07, Thank You Card – Brown Family:
- 05/31/07 Thank You Card – Ethel Bohne
- 07/17/07 Thank You Card – City of Maple Valley: The City of Maple Valley thanked Fire Marshal Pargas for his efforts in the fire works display.
- 09/14/07 Medic One Dinner Auction: This fundraiser is scheduled for September 14th at the Sheraton Hotel in Seattle.

Meetings:

- 06/26/07, King County Fire Investigation Unit Supervisor Interviews (Chief Lemon): Chief Lemon reported that he assisted in the interview process to fill Larry Canary's position as KC FIU Supervisor. Chief Lemon stated that Craig Moller has been promoted to fill the position.

- 06/27/07, Negotiation Team Meeting: Chief Lemon reported that the Administration's negotiation team met and will be working on the Collective Bargaining strategies.
- 07/09-13/07, Washington State Fire Chief's Annual Conference (Chief Lemon & Chief Rude) Chief Lemon and Assistant Chief Rude attended this conference in Pasco.
- 07/18/07, Washington State Rating Bureau (Chief Lemon, Assistant Chief Rude): Chief Lemon and Assistant Chief Rude attended the Washington State Rating Bureau meeting in Issaquah. The tanker credit process is being reviewed.

Firefighters Pete Askevold, Matt Hunter and Michael Johnson entered the meeting at this time.

Public Comment: PJ Knowles stated that Kidsfest is coming this weekend to Lake Wilderness.

Business:

2006 Audit Scheduled: Chief Lemon stated that the Auditor will be here on Monday, July 23rd.

Local 3062 Memorandum Of Understanding on Regular Scheduled Evening Training: Chief Lemon stated that this Memorandum Of Understanding was discussed and agreed upon at the last Labor Management Committee Meeting. The Memorandum Of Understanding addresses Wednesday Night Drills. Discussion followed regarding the impact of the change and that it would empower the Battalion Chief to schedule one evening training each tour. This will improve the quality of training and provides more accountability and structure. Commissioner Granlund made a Motion to approve the Memorandum Of Understanding on Regular Scheduled Evening Training, Commissioner McGee seconded the Motion, MOTION PASSED.

Firefighter PJ Knowles stated that Local 3062 now has the ability to vote online; thereby improving the timeliness of voting procedures.

Fire District Commissioners Workshop (P17): Chief Lemon stated that the King County Fire Commissioner's Workshop is scheduled for August 22nd all day. Chief Lemon inquired whether any Board Members were interested in attending. Chief Lemon also asked for and received concurrence from the Board to pass along this and other applicable information to Mike Scott, as he is the unopposed candidate in the upcoming election for Fire Commissioner.

National Association of Elected Fire Officials 4th Annual Convention: Chief Lemon distributed information about the convention in Las Vegas, Nevada.

SOG 43-2004, Duty Chief Program – Draft – 062607: Chief Lemon distributed the final draft of SOG 43-2004 and stated that it is now in the two week review period.

Organizational Chart – Draft – 062607: Chief Lemon distributed a copy of the draft organizational chart and stated that it is now in the two week review period.

Public Employees Relations Commission Ruling on Union's Appeal of Limited BLS Transports: Chief Lemon reported that he has received the ruling on the Union's appeal of limited transports and that the original decision in favor of the Fire District's position has been overturned in the Public Employees Relations Commission Appeals process. The Chairman of the Board read aloud the required document from the Public Employees Relations Commission and signed the Public Employees Relations Commission posting statement.

Lieutenant Scott Rogers entered the meeting at this time.

Lid Lift (November) – 6 Year Lid Lift Levy: Chief Lemon stated that the 6 Year Lid Lift will be signed into law in July. Chief Lemon posed the question whether or not to place this issue before the voters in the General Election. Discussion followed regarding several scenarios presented by Chief Lemon outlining the possible revenue projections as related to the assessed valuations of the District. Chief Lemon also presented a Draft Resolution to the Board for their review, in the event that the decision is made to place this issue on the ballot in the General Election. Chief Lemon further stated that the deadline for submission is August 14th. Following further discussion by the Board, it was decided to table this item until after the Long Range Plan up-date meeting and re-address the issue at the Board of Commissioner's Meeting on August 9th.

