

# Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 07-138

## **MINUTES OF THE BOARD OF FIRE COMMISSIONERS, NOVEMBER 15, 2007.**

Attending: Commissioners Granlund, Maxwell and McGee; Fire Chief Lemon; Assistant Fire Chief Doerflinger; Assistant Fire Chief Rude; Battalion Chief Handley; Firefighters Hunter, Jones, and Merry; Administrative Office Manager Faye Barker; Christine and Scott Renwick;

Chief Lemon asked the Board to take the Administrative Assistant III Hiring Process out of order. Chief Lemon introduced Christine Renwick as the newly hired Administrative Assistant III, and her husband Scott.

Commissioner Maxwell called the Open Public Hearing to discuss the 2008 Budget to order at 7:00 p.m.

Battalion Chief Handley and Firefighters Hunter and Jones entered the meeting at this time.

Chief Lemon reviewed the revenue projections for the 2008 budget. Certification from the county with more precise revenues is expected in December. The budget will then be amended accordingly.

A proposal has been made to District 37 regarding the cash out settlement to satisfy the transfer of assets. Chief Lemon and Assistant Chief Doerflinger met with Chief Schneider and Lt. Rabel from Kent Fire Department (King County Fire District #37) to discuss this subject. A response regarding the proposal is expected next week. Commissioner McGee questioned how many incidents would be projected for the two square mile response area in Covington, and A/C Doerflinger responded with approximately 450 incidents per year.

FF Merry entered the meeting at this time.

The administrative expense budget accounts were discussed. There have been some changes in the 2007 and 2008 bar coding. The 48 account (Repair and Maintenance) in the 2007 Budget will now be shown as a 38 account (Repair and Maintenance) in the 2008 budget.

Discussion of the 2008 Maintenance and Operations Expense Fund (0010) Budget followed. Chief Lemon reported that a change in training professional services should be noted. The Training Division's Professional Services account has been used for all medical examinations and preventive medical expense. The 2008 budget will reflect these funds in the benefit areas for each division. These funds include the Health and Wellness expenditures.

Three Resolutions have been prepared for discussion by the Board of Commissioners. The three resolutions are as follows: 1.) 6% increase in taxes, as a result of the Supreme Court decision throwing out I-747; 2.) 2.84% increase in taxes permitted by the inflation price deflator; 3.) 1% increase over 2007 as previously permitted by I-747. Commissioner Maxwell and Commissioner McGee are in agreement with the 1% operations budget. Commissioner Granlund concurred.

The Open Public Budget meeting to discuss the district budget proposed for 2008 was closed at 7:25 p.m.

Commissioner Maxwell opened the regular scheduled meeting to order at 7:25 p.m.

Resolution R-2007-13: Commissioner Maxwell requested a MOTION to approve R-2007-13, the Annual Budget for the 2008 calendar year implementing a 1% increase in tax revenue. Commissioner McGee made a MOTION to approve Resolution R-2007-13, Commissioner Granlund seconded the MOTION, MOTION PASSED. The Board requested that a copy of the finalized budget be provided to them when it is available.

### **Minutes:**

The Minutes from the regular Board of Fire Commissioner Meeting of November 1, 2007 were approved as presented by Motion of Commissioner McGee, seconded by Commissioner Granlund, MOTION PASSED.

### **Financial Report:**

2007 November, Expense Report: Insurance and Annual Leave Buy Back are reflected in this report:

2007 October, Revenue Report: The October tax collection amounts are shown in this report. The King County EMS contract funds and the Covington contract funds for the last ½ of the year have not yet been collected. They normally come in sometime in November.

2007 October, Transport Billing Report: This report was reviewed for information.

### **Correspondence:**

- ◆ City Maple Valley Agenda(s) –A final plat approval and subdivision for Woodridge Phase II was noted. Also, Chief Lemon informed the Board that Deputy Mayor Flynn was defeated in the November 6 election by Lane Barnes.
- ◆ City of Covington Agenda(s):
- ◆ 11/01/07, Valley Medical – Nuts & Bolts News Letter:
- ◆ Invitation, Station 42 Open House (11/16/07):
- ◆ FF Graziani Thank you from the Orting School:
- ◆ Thank you from James Morrow and family for the savings bond:
- ◆ Thank you from a local preschool for Public Education Specialist Johnson and staff that participated in a visit to the school.

