

Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 07-134

MINUTES OF THE BOARD OF FIRE COMMISSIONERS, OCTOBER 18, 2007.

Attending: Commissioners Granlund, Maxwell and McGee; Fire Chief Lemon; Assistant Fire Chief Doerflinger; Lieutenant Terry Brown, Firefighter Phil Knowles; and Office Manager Faye Barker

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

Minutes:

The Minutes from the regular Board of Fire Commissioner Meeting of October 4, 2007 were approved as presented by Motion of Commissioner McGee, seconded by Commissioner Granlund, MOTION PASSED.

Financial Report:

October Expense Budget Monthly Report: This report was reviewed for information.

September Revenue Report: This report was reviewed for information.

September Transport Billing Report: This report was reviewed for information.

King County Investment Pool Letter: This report was reviewed for information.

2008 Bond Fund: Draft Resolution R-2007-12 for the 2008 Bond Funds was distributed for review by the Commissioners. The Commissioners should act on this resolution at the next meeting.

2008 Budget: Draft resolution R-2007-13, Fire District Budget 2008: Chief Lemon distributed the Draft 2008 Budget books to the Commissioners. He reviewed the information included in the Draft Budget. Discussion was held regarding the budget. Chief Lemon explained that draft budgets were provided for whether or not the lid lift passes. New information will be provided as the final fund amounts are confirmed.

Multi Levy Lid Lift Letter From Washington Fire Commissioners Association: This letter was reviewed for information.

Correspondence:

City of Maple Valley Agenda(s): Chief noted that the final plat approval for a couple of developments and the moratorium will be discussed at the City meeting.

City of Covington Agenda(s): Nothing to note at this time.

DNR Letter for the 50th Anniversary Celebration: The District received an invitation, to a open house for DNR which will be held at the Preston Community Center.

DNR Surplus Properties: This was reviewed for information.

Harborview's Trauma Report for 2007: This is available in the office for review.

Northwest Leadership Conference, Portland, OR: The yearly Northwest Leadership Conference is planned for March, 2008 in Portland, Oregon. Chief Lemon requested approval from the Board of Commissioners for out of state travel. Commissioner McGee made a MOTION to authorize six staff members to travel out of state, Commissioner Granlund seconded the MOTION, MOTION PASSED.

Meetings:

10/08/07, Responder Program, Tahoma School District: The Tahoma School District is working with local Police and Fire to developing the on-line First Responder Program pre-incident plans for all the Tahoma School District schools. Information was provided by Chief Lemon and BC Handley during a one day workshop.

10/10/07, Attorney Joe Quinn: Administrative and Management Staff attended a workshop to discuss several topics with Attorney Joe Quinn. Several documents were provided for the District's reference. Chief Lemon reviewed those documents for information with the Board of Fire Commissioners.

Chief Lemon reviewed the Administrative Office Staff's work hours, lunch breaks and other breaks with the Commissioners. Chief Lemon identified that the office staff's breaks are often interrupted with district business. Chief Lemon identified that the employees have a right to uninterrupted breaks unless their break time is compensated time, and then they still would have a right to return to their break when the interruptions is over. Chief Lemon recommended that the Board of Fire Commissioners approve compensation for all Administrative Staff during their break time. Chief Lemon identified that compensating the employee for their break time is more cost effective they hiring additional staff to insure uninterrupted breaks. Commissioner Granlund made a MOTION to approve compensating staff for interrupted lunch breaks, Commissioner McGee seconded the MOTION, MOTION PASSED.

Public Comment: None

Business:

Valley Communications Annual Agreement: Valley Com has increased their rate per dispatch to \$27.60. The agreement was reviewed and Commissioner Granlund made a MOTION to approve the agreement with Valley Communications for dispatch services for 2008, Commissioner McGee seconded the MOTION, MOTION PASSED.

MOU Local 3062 Duty Chief Coverage: This MOU would establish a process where a Chief Officer from the bargaining unit can stand in for a non-bargaining unit Chief when they may be requested, or required, to do so. This MOU does not include regular work hours and limits the bargaining unit Duty Chief to emergency Battalion Chief level work only. Stand-by time will be compensated at \$5.00 a hour and activation time will be at the employees regular overtime rate. Commissioner McGee made a MOTION to approve this MOU, Commissioner Granlund seconded the MOTION, MOTION PASSED.

Covington Contract Termination/Division of Assets: This item will be discussed in executive session.

AG 43-1213 through AG 43-1214 Up-dates: The documents have previously been distributed for the two week review period. There were some minor modifications made on in the tasks areas. Commissioner Granlund made a MOTION to approve AG 43-1213 and AG-43-1214, Commissioner McGee seconded the MOTION, MOTION PASSED.

Limited BLS Transport Bargaining with Local 3062: Four options were presented to the Board of Fire Commissioner's at their last meeting for their review. The Board reviewed the options. Chief Lemon recommended Option three, with a payment to each union member's HRA in 2008. Commissioner McGee made a MOTION to approve the offer of option three of limited transport reimbursement, Commissioner Granlund seconded the MOTION, MOTION PASSED. This will now go to the Local 3062 for their approval.

Long Range Plan Status: Some of the segments of the Long Range Plan should be ready for adopted in November, they are being reviewed one final time by staff.

Commissioner Workshop 12/1/07: Commissioner McGee would like to attend this workshop, and would like an invitation to be sent to Commissioner-Elect Mike Scott. Staff will confirm dates and location and provide information to the Commissioners.

