

Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 07-116

MINUTES OF THE BOARD OF FIRE COMMISSIONERS, SEPTEMBER 13, 2007.

Attending: Commissioners Granlund, Maxwell and McGee; Fire Chief Lemon; Assistant Fire Chief's Doerflinger and Rude; Battalion Chief Handley; Lieutenant Rogers; Firefighters Askevold, Hunter and Morrow; Volunteer Resident Huffman; Office Manager Faye Barker

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

Minutes:

Minutes of the regular Meeting of the Board of Fire Commissioners on August 16, 2007 were approved as presented by MOTION of Commissioner McGee, seconded by Commissioner Granlund, MOTION PASSED.

Financial Report:

August 2007 Revenue Report: This was reviewed for information. Chief Lemon noted that the delinquent property taxes exceeded expectations. In-lieu payments are also more than was expected.

King County Investment Pool – Commercial Paper Downgrades: This was reviewed for information.

Correspondence:

- ◆ City of Maple Valley Agenda: The city enacted a six month moratorium on building in the Four Corners area.
- ◆ City of Covington Agendas: Nothing significant to note at this time.
- ◆ Invitation – Medic One Foundation Fund Raiser:
- ◆ Airlift Northwest Rates: This is a notice in the increase in airlift fees.
- ◆ Black Diamond/Maple Valley Chamber of Commerce: An invitation to their annual dinner on 9/28/07.

Meetings:

8/25/07: Fire Rescue international Conference 2007 – Atlanta: Chief Lemon related that it was a good informative conference. About 1/3 of the presenters at this national conference were from the Northwest.

9/5/07: 2008 Planning Retreat: Commissioner Maxwell said that the retreat was productive and felt that the different divisions were interested in the information provided. The Maple Valley City Manager presented interesting information regarding

the future of the city. Chief Lemon said that good presentation was done by staff and he appreciated the Board attending the retreat.

9/12/07: Kerriston Meeting/Open House at Station 85: A few citizens attended this open house. The profiles on insurance coverage were distributed and an explanation was provided on why the District would send them a bill if they had an incident in that area.

Public Comment: None

Business:

AG 43-1210 through 43-1214 Up-dates: This will begin the two week review period for the updates of the administrative office manager, assistants and receptionist job descriptions.

Resolution R-2007-10 Commissioner Compensation: This Resolution of the Board of Fire Commissioners authorizing an increase in Fire Commissioner Compensation pursuant to the amendment of RCW 52.14.010, which authorizes payment of up to \$90.00 per day and \$8,640. per year for services rendered to the District, including but not limited to attendance at Board meetings and conferences was reviewed for information. Commissioner Granlund made a MOTION to approve this resolution, Commissioner McGee seconded the MOTION, and MOTION PASSED.

Resolution R-2007-11 Equipment Declare Surplus: This Resolution declares as surplus with no market value, miscellaneous equipment, as listed on the resolution. Commissioner Maxwell commented that it was reasonable to observe that this protective gear has been in service for an extended amount of time, and would not be protective any longer and could be libelous and should be deemed surplus items and disposed of as such. Commissioner McGee made a MOTION to approve this Resolution, Commissioner Granlund seconded the MOTION, and MOTION PASSED.

Labor Management Symposium 2007: Chief Lemon and Assistant Chief Doerflinger will attend this symposium. The Union has also indicated that they plan to have members in attendance. Chief Lemon asked if any of the Board would like to attend, and Commissioner McGee stated that he will check his schedule and let Chief know if he will be able to attend.

Fire Rescue International 2008: Chief Lemon is seeking Board approval to send staff to attend this conference, and also invited the Board to attend with them. The plan is to send two to three Chief Officers to the conference. Commissioner McGee made a MOTION to approve out of state travel for up to three chiefs and the three commissioners if they choose to attend. Commissioner Granlund seconded the MOTION, and MOTION PASSED.