### **Meetings:**

King County Fire Marshal's Officer Over-Sight Committee: Commissioner McGee and Chief Lemon were in attendance with other county Fire Chief's and Commissioners. The main topics of discussion included the move of the Fire Investigation Unit to the Sheriff's

Office in January 2008. The King County Fire Chief's Association and Fire Commissioner's Association both oppose this move. The King County Fire Marshal and Director of DDES were both in attendance.

King County Fire Commissioner's: Commissioner McGee attended the executive board meeting last week. The topic of the Fire Investigation Unit was discussed. Also, the date for the King County Fire Chief's and Fire Commissioner's annual installation dinner will be changed. The Fire Commissioner Workshop scheduled in December is being moved to January.

Valley Medical Center: Commissioner McGee attended a meeting of EMS providers at Valley Medical Hospital. Discussion was held regarding providing rapid BLS transport for stroke patients. They are hopeful this will be a King County EMS policy in the future.

**Public Comment:** None

**Business:**

Change January 2008 Meeting Dates: Chief Lemon asked for the Board to consider changing the two regular scheduled meeting dates in January 2008, to one week later, 1/10/08 and 1/24/08. The Board approved this suggestion.

Fire Levy Lid Lift Results: The latest information from the Department of King County Elections was provided. As of now, 57 votes are needed to pass the levy lid lift. The election will be ratified on 11/27/07.

Local 3062 CBA Negotiations: Chief Lemon stated that he felt negotiations were going well. Financial issues are being discussed. The Local has submitted a drug policy and it is being reviewed at this time. The training lieutenant and training chief positions are also being discussed.

Covington Contract Termination/Division of Assets: The Law Office of Snure has requested that Maple Valley Fire and Life Safety sign a release allowing them to continue to represent District 37. If the Board concurs, Chief Lemon will sign the release. Commissioner McGee made a MOTION, Commissioner Maxwell seconded the MOTION, MOTION PASSED.

AG 43-1230 Fire Marshal Job Description: AG 43-1230 had been distributed at a previous meeting. Chief Lemon has received no objections, and it is ready for acceptance. Commissioner McGee made a MOTION to approve the AG 43-1230, Fire Marshal Job Description, Commissioner Maxwell seconded the MOTION, MOTION PASSED.

Limited BLS Transport Bargaining with Local 3062: An offer to the Union to settle the BLS limited transport issue has been made and Chief Lemon is waiting to hear back from them. The Union had requested one minor modification; the application of the settlement only applies to those individuals that were employed at the time (up to November 1, 2006).

Long Range Plan Status: Up-dates are still being worked on.

## **Personnel:**

### Career Staff:

- ◆ Fire Marshal Hiring Process – A/C Rude explained that applications are currently being accepted and that the job description and application are posted on the web site. The cut off date is 12/4/07, and interviews will be held the week of 12/10/07. An offer will be made on the 17<sup>th</sup> of December, and a start date will be negotiated with that individual.
- ◆ Administrative Assistant III Hiring Process – This was taken out of order and Mrs. Renwick was introduced at the beginning of the meeting.
- ◆ FF Rich Rock, an acting lieutenant, has completed the Officer Development Academy and has received his certification. The Board offered FF Rock congratulations on a job well done.

### Volunteer Staff:

A/C Doerflinger reported that two Volunteer Resident Firefighters have been hired by other districts, and one is taking a Leave of Absence.

## **Operations:**

Major Emergency Incident Report: There were no major incidents to report on at this time. A/C Doerflinger distributed the Operations Quarterly Report for the Board's review. Response times were discussed.

Training: Training Chief DiDonato was nominated for the Chair Person for the King County Training Officers by his peers. Chief Lemon felt there was too much internal work pending to authorize and support the nomination at this time. Chief Lemon did speak to the honor of the nomination and Chief DiDonato's diligence and focus on his job, saying we are proud of Chief DiDonato and the great job he is doing.

- ◆ Wellness/Fitness Initiative – The fitness portion of this program will start this weekend. The medical portion of this will be held in December.