Personnel:

Career Staff:

- ◆ Fire Marshal Dave Pargas: Fire Marshal Pargas notified Chief Lemon that he is a candidate for a position with the Renton Fire Department. He has assured Chief that he is willing to work with the District regarding an exit date.
- ◆ Secretary Position: Following the resignation of Ms. Stonesifer, Chief Lemon is requesting authorization from the Board to advertise to fill the position. A recommendation for hiring should be ready for the Board at the November 15, 2007 meeting. Commissioner Granlund made a MOTION to approve advertising for the Administrative Assistant III position, Commissioner McGee seconded the MOTION, MOTION APPROVED.

Volunteer Staff: Nothing to report.

Operations:

Major Emergency Incident Report: Nothing to report at this time.

Training:

- ◆ Wellness/Fitness Initiative: Assistant Chief Doerflinger reported that he has hired Healthforce, and has scheduled Phase One and Two of the medical/fitness evaluations for the beginning of November. They should be completed before the first part of December.

- ◆ Shooter Drill, Tahoma Junior High School: Assistant Chief Doerflinger provided information on this training drill. Training Chief DiDonato has been working closely with the school district and the police on this drill.

CAD Analysis: Discussion was held regarding software that would provide maps for Lt. Lercher; information for the Fire Marshal's use for fire prevention and fire concentration plan. Assistant Chief Doerflinger is still researching alternatives.

Earthquake Drill: Assistant Chief Doerflinger reported on the Fire District's participated with the School District in "Sound Shake." Staff members and CERT members attended.

Support Services:

Fire Marshal's Office

- ◆ Level of Service Contributions: Attorney Joe Quinn is doing a presentation on this subject at the Commissioners conference in Pasco, WA next week and will be using information from Maple Valley's program. A monthly Level of Service Contributions report is being added to the Commissioner's books.

King County Fire Investigation Unit: Chief Lemon reported he was recently made aware that as of 1/1/2008, the King County Fire Investigation Unit will be moved to the County Sheriff's office. No fire service personnel were contacted regarding the moving of this unit from the King County Fire Marshal's office.

Public Education:

- ◆ District Personnel Photos: The schedule was provided for the Board.

Maple Valley Emergency Coordination Center:

- ◆ 10/11/07 King County Flood Preparedness meeting was attended by staff.
- ◆ 10/16/07 King County Office of Emergency Management Windstorm Preparedness meeting was not attended by staff.

Apparatus and Equipment:

- ◆ New Sutphen Engine Cracks: It appears as though seams between some of the compartments are showing cracks in the welds, but there is no structural damage. Staff is waiting for an answer from Sutphen Corporation on repairs. Both engines are still under warranty.
- ◆ 1982 Pierce Sale: The apparatus has been sold.
- ◆ Resolution R-2007-14, Surplus Zoll Life Packs: The Board reviewed the resolution, and Commissioner McGee made a MOTION to adopt Resolution 2007-14 that declares nine Zoll defib units and associated accessories surplus. Commissioner Granlund seconded the MOTION, MOTION PASSED.

- ◆ Draft Resolution R-2007-15, authorizing the Sale of Surplus Equipment: Commissioner Granlund made a MOTION to authorize the sale of the surplus Zoll Defib Units, previously declared surplus, Commissioner McGee seconded the MOTION, MOTION PASSED.

Facilities:

- ◆ Station 81 Remodel: Chief Lemon was looking for concurrency from the Board of Commissioners for the Fire District to move forward with Station 81's remodel. Discussion was held regarding the value of the property, and having a CAD analysis of the fire district completed before any final decisions are made on whether or not to remodel Station 81, or to build a new station. After discussion, the Board of Fire Commissioners directed the Fire Chief to complete a needs assessment for the shift personnel that would be assigned to Station 81 and for the Training Division, Administrative Division, Fire Prevention Division and Maintenance Division.
- ◆ Training Facility: Chief Lemon presented preliminary research on modular training towers and property located near Station 80, which is a possible site for a temporary training facility. The Board of Fire Commissioners concurred with the Fire Chief pursuing this option. Chief Lemon will contact the property owner to see about its availability and the cost.
- ◆ Station 84 Land Clearing: Bids were received to clear the lot where the septic system is located and the cost is expected to be about \$6,000.00. The Board concurred with moving forward with the land clearing. The funds to accomplish this work are part of the previously approved 2007 budget.

Community Issues:

10/9/07, Blood Drive at Station 81: Firefighter Plett organized the event. The Board and Chief's recognized and appreciated Firefighter Plett's efforts toward this worthy cause.

1/16/08, The District received an invitation to a Partnership Dinner with Eastside Fire & Rescue.

Vouchers:

Review & Approve #41492 through #41534 for \$52,437.91 (Exp Fund)
Review & Approve #41535 through #41536 for \$6,939.24 (Cap Fund)
Review & Approve #6156 for \$2,958.00 (Union Dues)
Review & Approve #6154 for \$597.50 (HRA/FSA Account)
Review & Approve #6157 through #6185 for \$8,373.41 (Resident Reimbursement)
Review & Approve #6187 through #6189 for 487.62 (Commissioner Pay)
Payroll for \$135,168.42
Payroll Taxes for \$29,685.47
Retirement for \$24,154.99
Deferred Compensation for \$8,674.00

Executive Session:

The Board of Commissioners recessed the regular meeting at 7:55 p.m. to convene an Executive Session to discuss personnel and Covington Contract issues for approximately 20 minutes.

The Board adjourned the Executive Session at 8:15 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 8:15 p.m.

Chairman Fred Maxwell

Timothy W. Lemon
Fire Chief/District Secretary

Commissioner Jeff Granlund

Commissioner Brian McGee

Minutes Prepared by Faye Barker