

# Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 07-152

MINUTES OF THE REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS, December 6, 2007

Attending: Commissioners Maxwell, Granlund and McGee; Fire Chief Lemon; Firefighters PJ Knowles; Assistant Fire Chief Rude; Administrative Assistant Ingrid Fine

Guests: Commissioner-Elect Mike Scott

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

## **Minutes:**

The Minutes from the regular Board of Fire Commissioners Meeting of November 15, 2007 were approved as presented by Motion of Commissioner McGee, seconded by Commissioner Granlund, MOTION PASSED.

## **Financial Reports:**

King County Investment Pool Newsletter 10/2007 – Reviewed

BLS Transport Billing Increase Per Resolution 2006-02 – Chief Lemon advised the Board that per Resolution 2006-02, the 2008 Basic Life Support Transport Billing fees will increase by 3% unless the Board of Fire Commissioners by resolution, determines, in the exercise of its discretion, not to apply or impose such annual increase for the upcoming calendar year, if economic circumstances (including revenues and expenditures) allow. Such a resolution shall not operate as a waiver of the automatic annual increase in any subsequent calendar year. The Board of Fire Commissioners concurred with the 3% increase in BLS basic transport fee and mileage per Resolution 2006-02

2008 Budget – Chief Lemon distributed the 2008 Budget for review. He reported that Certification from the King County Assessor's Office came in and the assessed valuation of the District has increased.

Waiver of BLS Transport Bill - Chief Lemon reported that a request to waive a transport bill for a patient was received. This request was reviewed by Chief Lemon and per Resolution No. R-05-04 determined that these fees would cause an unreasonable hardship upon the patient and approved the waiver. The Board concurred with the Fire Chief's decision to waive the fees.

Surplus Engine Sold– Chief Lemon reported that the sale of the Surplus Engine for four-thousand dollars has been finalized and the funds have been deposited into the General Fund.

Robert Bannister - Chief Lemon reported that Retired Fire Chief Robert Bannister from the Northshore Fire Department passed away. He was with Northshore Fire Department for over thirty years.

### **Correspondence:**

City of Maple Valley Agenda: Chief Lemon reported that one of the upcoming agenda items is an Ordinance designating City Council as the Planning Agency for the King County Summit Pit "Donut Hole" property. Also an ordinance accepting the 2007-2012 Tahoma School District Capital Facilities Plan establishing school impact fee amounts to be collected by the City of Maple Valley on behalf of the Tahoma School District, providing for severability and establishing an effective date.

City of Covington Agenda: Chief Lemon reported that the City of Covington is in favor of considering a Proposed Resolution stating the City Council's desire to improve the level of police services in the City of Covington.

11/06/07, Moody's Investors Service Rating: Reviewed for information. Moody's Investors Services issued a letter confirming a 2A rating for Maple Valley Fire & Life Safety

11/26/07, WFCOA Special Legislative Session 1% Tax Increases: Reviewed for information. The special Legislative session passed the 1% limitation on property tax increases without voter approval.

Lieutenant Terry Brown entered the meeting at this time

### **Meetings:**

11/21/07, King County Fire Chiefs: King County Fire Chief's Association elected Chief Lemon as the Zone 3 Representative.

Battalion Chief David O'Brien entered at this time

11/28/07, Zone 3 Operations: No report.

11/28/07, King County Commissioners: Commissioner McGee reported that he and Chief Lemon attended the latest meeting and information was shared regarding the January 30<sup>th</sup>. Installation Banquet to be held at the Columbia Winery.

11/28/07, Valley Communications: Chief Lemon attended this meeting. There was nothing notable to report.

11/29/07, Zone 3 Chiefs: Chief Lemon reported that he and Chief Rude attended this meeting with nothing notable to report.

City Meetings – Assistant Chief Rude reported that he has been attending meetings with the City of Maple Valley in order to devise a way for the City and the Fire District to share software in order to increase the level of communication concerning fire inspection and plan reviews.

Firefighter Knowles left the meeting at this time.

**Public Comment: None**

**Business**

New Accounting Software (Voucher, Payroll, PO): Chief Lemon reported that after careful research and review of new accounting software and programs, the office staff has recommended the purchase of the software by Ganser. After discussion of the benefits to the Department, Commissioner Granlund made a MOTION to authorize the purchase of the new accounting software, motion SECONDED by Commissioner McGee, MOTION PASSED.

Records Destruction Memo, 11/27/07: After review of the memo of records to be disposed of, in accordance with RCW 43-46-40, Commissioner McGee made MOTION to destroy the records identified, seconded by Commissioner Granlund, MOTION PASSED.