System's Design Contract: This is an annual renewal contract with the company that does the transport billing. The new contract constitutes about a \$40. a month increase in charges. Commissioner Granlund made a MOTION to approve the contract,

Commissioner McGee seconded the MOTION and MOTION PASSED. The Board authorized the Chief as District Secretary to sign the contract.

2007 WA Fire Commissioners Association Annual Conference: Chief Lemon asked for the Commissioners to approve Commissioner-Elect Mike Scott to attend this conference should he choose to. It has been determined that the District can pay for the registration expense, but cannot reimburse him for attending. Commissioner Granlund made a MOTION to approve Mr. Scott to attend the conference, Commissioner McGee seconded the MOTION, and MOTION PASSED.

Grant Award – Washington State Archives Local Records Grant Program: Congratulations from the Commissioners to Administrative Secretary Michele de Leon for obtaining the grant for archiving the Minutes.

Long Range Plan Up-date -No-Man's Land: A meeting was held on 9/12/07 and a concerted effort to meet with the citizens of Kerriston and provide an opportunity for them to join the fire department. At this point, they have declined the offer to join the District. As of today, any incidents that occur in that area, the District will be charging them the prevailing rates for response. It takes a majority of the property owners to approve being annexed into the District. Chief Rude is working with Chief Soptich regarding the northern boundary with Eastside Fire and the District annexing that area.

Lid Lift (November) – 6 Year Lid Lift Levy: Chief Lemon was contacted by Tom Kuffel, prosecuting attorney, who modified the language in the proposition. This was reviewed by our attorney and was approved. Chief lemon will have an article that will be put into the Voice of the Valley regarding the Lid Lift. He understands that there is a pro group working on the proposition.

Covington Contract Termination/Division of Assets: Chief Lemon met with Chief Schneider, Larry Rabel and Linda Mock, employees of Kent Fire District. Chief Lemon reported on this meeting. His recommendation to the Board is to allow staff to hire appraisers and hire our own attorney, Joe Quinn, to have him review and provide guidance as we work through the Division of Assets issue. The Board of Commissioners concurred with the request, and gave their approval.

Administrative/Management Workshop: Chief Lemon reported on this workshop and the challenges faced within the office. Staff participated in the conversations and planned future office staff meetings. Commissioner Maxwell stated that as with these opportunities, people realize that it is their benefit to advance concerns that there may be.

Long Term Care Insurance: Chief Lemon explained that the District has two LEOFF I retirees, and that the District should consider adding to the budget the expense of long term care insurance for those individuals. The Board concurred with the Chief and more information will be provided to the Commissioners as research is completed.

2008 Bond Sales: Chief Lemon provided the Board with information for them to review before a decision will be made next week. Jim Nelson, Martin Nelson Company and Jim Blumenthal, UBS provided presentations of the underwriters for the sale of the Bonds. If

the Board had any questions, more information can be provided, or a one on one meeting can be scheduled. Commissioner Granlund made a MOTION to authorize Chief Lemon to proceed to prepare for the bond sales in 2007, Commissioner McGee seconded the MOTION and the MOTION PASSED.

Web Site: Commissioner McGee requested that the photos be done for the web site. Chief Lemon explained that the District is also in the process of purchasing a machine for making our own ID's. He has also contacted a professional photographer to take staff pictures.

Safer Grant: Commissioner McGee would like the District to consider the possibility of applying for the Safer Grant for next year, once we know the status of our election. This grant could be used for hiring of personnel. Chief Lemon will investigate this further.

Personnel:

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

Volunteer Personnel: There has been one minor injury, and that person will be back to duty shortly. The new training schedule for the volunteers is taking place.

Operations:

Major Emergency Incident Report:

- ◆ 9/6/07, a house fire on 240th Place SE was responded to. Report was given by Assistant Chief Doerflinger.
- ◆ 9/9/07, Battalion Chief Handley reported on a shooting homicide.
- ◆ 9/10/07, A report was given on the skateboarder vs. dump truck fatality. Critical incident stress debriefing for staff was held that night.

