

Maple Valley Fire and Life Safety Department Correspondence

Document 07-108

MINUTES OF THE BOARD OF FIRE COMMISSIONERS, AUGUST 16, 2007.

Attending: Commissioners Fred Maxwell, Jeff Granlund and Brian McGee; Chief Tim Lemon; Assistant Chief Brad Doerflinger; Assistant Chief Larry Rude; Fire Marshal Dave Pargas; Battalion Chief David O'Brien; Firefighter PJ Knowles; Mike Scott; Administrative Office Manager Faye Barker

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

Minutes:

Minutes of the Special Meeting of the Board of Fire Commissioners on August 8, 2007 were approved as presented by MOTION of Commissioner McGee, seconded by Commissioner Granlund, MOTION PASSED.

Minutes of the regular Meeting of the Board of Fire Commissioners on August 9, 2007 were approved as presented by MOTION of Commissioner Granlund, seconded by Commissioner McGee, MOTION PASSED.

Financial Report:

August 2007 Expense Report: Reviewed for information.

July 2007 Revenue Report: Reviewed for information.

July 2007 BLS Transport Billing Report: Reviewed for information.

July 2007 King County Investment Newsletter: Reviewed for information.

Correspondence:

- ◆ City of Maple Valley Agenda: Chief Lemon noted on the City's agenda that the Maple Ridge Highlands/Maple Woods Annexation effort update is on-going.
- ◆ City of Covington Agenda: Nothing significant to note at this time.
- ◆ Thank You Letter King County Fire District #44: Chief Lemon received a thank you letter regarding a house fire in King County Fire Protection District 44 that Maple Valley Fire & Life Safety responded to and provided Tender support. The closest hydrant was approximately ½ mile away.

Meetings:

Maple Valley/Black Diamond Chamber of Commerce: Chief Lemon was elected to the Board of Directors.

Firefighter Knowles entered the meeting at this time.

Public Comment: None

Business:

Long Range Plan Up-Date: Chief Lemon reported that the last meeting had been very productive. Commissioner McGee discussed Web X, which provides live real-time training to on-duty crews. If available, this software would help in keeping the crews in quarters, for certain types of training as opposed to traveling to other stations for training. Assistant Chief Doerflinger will research this product further.

Lid Lift (November) – Six-Year Lid Lift Levy: The Resolution to place a six-year Fire Levy Lid Lift in front of the voters this November has been filed with King County Elections. Discussion on the wording for the Explanatory Statement was held. Commissioner Granlund requested that the statement reassure the voters that we are not asking for more than we are entitled to. Chief Lemon stated the Election Certification letter was received from the Elections Department. Chairman Maxwell called for volunteers to make up the Pro Committee. There was no response from the audience. Chairman Maxwell called for volunteers to make up the Con Committees. There was no response from the audience.

Covington Contract Termination/Division of Assets: The next meeting with Chief Schneider of Kent Fire Department is scheduled for August 29, 2007.

No-Man's Land: A letter is ready to be mailed to the Kerriston homeowners inviting them to a meeting to be held at Station 85. Assistant Chief's Rude and Doerflinger will have staff and information available at that meeting. The Draft letter was reviewed by the Commissioners.

Administrative/Management Workshop: Chief Lemon explained that this workshop will be held on 9/5/07 at Lake Wilderness Lodge. An agenda is currently being developed. The City has been invited to come in and present growth management information. Each division will have an opportunity to reflect on the accomplishments of 2007 and their 2008 goals. The afternoon of the workshop will focus on facility issues.

Personnel:

Career Personnel: The Fire District has one person off the job on Long Term Disability.

Volunteer Personnel: Nothing to report.

Operations:

Major Emergency Incident Report:

- An attic fire in a residential occupancy in Timberline occurred on Saturday, the Post Incident Analysis was held today. The firefighters did a good job, and it was determined the cause of the fire was fireworks related.

Training: No new information at this time.

CAD Analysis: Commissioner McGee checked with the Zone 3 training officers, and departments that use Sunpro to see if they had a CAD analysis program. Commissioner McGee provided a name and contact information to Assistant Chief Doerflinger, who will do more research on this software.

Support Services:

Fire Marshal's Office: Fire Marshal Pargas provided a matrix for an update of the Level of Service Contributions for all commercial properties. He also listed the residential plots that are in the works at this time.

Commissioner Maxwell reported that he had received a compliment and thank you for the leadership and guidance that Fire Marshal Pargas provides with the King County inspection process. His time and effort was greatly appreciated.

Public Education: Public Education Specialist Johnson is on track with the latest CERT class.

The City of Maple Valley is planning on a Fireworks display for the 10-year anniversary party that will be held at Lake Wilderness Park on August 31, 2007 at 4:00 PM. Fire Marshal Pargas is handling the fireworks permit issues.

Maple Valley Emergency Coordination Center: Assistant Chief Rude reported that a meeting was held this week. He will be working with Captain Bruce Booker from the King County Sheriff's office to review and check the communication equipment in the Center. Assistant Chief Rude received comments that Fire Marshal's efforts over the last year have been very much appreciated.

Apparatus and Equipment: Assistant Chief Rude has the plans for the aid cars and is in the process of reviewing them.

Facilities:

- Assistant Chief Rude is in the process of researching options for training facilities. He has been in contact with some architects across the country that specialize in training facilities.
- The Station 84 remodel is being worked on.
- Generator quotes for new generators at Stations 83 and 84 are being worked on.

Assistant Chief Rude reported that an upcoming seminar sponsored by Fire Industry Equipment Research Organization is on October 25 through 27 in North Carolina. He requested that two staff members be allowed to attend. Commissioner Maxwell called for a MOTION to approve travel outside of the state for two employees. Commissioner McGee made a MOTION to approve the request; Commissioner Granlund seconded the MOTION, And MOTION PASSED.

Community Issues:

8/31/07, City of Maple Valley 10 year Anniversary Picnic/Celebration – Lake Wilderness Park at 4:00 PM – fireworks display at about 9:00 p.m.

Vouchers: Reviewed & Approved #41312 through 41335 for \$24,865.61 (Gen Exp Fund)
Reviewed & Approved #41336 through #41338 for \$8,822.90 (Capitol Exp Fund)
Reviewed & Approved #5748 through 5770 for \$5,274.14 (Resident Reimb.)
Reviewed & Approved #5772 through #5774 for \$840.38 (Commissioner Reimb.)
Reviewed & Approved #5822 for \$443.28
Reviewed #5843 for \$597.50 (Flexible Spending Account)
Reviewed #5845 for \$2,898.84 (Union Dues)
Payroll for \$156,298.85
Retirement for \$28,404.20
Deferred Compensation for \$8,149.00
Taxes for \$36,220.91

Chief Lemon identified that staff did not have a need for an executive session this evening.

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With no further business to come before the Board of Fire Commissioners, the meeting was adjourned at 7:00 p.m.

Chairman Fred Maxwell

Timothy W. Lemon
Fire Chief/District Secretary

Commissioner Jeff Granlund

Commissioner Brian McGee

Minutes Prepared by Faye Barker