

# Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 07-159

## MINUTES OF THE BOARD OF FIRE COMMISSIONERS, DECEMBER 20, 2007.

**Attending:** Commissioners Granlund, Maxwell and McGee; Fire Chief Lemon; Assistant Fire Chief Doerflinger; Battalion Chief O'Brien; Lieutenant T. Brown Union President Phil Knowles; Firefighters Rock and Galassi; Public Education Specialist Johnson; Admin. Office Manager Faye Barker; Commissioner Elect Mike Scott;

Commissioner Maxwell called the meeting to order at 6:00 p.m.

### Minutes:

The Minutes from the regular Board of Fire Commissioner Meeting of December 6, 2007 were approved as presented by Motion of Commissioner McGee, seconded by Commissioner Granlund, MOTION PASSED.

### Financial Report:

November Revenue Report: This report was reviewed for information.

December Expense Report: This is the final expense report for 2007. This also includes the asset transfer to King County Fire District #37 and the Basic Life Support Limited Transport settlement with Local 3062.

November Basic Life Support Transport Revenue Report: The revenues from transport are as expected, and the increase of 3% that was authorized at the last Commissioner meeting will take effect on 1/1/08.

King County Investment Pool Letter: The County is implementing new policies to manage the investment pool. Ambac has been de-rated by Moody's Investment as a result of their backing investments. Ambac is the District's insurance company for the Bonds.

### Correspondence:

- ◆ City Maple Valley Agenda(s): Chief Lemon reported that Councilman Jim Flynn is leaving office due to election results. The Moratorium is still in place in the City.
- ◆ City of Covington Agenda(s): Nothing to report.
- ◆ Thank You Card – Michele de Leon
- ◆ 12/05/07, Thank You Letter Maple Ridge Homeowner's Association – they appreciate our holiday spirit and Santa going through the neighborhood.
- ◆ 12/07/07, LEOFF-I Disability Retirement Board Election Results
- ◆ Email from Dr. Eisenberg, Program Director King County Emergency Medical Services, thanking the District for the participation with the aspirin program pilot study. The study was successful and has been authorized to continue and is expected to be county protocol next year.

**Meetings:**

12/10/07, Jim Forgarty King County Medic I: This was discussed in an executive session.

12/10/07, Maple Valley City Council Meeting: Chief Lemon attended with nothing additional to report.

12/12/07, Vine Maple Place Appreciation Dinner: Chief Lemon attended this event. Maple Valley Fire and Life Safety was recognized for staff members participating in the annual action by being servers at the annual Luncheon. The Annual Luncheon raised approximately \$117,000.

12/14/07, Maple Valley City Holiday Party: Chief Lemon attended this event.

12/19/07, Maple Valley Chamber Luncheon: Chief Lemon attended this event.

Firefighters Rock, Knowles and Galassi entered the meeting.

King County Emergency Medical Services (KC EMS) Oversight Committee: Commissioner McGee reported on attending this meeting. The King County Emergency Medical Services Levy for the next six years was discussed. At the last minute, there was a condition put on the monies as an audit requirement. There is budgeted money for an audit that is not defined at this time. The audit was discussed and King County wants to see how the increase in Emergency Medical Services funds to the Districts next year is going to be used. Commissioner McGee suggested that the district map out our funding usage to show actual cost vs. expense, and how additional funds will provide improved Emergency Medical Services services. Commissioner Maxwell commented that this has already been done and has been for years. Much discussion followed, with Chief Lemon explaining that most of the cost Emergency Medical Services funds are used for personnel in wages and benefits. Commissioner McGee thinks it is important to identify the funds and be prepared for an audit by King County Emergency Medical Services. The Commissioners agreed to review the contract at the next meeting.

Lieutenant T. Brown entered the meeting at this time.

**Public Comment:**

**Business:**

Authorize Signature for District Warrants: This form was signed by the Commissioners and Commissioner Elect Mike Scott.

Puget Sound Clean Air Agency – Outdoor Burning Rule Change(s): Chief Lemon provided information on the outdoor burning rules. The District's position on a ban of all outdoor burning and how it will burden the department was discussed. Chief Lemon requested the Board consider a formal position. Commissioner McGee said that the message that needs to be conveyed is that alternatives need to be identified and made available at a reasonable cost.

Standard Operating Guideline (SOG) 43-2521, Fireground Emergency Signals and Terminology – Update: Assistant Chief Doerflinger stated that the King County Fire Chief's Association have up-dated their policy and the Fire District has reviewed the up-dates and incorporated the appropriate changes to SOG 43-2521. Local 3062 has waived the two week review period for these changes. Assistant Chief Doerflinger explained that we are not adopting the King County

policy verbatim, but ours contains everything that the King County Fire Chief's policy calls out for. SOG 43-2521 does reference the King County Fire Chief's policy. **Commissioner McGee made a MOTION to approve SOG 43-2521, Commissioner Granlund seconded the MOTION, MOTION PASSED.**

Local 3062 and Fire District Negotiations on the Fire District Collective Bargaining Agreement (CBA): A copy of the CBA as signed by the Local 3062 President, Phil Knowles, was provided. The Consumer Price Index Urban (CPI U) is 3.6, for 2008 pay increases for staff. The Board concurred with a raise of 3.6 straight across for all employees. Extensive review was conducted on the proposed CBA during executive session at the last Board of Fire Commissioner's meeting on 12/06/07. The Board expressed their appreciation for the effort of the Administration and Local 3062's Negotiation Team in completing negotiations through a collaborative and cooperative effort. **Commissioner Granlund made a MOTION to approve the new CBA, Commissioner McGee seconded the MOTION, MOTION PASSED.**

