

# Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 07-104

## MINUTES OF THE BOARD OF FIRE COMMISSIONERS, AUGUST 9, 2007.

Attending: Commissioners Fred Maxwell, Jeff Granlund and Brian McGee; Chief Tim Lemon; Assistant Chief Brad Doerflinger; Assistant Chief Larry Rude; Battalion Chief David O'Brien; Firefighters Steve Galassi, PJ Knowles, Rich Rock; Administrative Secretary Michele deLeon.

The meeting was called to order at 6:00 p.m.

### Minutes:

The Minutes from the regular Board of Fire Commissioner Meeting of July 19, 2007 were approved as presented by Motion of Commissioner McGee, seconded by Commissioner Granlund, **MOTION PASSED.**

**Financial Reports:** None.

### Correspondence:

- City of Maple Valley Agenda(s):
- City of Covington Agenda(s):
- 06/25/07, Valley Medical Hospital: Has been recognized with a 5 year no findings letter from the Washington State Auditors Office.
- 07/16/07 Elected Officials Seminar for Regional Readiness: Chief Lemon stated that if any of the Commissioners were interested in attending, the office would make arrangements.
- 07/24/07 City Maple Valley Invite to 10 Year Anniversary Celebration: Chief Lemon stated that this event is scheduled at the Park on August 31st.
- 07/23/07 Thank You from Seery Family: Thank you card from the Seery family for the savings bond for their son that was born on 7/11/07.
- 07/29/07 Thank You from Kathy Norman (not on agenda): Thank you letter on behalf of Zack Lysted for the donated "Fire Truck Ride to School".

## Meetings:

King County Fire Marshal's Advisory Committee: Commissioner McGee reported on this meeting and briefly discussed the Fire Investigation Unit trying to move to the Sheriff's Office. This action is opposed by the King County Fire Chief's Association and the King County Fire Commissioner's Association. Other issues discussed with the Master Builders Association included; impact fees, which the Master Builders are opposed to and the Water District's high cost for fire sprinkler systems water meters. The Washington State Fire Chiefs will be legislatively working to reduce the high cost water meters and provide cost containment next year. Another issue was the Fire Protection early detection and extinguishment system, which the Master Builders are in support of and are willing to work with the Fire Service on.

**Public Comment: None.**

## Business:

Web-Site Up-date Report (Presentation 07/24/07): Administrative Secretary de Leon demonstrated the newly developed Maple Valley Fire & Life Safety Website for the Board of Commissioner's review. Pending minor changes, the website is ready to be hosted live and website decals placed on the engines.

Long Range Plan Up-date (Set Workshop Date): Assistant Chief Doerflinger distributed staffing models developed from the recommendations of the Long Range Planning meeting. Assistant Chief Doerflinger stated that he has developed several staffing alternatives for the Board's review. Chief Lemon distributed several scenarios outlining revenue projections as related to Assessed Valuations, Lid Lifts and future budget expenses. The staffing alternatives and revenue projections were discussed at length.

Commissioner Maxwell inquired about timelines to accomplish the staffing goals set before them with regard to the Long Rang Plan. Commissioner Maxwell also inquired about the outlying stations. Chief Lemon stated that if the district passes a multi (6 year) lid lift levy and the revenue projections are realized, the core staffing should be completed by 2010 and an additional satellite station should be able to be staffed by the end of the six year levy. The district will need to hire an additional 18 full time firefighters over the course of the six years. Chief Lemon asked the Board of Commissioners to consider authorizing the District to proceed in placing the lid lift before the voters authorizing the full \$1.50 per \$1,000 of assessed valuations for a six year period.

Assistant Chief Rude reported the total Level of Service Contribution Fees collected year to date and stated that there are still outstanding fees to be collected along with several plats awaiting final approval.

Commissioner McGee stated that he provided Assistant Chief Doerflinger some vendors to contact about CAD Analysis which would enable more in-depth analysis of response

times with relation to stations and map boxes. The cost and benefit of this software was discussed.

Commissioner Maxwell summarized the subjects discussed and remarked that this is a historical time for the District and the decisions made today will vastly impact our environment today and well into the future. He also emphasized the importance of the Long Range Plan and the essential role it plays in further developing the level of service within the District.

Fire Chief Lemon stated that Resolution R-2007-09 would need to be approved to authorize the District to place a lid lift before the voters on November 6, 2007 and maintain the current fire district levy rate of \$1.50 per \$1,000 of assessed valuation for a six year period. Commissioner Granlund made a Motion to approve R-2007-09, Commissioner McGee seconded the Motion, **MOTION PASSED.**

2006 Audit: Administrative Secretary de Leon informed the Board that the 2006 Audit is now complete and the Auditor is developing financials for 2006 in a format that better compares to the Budgeting, Accounting and Reporting System (BARS) procedures that the District utilizes.

Chief Lemon reported that per suggestion from the State Auditor, we have provided staff with training on areas of potential fraud. The district will also be making some minor changes in its procedures based on best practices resulting from the training.

Temporary Employees (taken out of order): Commissioner Maxwell thanked Assistant Chief Rude for providing information regarding the status of temporary employees.

Standard Operating Guideline 43-2004, Duty Chief Program – Draft – 06/26/07: Chief Lemon stated that the two week review period has lapsed and the program is ready to adopt. Commissioner McGee made a Motion to Approve SOG 43-2004, Commissioner Granlund seconded the Motion, **MOTION PASSED.**

Organizational Chart – 07/19/07: Chief Lemon stated that the two week review period has lapsed and the Organizational Chart is ready to adopt. Commissioner Granlund made a Motion to Approve the Organizational Chart, Commissioner McGee seconded the Motion, **MOTION PASSED.**

Lid Lift (November) – 6 Year Lid Lift Levy: This was approved earlier through the motion to approve R-2007-09.