CAD Analysis: Chief Lemon said he has reviewed the proposal; the organization's needs and recommends that we proceed with the study. Commissioner McGee made a MOTION to execute the agreement, Commissioner Maxwell seconded the MOTION, MOTION PASSED. A/C Doerflinger reported the study will take approximately ninety days for a final report.

**Support Services:**

Fire Marshal's Office: A/C Rude reported on the job description and application process to fill the Fire Marshal position due to Fire Marshal Pargas' resignation. The Fire District identified what a fine job Fire Marshal Pargas has done over the last seven years and the Board of Fire Commissioner's extended their thanks.

Public Education:

- ◆ CERT – The CERT class provided Public Education Specialist Johnson with a home made CERT blanket that will be used for display at all the CERT programs. Maple Valley CERT members will be participating in South King County CERT Shake Up Summit in January and February of 2008.
- ◆ Public Education events and schedule – a schedule of events and a summary of activities was provided for the Commissioners to review. This included the schedule for the upcoming Holiday Fire Engine.
- ◆ Map Your Neighborhood – PES Johnson has acquired her instructor certification for the "Map Your Neighborhood" program.
- ◆ MV ECC – the monthly meeting was held and consultant Marci Scott was introduced and will be working for the City of Maple Valley to updated the ECC's policy and procedures.
- ◆ Emergency Preparedness Fair – Took place at the LDS church. Next year the venue will be at Rock Creek Elementary. PES Johnson and A/C Rude will be a part of the planning committee.

Apparatus and Equipment:

- ◆ New Engines Warranty Work – A representative from Sutphen is expected to arrive sometime next month to research the problem with the cracks in the compartment exterior seams.

Facilities:

- ◆ Station 81 Needs Assessment: Chief Lemon and A/C Rude met with representatives from Rice, Fergus and Miller to discuss the needs assessment. Chief Lemon recommended proceeding with a limited contract that would clearly define the Fire District facility needs by Division and workspace. The contract would not exceed \$15,000. A report could be available by the end of January. The Board of Fire Commissioner's concurred and authorized the Fire Chief to enter into an agreement not to exceed \$15,000.00.
- ◆ Station 84 Land Clearing: We are waiting for the company to schedule the work.
- ◆ Station 84 Painting and Carpet: Work is proceeding and new cabinetry is being researched.

- ◆ Station 82 painting: This project has been started.
- ◆ Tone Generator Station 80: A new tone generator was purchased and placed in Station 80. A test was run through Valley Com for the Board of Fire Commissioners' to hear the new tones.

**Community Issues:**

- ◆ 01/16/08, Partnership Dinner Eastside Fire & Rescue – The District has been invited.
- ◆ 01/16/08, KC Fire Chief's and Commissioner's Installation Dinner, Woodinville – The date for this event will be rescheduled.

**Vouchers:**

Reviewed & Approved #41590 through #41639 for \$37,882.67 (General Expense Fund)  
Reviewed & Approved #41640 through #41642 for \$4,529.11 (Capital Imp Fund)  
Reviewed & Approved #6361 for \$2,898.84 (Union Dues)  
Reviewed & Approved #6359 for \$582.50 (HRA/FSA Account)  
Reviewed & Approved \$6290 through #6292 for \$581.80 (Commissioner Reimb.)  
Reviewed & Approved #6259 through #6288 for \$8,838.44 (Resident Reimb.)  
Reviewed & Approved #6362 through #6395 for \$85,671.31 (AL Sell Back)  
Reviewed & Approved #6398 for \$781.61 (AL Cash Out)  
Payroll for \$133,814.85  
Payroll Taxes for \$62,845.51  
Retirement for \$23,798.94  
Deferred Compensation for \$17,836.00

**Executive Session:**

The Board of Commissioners recessed the regular meeting at 8:35 p.m. to convene an Executive Session to discuss personnel issues for approximately 5 minutes.

The Board adjourned the Executive Session at 8:40 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 8:40 p.m.

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Chairman Fred Maxwell

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Timothy W. Lemon  
Fire Chief/District Secretary

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Commissioner Jeff Granlund

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Commissioner Brian McGee