Training:

- ◆ Wellness/Fitness Initiative: FF Knowles and Assistant Chief Doerflinger met with a medical provider today, working through issues with them. Staff is hoping they will have an answer from them by next Tuesday.
- ◆ Wellness Conference out-of-state: The Union has approached Chief Lemon requesting that they send a member to the National Wellness conference. Chief is interested in having Assistant Chief Doerflinger also attend. Commissioner McGee made a MOTION to approve out of state travel for two individuals for the wellness conference. Commissioner Granlund seconded the MOTION and MOTION PASSED.
- ◆ CAD Analysis: The Regional CAD analysis is not going to be provided by Valley Com. It will be put on hold until at least February. This would be a tool that would be used to complete the deployment standards. Assistant Chief Rude has

contacted Renton Fire Department as a possible resource. Assistant Chief Doerflinger is trying a Microsoft program that will provide an electronic pin map of incidents.

Support Services:

Fire Marshal's Office: Fire Marshal Pargas has been out of town this week.

- ◆ Level of Service Contributions – Inventory and Status: Assistant Chief Rude commented that there is a fairly significant amount of money still outstanding.
- ◆ Fire Marshal activity has involved a railroad fire, garage fire, dumpster and residential mobile home fire.

Public Education:

- ◆ Tonight is the first night for the CERT training class.
- ◆ Annual Newsletter – Draft copies were provided for the Board to read.
- ◆ Sound Shake – a Public Educator Johnson and Assistant Chief Rude will be attending the planning meeting for this regional exercise.

Maple Valley Emergency Coordination Center: Assistant Chief Rude attended meeting of the regional group. Food supplies were discussed. The location at the police precinct was evaluated, with a lot of work to be done. The Fire District will provide the interior and exterior antenna.

Apparatus and Equipment: The final evaluation on drafts and plans for the new aid cars was completed. A delivery date in 2008 is expected.

Facilities: Staff is working on evaluation and determining the needs and locations.

- ◆ Rice/Fergus/Miller proposal: a proposal was received to evaluate the entire district and not just pieces of it. This will include five meetings of the committee and reviewing by the Board. Commissioner Maxwell commented that this is a good process and an efficient way to go about making the evaluations. This needs to be started quickly. Discussion was held on the best way to have the analysis completed and it would be done before starting with the decisions on where and how to do the locations of the stations.
- ◆ Station repair: Funds are available to start the repairs to stations 82 and 84. The Commissioners are in agreement on the repairs to these stations.
- ◆ Lighting: FF Graziani sent an in-depth report to Assistant Chief Rude, regarding the issue of lighting in the stations. The proposal included changing light fixtures and light bulbs. Commissioner Maxwell suggested that one area be tested before changing everything over to the new ideas. FF Graziani did an excellent job on his proposal and the Commissioners appreciated the effort that was made.

Commissioner Maxwell enquired about the tremendous coverage concerning our school districts. Assistant Chief Doerflinger explained the upcoming drill on 10/1/07 and that the District and the Police will be working together on this drill that will be held at one of the local schools. It starts at 8:00 a.m.

Community Issues:

8/31/07, City of Maple Valley Anniversary Picnic at Lake Wilderness Park, there was a good turnout by the public.

Commissioner Granlund asked about having an EMT on site for the Maple Valley Junior football games. He will provide a schedule to Assistant Chief Doerflinger.

Vouchers: Vouchers were approved administratively for pay on 9/14/07 due to the date change of the Commissioner meeting. Copies will be available at the next meeting.

The Board of Commissioners recessed the regular meeting at 7:40 p.m. to convene an Executive Session to discuss personnel and labor issues for approximately 30 minutes.

The Board adjourned the Executive Session at 8:10 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 8:11 p.m.

Chairman Fred Maxwell

Timothy W. Lemon
Fire Chief/District Secretary

Commissioner Jeff Granlund

Commissioner Brian McGee

Minutes Prepared by Faye Barker