King County Fire Investigation Unit Move to Sheriff's Office: Chief Lemon reported that an ordinance has been proposed to move the King County Fire Investigation Unit to the Sherriff's Office. A meeting is scheduled with Dow Constantine on July 25th to further discuss this issue.

Web Site Update Report (Presentation 07/24/07): Administrative Secretary Michele deLeon reported that a meeting is scheduled July 24th at 9:00 am for the Division Heads to review the web site with Giles Nelson from Automated Networking.

Negotiations with Local 3062 (08/07/07 First Meeting): Chief Lemon stated that the first meeting is tentatively scheduled for August 7th to begin negotiations.

Covington Contract Termination and Division of Assets: Chief Lemon reported that he is awaiting feedback from King County Fire District #37, as they are reviewing information provided to them regarding response times.

No-Man's Land (Status Report): Chief Lemon stated that the District is in receipt of the insurance reports and will be profiling the properties in the area deemed "no man's land." A meeting will be scheduled with the consultant to review this information.

Long Range Plan Update: The Board of Commissioners set a date of August 8th from 9:00 am to 2:00 pm at Station 80 for a special meeting/workshop to review the Administration, Operations and Training sections of the Long Range Plan.

The Board of Commissioners and Chiefs discussed rescheduling the first meeting in August due to schedule conflicts and the upcoming special meeting. Commissioner Granlund made a Motion to move the August 2nd Board Meeting to August 9th, Commissioner McGee seconded the Motion, MOTION PASSED.

Personnel:

Career Staff:

Personnel Injury Report(s) Executive Session: Assistant Chief Doerflinger stated that this will be discussed in Executive Session.

Mike & Sandra Seery's new son – Alexander William: Assistant Chief Doerflinger reported that Mike and Sandra Seery had a son on July 11th.

Volunteer Staff:

07/01/07 Volunteer Recruit Academy Graduation: Assistant Chief Brad Doerflinger stated that seven people in the Volunteer Recruit Academy graduated two and a half weeks ago and are currently in the five week post academy training. In addition, during the academy, the District acquired one more volunteer to the program; therefore a total of eight volunteers will begin shift in another two weeks.

Operations:

Major Emergency Incident Report:

- House Fire 22704 SE 273rd Street: Assistant Chief Rude reported on the single family residence fire and stated that the firefighters did a tremendous job on the fire and noted that they were exceptional during the salvage and overhaul in their effort to save a few personal items for the resident. Assistant Chief Doerflinger briefed the Board on the PIA (Post Incident Analysis).
- House Fire 20230 203rd Ave SE: Chief Lemon reported on the second house fire that happened the same day. He stated that in addition to the two house fires, there were several calls in between. Commissioner Maxwell thanked the District on behalf of the community for all they do.

Wellness / Fitness Initiative: Assistant Chief Doerflinger reported that the Pure Fitness Training Course will be held on December 8th and six individuals from the department will be attending. Also, Assistant Chief Doerflinger is obtaining estimates from Occupational Health Services and will compare that estimate to Health Force for the service of conducting physicals for district members.

Stress Management Class: Assistant Chief Doerflinger stated that several classes are scheduled and the class will be taught by Chaplain Pat Ellis.

Philips Defibrillators: Assistant Chief Doerflinger reported that we have purchased 5 PAD (Public Access Defibrillator) that will be going into service on the Volunteer Engines. The Zoll Defibrillator Units will be inventoried and prepared for surplus. Commissioner Maxwell noted that a formal resolution must be in place to surplus the items.