Covington Contract Termination and Division of Assets: Chief Lemon stated that this is still pending.

No-Man's Land (Status Report): Chief Lemon stated that this is still pending and a meeting is being scheduled with Eastside Fire & Rescue.

## Personnel:

Career Staff:

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

FF Erickson's Return to Duty: Assistant Chief Doerflinger stated that Firefighter Drew Erickson returned to duty full time on August 1, 2007.

Temporary Employees: This was discussed earlier.

Volunteer Staff:

New Resident Volunteer Report: Commissioners Maxwell and Granlund both expressed their appreciation of the document sent out by Assistant Chief Doerflinger which included pictures and biographies for the new volunteer staff.

## Operations:

Major Emergency Incident Report:

- Assistant Chief Rude reported that one of the volunteer firefighters was traveling by the scene of a cardiac patient and was the first on scene. He was able to begin CPR with a pocket mask until an Engine Company arrived. Battalion Chief O'Brien stated that the patient prognosis is very good.

Six (6) Month Emergency Response Report: Assistant Chief Doerflinger distributed the quarterly report for the Board's review. Assistant Chief Doerflinger summarized the report and noted that through June, the District had responded to 1441 calls which are comparable to last year at this time. Battalion Chief O'Brien inquired whether Aid 80 response calculations included self dispatch to Station 83. Assistant Chief Doerflinger responded that he will check the database and run cards to verify. Assistant Chief Doerflinger also stated that the volunteer attendance records that he has used to track volunteer personnel participation are being included as part of the report. Commissioner McGee asked for the number of EMS calls identified by Basic Life Support (BLS) or Advanced Life Support (ALS) and the Medic Unit response times. Assistant Chief Doerflinger stated that he would get that information to the Commissioners.

Wellness / Fitness Initiative: Assistant Chief Doerflinger reported that the Peer Fitness Trainers have been identified and they are scheduled to attend the training that the District is hosting. Assistant Chief Doerflinger also reported that efforts continue in working with Valley Occupational Health.

In addition, Chaplain Pat Ellis has completed Critical Incident Management Training for the shifts and has received good reviews.

## **Support Services:**

### Fire Marshal's Office:

- New Level of Service Contribution Process: Assistant Chief Rude outlined the New Level of Service Contribution Process from the pre-application meeting to the receipt of the fee payment.
- Level of Service Contribution Inventory and Status: Assistant Chief Rude stated that to date the District has received \$83,635.00 in fees, is owed \$39,460.00 and has 7 plats awaiting final plat approval which represent \$37,830.00.

### Public Education:

- Assistant Chief Rude reported that National Night Out was attended by fewer people this year due to the rain; however, the event was still a success. Public Educator Johnson attended with Sparky and several volunteer firefighters.
- Assistant Chief Rude stated that the next citizen CPR class is scheduled for August 27<sup>th</sup>
- "Give Burns the Boot" is scheduled for August 30<sup>th</sup>.
- Public Educator Janine Johnson is in the process of developing the yearly newsletter and has asked that articles be submitted to her within the next two weeks.
- Bruce Hudson will be taking staff pictures in the near future and they will also be used for the Maple Valley Fire & Life Safety Website.

Maple Valley Emergency Coordination Center: Assistant Chief Rude stated that there was no meeting last month and the next meeting is scheduled for August 14, 2007. He and Fire Chief Lemon will be in attendance.

Assistant Chief Rude reported that he had a good meeting with Bruce Booker, the King County Sherriff's Representative to the Emergency Coordination Center and Philip Morley, the Assistant City Manager. They discussed Maple Valley Fire & Life Safety's role in the Maple Valley Emergency Coordination Center. Assistant Chief Rude and Chief Lemon provided recommendations and suggested some options including hiring a coordinator or utilizing volunteers to staff the Emergency Coordination Center. Commissioner Granlund gave a brief synopsis of the center's history and Commissioner Maxwell expanded on the roles Maple Valley Fire and Life Safety has had in the past.

Apparatus and Equipment:

- Special Operations Vehicle In Service at Station 80: Assistant Chief Rude stated that a graphics design for the Special Operations Vehicle is being worked on.
- Assistant Chief Rude reported that he has viewed a presentation of a software program called Fleetmax which will track apparatus and equipment inventory and costs associated with repairs for each. This program will be purchased for less than \$3,600 and the benefits are much greater.
- Facilities: Nothing to report.

**Community Issues:**

- 08/07/07 National Night Out – Was reported on earlier in the meeting.

**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

The Board of Commissioners recessed the regular meeting at 8:10 p.m. to convene an Executive Session to discuss personnel and labor issues for approximately 30 minutes.

The Board adjourned the Executive Session at 8:40 p.m. and reconvened the regular business meeting.

Commissioner McGee made a Motion to Approve an up-dated personal services contract for Chief Lemon for August 9, 2007 to December 31, 2009, Commissioner Granlund seconded the Motion, **MOTION PASSED.**

With no further business to come before the Board of Fire Commissioners, the meeting was adjourned at 8:45 p.m.

---

Chairman Fred Maxwell

---

Timothy W. Lemon  
Fire Chief/District Secretary

---

Commissioner Jeff Granlund

---

Commissioner Brian McGee

Minutes Prepared by Michele de Leon