KC EMS 2008 Contract: Chief Lemon reviewed the King County Emergency Medical Services, 2008 Proposed Budget for Basic Life Support (BLS) Services which provides the Fire District \$402,249.00 from the regional EMS Levy. Commissioner McGee MOTIONED to accept the offer, Commissioner Granlund seconded, MOTION PASSED.

Fire Levy Lid Lift Results, 2007 Election: The results of the Fire Levy Lid Lift were shared for information and after discussion, the staff and the Board were in agreement that considerations are in order, now to determine if the Fire District is going to reproach the public for a Fire Levy Lid Lift in the upcoming 2008 election year.

Local 3062 CBA Negotiations: To be covered in the Executive Session.

Covington Contract Termination/Division of Assets: Chief Lemon reported that negotiations are on-going with nothing new to report at this time.

Covington First Response Agreement: Chief Lemon reported that he is waiting on information from Fire Chief Jim Schneider with KCFPD 37.

Limited BLS Transport Bargaining with Local 3062: The staff is in receipt of a letter from the Union accepting the Fire District settlement offer.

Long Range Plan Status: The current status of the Long Range Plan was discussed. Chief Lemon reviewed the three sections that had been forwarded to the Board of Fire Commissioners which included the Administrative Division, Operations Division and Capital Improvements.

Baldwin Resource Group, KPS (not on agenda): The option of working directly with KPS without Baldwin Resource Group as our broker was discussed. It was determined to be in the best interest of the Fire District to stay with Baldwin Resource Group at this time.

Firefighter Steve Galassi entered the meeting at this time

Public Survey Cards The number of Public Survey Cards sent out and returned was reviewed and a summary report prepared by Ingrid Fine was provided to the Board of Fire Commissioners.

### **Personnel:**

Career Staff – Lieutenant Greg Lewis has reported back to duty as well as Firefighter Jason Fox. They both will be going through their return to work processes.

Fire Marshal Hiring Process: Assistant Chief Rude reported that the six applications have been reviewed and interviews were offered to all applicants. One of the six applicants has opted-out.

Volunteer Staff: Commissioner Maxwell inquired about the recent loss of volunteer members who are being hired by other departments. Chief Lemon provided an overview of the resignations and of the spring recruit program.

Renton Fire Commissioner McGee reported that Renton Fire has expressed their appreciation to Lieutenant Ken Whitmore who assisted with the recent Officer One and Officer Two testing. Congratulations to Firefighters Rich Rock and Mark Coffin for their successful completion of their testing.

### **Operations:**

#### Major Emergency Incident Report

- Winter Storm Response: There were two mudslides on the Jones Road but for the most part, the Fire District was not severely impacted. The Fire District's Special Operations Team was placed on alert, but was not deployed.

#### Training

Wellness/Fitness Initiative: Chief Lemon reported that this process is moving along nicely and some of the medicals have been completed.

ESCi Consultants: No report.

### **Support Services:**

Fire Marshal's Office:

- LOSC Inventory & Status: Assistant Chief Rude stated that he attended another meeting this morning with the City and reported on the upcoming developments that the Fire

District will be receiving funds from. He reported that there is an effort being made to update and share with the City a spreadsheet for better tracking and reporting of collected fees.

**Public Education:**

- o MVECC- Public Education Specialist Janine Johnson was recognized in a letter of appreciation received from the Maple Valley Emergency Coordination Center for all of her time and effort doing an amazing job with the Red Cross training class.
- o Holiday Lights at the Lodge The Holiday Lights ceremony was held December 5<sup>th</sup> at the Lake Wilderness Lodge.
- o Picture Boards The Fire District's Personnel photographs will be in soon from Hartman Photography. The picture board from Station 81 will be moved to Station 80 and new picture boards will be custom built for Station 81 and 83.

**Vehicles & Equipment:**

New Aid Cars: Assistant Chief Rude reported that they are slightly delayed and have been moved to January instead of this week. The graphics for them are on order.

2009 Fire Engine: The Fire District is seeking approval of the Board for moving forward with pre-application and specs for the new Fire Engine slated for 2009 as established in the Capital Improvement Section of the Fire District's Long Range Plan (LRP). The Board of Fire Commissioners approved moving forward on this project.

Resolution R-2007-16 Surplus Miscellaneous Equipment: Assistant Chief Rude reported on this resolution for five chainsaws to be surplus. MOTION by Commissioner Granlund to approve R-2007-16, Motion SECONDED by Commissioner McGee, MOTION PASSED.

