

Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 07-136

MINUTES OF THE REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS, November 1, 2007

Attending: Commissioners Maxwell, Granlund and McGee; Fire Chief Lemon; Assistant Fire Chief Doerflinger; Fire Marshal Pargas; Battalion Chief David Bille; Administrative Secretary Ingrid Fine

Guests: Mr. Hugh Spitzer from Foster Pepper, Mr. Jim Blumenthal from UBS Securities LLC and Mr. Mike Scott entered the meeting at a later time.

The meeting was called to order at 6:10 p.m.

Minutes:

The Minutes from the regular Board of Fire Commissioners Meeting of October 18, 2007 were approved as presented by Motion of Commissioner McGee, seconded by Commissioner Granlund, MOTION PASSED.

Financial Reports:

Draft Resolution R-2007-12, 2008 Bond Funds – Mr. Jim Blumenthal was introduced and reported on the status of the Federal Reserve. He also reported on the completion of the sale of the bonds at a historically low 4 % interest rate, which was the target rate with an A2 rating.

Mr. Mike Scott entered the meeting at this time.

After review of the Bond Resolution, Mr. Blumenthal requested the Board's approval of the Bonds and introduced Mr. Hugh Spitzer from Foster Pepper to present the Bond Resolution for approval and acceptance. MOTION made by Commissioner McGee to accept R-2007-12, 2008 Bond Fund Resolution, seconded by Commissioner Granlund, MOTION PASSED.

Mr. Blumenthal & Mr. Spitzer were thanked by the Board and exited the meeting at this time.

Correspondence:

City of Maple Valley Agenda: Chief Lemon reported that the City held an Emergency Town Hall Meeting regarding plans and options related to the King County "Donut Hole" property surrounded by the City of Maple Valley boundaries.

City of Covington Agenda: Nothing notable to report at this time.

Valley Communications Center 2008 Budget: Chief Lemon reported that the Valley Communications 2008 Adopted Budget is available for review.

39th Annual Leadership Seminar: The seminar is scheduled for March 5th-7th, 2008 in Portland, Oregon. Commissioner McGee stated that he would like to attend this conference. Mr. Mike Scott expressed his interest as well and will confirm at a later date.

Meetings:

Fire Station Symposium: Chief Lemon gave a brief overview of the information that was shared at the Fire Station Symposium in Charlotte, North Carolina that he and Chief Rude attended.

Wellness Workshop: Assistant Chief Doerflinger reported that he, Mike Scott and firefighters Bingaman and Galassi attended this informative workshop in Chicago.

Firefighter Bingaman entered the meeting at this time.

Labor Management Symposium: Chief Lemon, Assistant Chief Doerflinger, Firefighters Knowles & Ager attended the Symposium in Yakima.

WA Fire Marshal Round-Table: Fire Marshal Pargas and Assistant Chief Rude attended the conference at Ocean Shores and reported that the main focus was on Bio-Diesel codes and the Level Of Service Contributions policy. Maple Valley Fire & Life Safety's Level of Service Contributions policies were used as examples.

Public Comment: None

Fire Prevention (taken out of order)

Level Of Service Contribution (LOSC) Inventory & Status: Fire Marshal Pargas reported on the progress of the collections of the LOSC fees and the developments that are going to final plat.

Public Education (Taken out of order): Fire Marshal Pargas reported on the great job that Public Education Specialist Janine Johnson is doing in the office as well as with the Community Emergency Response Team (CERT) class.

Fire Marshal Resignation: Chief Lemon announced the resignation of Fire Marshal Pargas. Chief Lemon and the Commissioners expressed their appreciation and thankfulness for Fire Marshal Pargas' years of hard work and dedication to the Department. Fire Marshal Pargas's last day will be December 15, 2007 and he will be on annual leave from December 1, 2007.

Fire Marshal Pargas exited the meeting at this time.
Lieutenant Jeff Adams entered the meeting at this time.

Business

Liability Insurance- This policy was reviewed for information. Chief Lemon reported that due to the increase in fees for MetLife, the Department is looking into possibly going back to Washington Dental Plan for dental coverage.

Covington Contract Termination/Division of Assets: The Draft letter was reviewed by the Board of Fire Commissioner for information and approved.

AG 43-1230 Job Description Fire Marshal Updates: A Draft of the Job Description with updates as well as a Draft of the rewritten Fire Marshal application were distributed for review of the Board.

Limited BLS Transport Bargaining with Local 3062: Chief Lemon reported that he is waiting for the Union's response to the Fire District's offer.

Long Range Plan Status: Chief Lemon reported that this is on track.