Support Services:

Fire Marshal's Office:

- King County Fire Investigation Report 2nd Quarter 2007: Assistant Chief Rude distributed and reported on the 2nd Quarter King County Fire Investigation Report.
- 2006 International Fire Code Adopted by City of Maple Valley: Assistant Chief Rude reported on some additional amendments for the city regarding accessibility, addressable fire alarm systems, new sprinklers and exterior access. Discussion took place regarding possible potential amendments to sprinkler requirements.
- Level Of Service Contribution: Assistant Chief Rude informed the Board that there are currently seven plats to go through the plat approval process. In addition, Assistant Chief Rude has received information regarding a three story medical building that will be required to go through the Level of Service Contribution agreement with the District.

Public Education:

- Janine Johnson: Assistant Chief Rude stated that Public Educator Janine Johnson has done a great job and shared with the Board her recent workload.

MV ECC:

- Assistant Chief Rude stated that there is no meeting this month and the next meeting is scheduled in August. He and Chief Lemon will be in attendance.

Apparatus and Equipment:

- Breathing Air Compressor Test Results: Assistant Chief Rude informed the Board that the Breathing Air Compressor Test has met all requirements.
- 2008 Ford F350: Assistant Chief Rude reported that the Special Operations Vehicle is currently being marked and prepped to go in service.

- Apparatus Emission Testing Complete: Assistant Chief Rude informed the Board that all vehicles have passed.

Facilities:

- Assistant Chief Rude reported that he had read the Air Quality Report for Station 81. Following a walk through of Station 81, he asked for a bid proposal to clean the vents and duct work.
- Inspections: Commissioner Maxwell inquired about the status of inspections and asked about the temporary employees working for the Fire Marshal's Office. He stated that it would be a good idea to establish a contract or to formalize their standing with the Department. Assistant Chief Rude stated that May and June inspections are scheduled and assignments are issued.

Community Issues:

- 08/07/07 National Night Out – Lake Wilderness Park: National Night Out is scheduled from 6:00 – 9:00 pm.
- 07/23/07 Rural Roundtable King County Council at Lake Wilderness Lodge: The Roundtable is scheduled at 10:00 am.
- 07/16/07 Blood Drive Station 81 (Firefighter Gordy Plett): Chief Lemon thanked Firefighter Plett for organizing the blood drive.
- 07/13/07 Maple Valley Community Center Barbeque – Report Only: Chief Lemon reported on the Maple Valley Community Center Barbeque and stated that Fire Marshal Pargas has suggested this be combined with the National Night Out.
- 07/04/07 July Fourth Celebration at Lake Wilderness Park: Chief Lemon reported on the Fourth of July Celebration.
- 06/29-30/07 Relay for Life Cancer Walk – Report Only: Chief Lemon reported that the Department raised \$4,000.00 and the event raised \$52,000.00.

Commissioner McGee spoke about the upcoming I-5 closure scheduled from August 10 – 29th and the impact it will have on the District.

Vouchers: Review #41197 through #41200 for \$10,536.65 (Cap Imp Fund)
Review #41152 through #41196 for \$80,230.38 (Gen Exp Fund)
Review #5553 for \$443.28
Review #5574 for \$597.50 (Flexible Spending Account)
Review #5576 for \$2,898.84 (Union Dues)
Payroll for \$131,920.35
Retirement for \$21,564.51

Deferred Compensation for \$8,108.00
Taxes for \$26,560.86

Review & Approve #41204 through #41208 for \$17,159.90 (Cap Imp Fund)
Review & Approve #41209 through #41243 for \$57,594.35 (Gen Exp Fund)
Review & Approve #42144 for \$2,698.85 (Gen Exp Fund)
Review & Approve #5577 through #5579 for \$248.34 (Commissioner Pay)
Review & Approve #5582 through #5603 for \$5,765.21 (Resident Reimb.)
Review & Approve #5605 for \$415.57 (Uniform Pay)
Review & Approve #5653 for \$184.70 (Lawton Montgomery)
Review & Approve #5675 for \$597.50 (Flexible Spending Account)
Review & Approve #5677 for \$2,898.84 (Union Dues)
Payroll for \$152,940.40
Retirement for \$27,471.48
Deferred Compensation for \$13,161.00
Taxes for \$36,122.85

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 Jeff Granlund

Commissioner Brian McGee

Minutes Prepared by Michele de Leon