Resolution R-2007-17 Sale Miscellaneous Equipment: MOTION by Commissioner Granlund to sell the surplus equipment, Motion SECONDED by Commissioner McGee, MOTION PASSED.

**Facilities:**

Station 81 Needs Assessment : Assistant Chief Rude reported that the Fire District has received two different options for Station 81. One option includes an eight to ten thousand foot addition. He stated that we are in receipt of all of the drawings for station 81 and has scheduled another meeting with Rice, Fergus & Miller for next week to review the options.

Training Facility: Chief Lemon and Assistant Chief Rude met with Mr. Roger White regarding the possibility of the District utilizing his property and building for training purposes for up to three years. He will be contacting the District with the financial cost.

Station 84 Land Clearing: Assistant Chief Rude reported that this work has been completed and is a great improvement. Commissioner Granlund stated that he had the opportunity to drive by after the work was completed and agreed that it was done very nicely.

Station 84 Painting and Carpet: This work is in progress.

Station 82 Painting: This project is almost completed.

Unstaffed Facilities Chief Lemon reported that the District is in receipt of an offer to contract with Tahoma School District for the maintenance of the grounds at the Fire District's un-staffed facilities, Stations 82, 84, 85 and 86. The cost would be thirteen thousand dollars for the entire year. Chief Lemon requested the approval of this contract and authorization of the Fire District Secretary to sign it. Commissioner McGee made a MOTION to authorize the District Secretary to enter into this agreement on behalf of the Fire District; Commissioner Granlund SECONDED the Motion, MOTION PASSED.

Maple Valley Community's First Drug Prevention Summit The Maple Valley Police Department and Maple Valley Communities That Care are hosting the first community drug prevention and intervention summit on Wednesday, December 19<sup>th</sup>, at 6:30 pm in the Maple Valley Community Center. Parents, students, teachers and community members are invited. This will be the first of a series of meetings that are intended to mobilize community-wide recognition that young people are exposed to drug and alcohol use early in their lives and need community support to protect them or help them if they become addicted. The meeting will present experts in law enforcement and drug prevention who will provide information and answer questions. Chief Lemon will be in attendance.

### **Community Issues:**

- 01/16/08, Partnership Dinner Eastside Fire & Rescue: Commissioner Granlund, Chief Lemon and Assistant Chief Rude will be attending this event.
- 01/24/08, Legislative Day 2008: Commissioners McGee and Granlund along with Chief Lemon, Assistant Chief Rude and Commissioner Elect Mike Scott will be attending this event.
- 01/16/08, KC Fire Chief's and Commissioner's Annual Installation Dinner, Woodinville: The Board of Fire Commissioners as well as Chief Lemon, Assistant Chief Rude will be attending this event.
- Fire Commissioners workshop January 5<sup>th</sup> in Renton. Saturday. 8-4: Commissioner Granlund and McGee along with Commissioner Elect Scott are planning on attending.
- NW Leadership Conference Commissioner McGee and Commissioner Elect Mike Scott will attend this conference.
- Retired Covington Water District Employee An invitation to honor retiring Covington Water District's General Manager, Judy Nelson was shared with the Board.

**Vouchers:**

Reviewed & Approved	#41643 through #41708 for \$107,513.03 (General Exp Fund)
Reviewed & Approved	#41709 through #41711 for \$17,080.05 (Cap Imp Fund)
Reviewed & Approved	#6469 for \$2,898.84 (Union Dues)
Reviewed & Approved	#6467 for \$582.50 (Flexible Spending Account)
Reviewed & Approved	#6445 for \$517.16
Payroll for	\$14,7767.32
Retirement for	\$26557.22
Deferred Compensation for	\$8,824.00
Payroll Taxes for	\$32,171.78

**Executive Session:**

Personnel Issues

The Board of Commissioners recessed the regular meeting at 7:15 p.m. to convene an Executive Session to receive and evaluate complaints or charges brought against a public officer or employee in accordance with RCW 42.30.110(1)(f); to review and evaluate the bargaining results with Local 3062; and to establish 2008 wages in accordance with RCW42.30.140(1). The Board announced that the Executive Session would be in session for approximately 60 minutes.

The Board of Fire Commissioners returned to regular session at 8:15 p.m. and reported that there would be no announcement concerning the matters discussed in Executive Session.

With no further business to come before the Board of Fire Commissioners, the meeting was adjourned at 8:16 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

Minutes Prepared by Ingrid Fine