Personnel

FM Pargas Resignation: Reported on earlier.

Fire Marshal Hiring Process: Chief Lemon requested authorization from the Board of Fire Commissioner's to start the hiring process to fill the Fire Marshal vacancy. The Board of Fire Commissioner's concurred.

Secretary Hiring Process: Chief Lemon reported that the District is accepting applications for the position until November 2, 2008 at 17:00 hours. The Board approved of the deadline and process in place. Commissioner Granlund made MOTION to move forward with the Secretary hiring process for the District, Commissioner McGee seconded, MOTION PASSED.

Operations

Major Emergency Incident Report: Battalion Chief Bille reported on a house fire that occurred in Eastwood Forest housing development and a garage fire on the Jones road that was put out by the home owner. There was also another garage fire east of the Tahoma Middle School on SE 216th that was confined to the contents of the garage.

Wellness/Fitness Initiative: Assistant Chief Doerflinger reported that the first phase of the evaluations will be taking place next Tuesday, Wednesday and Thursday. This is on task and progressing well.

CAD Analysis: Assistant Chief Doerflinger stated he will tie this in with the ESCi report.

ESCi Consultants: Chief Doerflinger distributed a sample analysis and reported on the various tasks that could be performed by the consultants that the department would be interested in. A timeline was reviewed. Commissioner McGee expressed the importance of looking into different scenarios such as five points of coverage possibly going to four. The Board concurred. MOTION to approve proceeding forward with ESCi by Commissioner McGee, seconded by Commissioner Granlund, MOTION PASSED

Dwight Van Zanen entered the meeting at this time.

Fire Prevention (Reported on earlier)

Fire Marshal

LOSC Inventory & Status:

Lieutenant Jeff Adams entered the meeting at this time.

KC FMO Over-Sight Committee: (Nothing to report.)

Public Education: (Reported on earlier.)

District Personnel Photos: Photographer Barry Hartman is in the process of photographing all members of the Fire District and is nearing completion.

MV ECC: Nothing to report.

Vehicles & Equipment:

Annual Pump Test Complete: Chief Lemon reported that the pump testing on all apparatus is complete and all apparatus have passed. Chief Lemon also reported that there are some minor cosmetic cracks in the seams of the new engines and staff is working with the manufacturer on the issue. Both fire engines are still under warranty.

Facilities:

Station 81 Needs Assessment : Chief Lemon reported that a meeting with Mr. Dave Fergus from Rice Fergus & Miller, to develop a clear needs assessment for each of the Fire District's Division has been scheduled.

Training Facility: Chief Lemon reported on a new concept for a temporary training facility that he and Assistant Chief Rude saw at the symposium in Charlotte. The temporary training facility was constructed of 40' shipping containers. Chief Lemon requested the Board's concurrency in contacting Roger White to see about using and/or renting properties he owns for such a facility. The Board of Fire Commissioners approved looking into the property.

Station 84 Land Clearing: Chief Lemon reported that the Station 84 land clearing has been hired out and should be completed by the end of November. Assistant Chief Rude will be contacting the neighbors to inform them of the work to be done.

Station 84 Painting and Carpet: Sheet-rock repairs, painting, new personal lockers and new carpet are moving forward.

Station 82 Painting: Sheet-rock repairs and painting are progressing.

Community Issues:

- o 01/16/08, Partnership Dinner Eastside Fire & Rescue:

- o 01/16/08, KC Fire Chief's and Commissioner's Annual Installation Dinner, Woodinville:

Vouchers:

Reviewed & Approved	#41537 through #41584 for \$144,258.96 (General Expene Fund)
Reviewed & Approved	#41585 through #41586 for \$1,766.24 (Cap Imp Fund)
Reviewed & Approved	#6256 for \$582.50 (Flexible Spending Account)
Reviewed & Approved	#6258 for \$2,898.84 (Union Dues)
Payroll for	\$150,922.44
Retirement for	\$25,243.03
Deferred Compensation for	\$8,824.00
Payroll Taxes for	\$33,400.71

Executive Session:

Personnel Issues

The Board of Commissioners recessed the regular meeting at 7:15 p.m. to convene an Executive Session to discuss Contact Negotiations. The Board announced that the Executive Session would be in session for approximately 30 minutes.

The Board of Fire Commissioners returned to regular session at 7:45 p.m.

With no further business to come before the Board of Fire Commissioners, the meeting was adjourned at 7:45 p.m.

Chairman Fred Maxwell

Timothy W. Lemon
Fire Chief/District Secretary

Commissioner Jeff Granlund

Commissioner Brian McGee

Minutes Prepared by Ingrid Fine