Covington Contract Termination/Division of Assets: Chief Lemon received a letter from Attorney Snure's office representing King County Fire Protection District 37, making a settlement offer of \$448,000.00 to settle the asset transfer issue from 1998 and provided a settlement signature agreement. **A MOTION was made by Commissioner Granlund to execute the agreement of the settlement for the transfer of assets, Commissioner McGee seconded the MOTION, MOTION PASSED.**

Covington First Response Agreement: The First Response agreement with King County Fire District #37 provides for reimbursement of \$1,000.00 a call to be paid in February of the following year. Maple Valley Fire & Life Safety will analyze the current call volume for that portion of the City of Covington that is outside of the King County Mutual Assistant Agreement, that this contract would apply to and provide the Board of Fire Commissioner's projections for 2008. The contract calls out for reviewing responses twice a year. Chief Lemon suggested that we balance and satisfy the contract obligation at each review. Insurance liability was discussed and it was noted that this issue is addressed under the King County Mutual Assistance Agreement. Chief Lemon will further verify if any additional documentation should be addressed. The agreement will be retroactive to 01/01/08 and is slated to be a five year contract with a termination clause of 180 days.

Long Range Plan Status: Per Chief Lemon no additional works has been done on this due to other priorities.

Election Information: Commissioner Elect Mike Scott will be sworn in at the 01/10/08 meeting. The dates of elections for 2008 and the time lines were provided to the Commissioners for consideration of running a Fire Levy Lid Lift in 2008 for collection in 2009. The sooner that verification of funds is established the sooner staff will be able to move forward with hiring additional personnel to complete the staffing plan for the primary engine companies (E80, E81, E83). Discussion followed regarding the timing for going back to the public for a vote on the Fire Levy Lid Lift. This will be addressed at the next Board of Fire Commissioners meeting.

## **Personnel:**

### Career Staff:

- ◆ Lieutenant Lewis has completed all his return to work requirements and is back on the job. Lieutenant. Lewis was on medical leave for approximately eight months.

- ◆ Firefighter Fox has completed all his return to work requirements and is back on the job. Firefighter Fox was off the job for approximately 60 days.
- ◆ Fire Marshal Hiring Process: Interviews took place on Monday, five candidates were interviewed and recommendations forwarded to the Fire Chief. Final interviews will be scheduled the first week of January. Commissioner Granlund stated he would like to sit in on the final interviews.

Volunteer Staff:

The District is waiting for the state to announce their schedule for the 2008 weekend volunteer firefighter academy, before proceeding with processing new volunteer recruit applications.

**Operations:**

Major Emergency Incident Report: None

Training:

- ◆ Wellness/Fitness Initiative: All line staff has completed Phase I and III. There are still about five individuals that have to make up the fitness portion. All line staff members have completed the medical portion.
- ◆ Chief's Evaluations: The Training Division has completed the Chief's Evaluations with all three shifts. Assistant Chief Doerflinger gave kudos to the training division for their efforts during these evaluations. The information obtained from the Chief Evaluations will be used in the development of the 2008 training calendar.
- ◆ ESCi Consultatnts: Assistant Chief Doerflinger reported that data was submitted last week. Chief Lemon and Assistant Chief Doerflinger will meet with the project manager the first part of January.

**Support Services:**

Fire Marshal's Office:

- ◆ Level of Service Contributions Report – The report was reviewed for information.

Public Education:

- ◆ Commissioner Maxwell expressed his appreciation to Public Education Specialist Johnson on behalf of the citizens of the community for the work she is doing and acknowledged a job well done. The work coming from the Public Education Division is having a huge positive impact on the community and the Fire District. The list of accomplishments this last year is impressive.

Maple Valley Emergency Coordination Center (MV ECC):

- ◆ 12/11/07 MV ECC Meeting: A presentation from Puget Sound Energy concerning winter storm responses was discussed. A possibility of having them do their presentation at an officer meeting will be considered.

- ◆ Sound Shake 2008 is forthcoming and the Maple Valley Emergency Communication Center and Maple Valley Fire & Life Safety are planning on participating locally. The Fire District's goal will be to test procedures and provide up-dates to them as needed.

Apparatus & Equipment:

- ◆ New Aid Cars: The new aid cars are expected to arrive by the end of January. Staff will be headed to the factory for final inspections in mid-January.

Facilities:

- ◆ Station 81 Needs Assessment: The architect's drawing of possible changes for the station was studied. The District is waiting on the ESCi report before moving forward with any additional work at this time.
- ◆ Training Facility: Chief Lemon reported that leasing property for a temporary training ground was not cost effective and that staff will be considering other alternatives.
- ◆ Station 84 Land Clearing: This has been completed.
- ◆ Station 84 Painting and Carpet: This is on-going.
- ◆ Station 82 Painting: This is complete and an inspection was done today.
- ◆ 12/17/07 Ground Maintenance Contract with Tahoma School District: The School District Board has to approve the contract, but this should be in place the first of the year. The School District will be responsible for keeping the grounds in shape year round. **A MOTION to accept the contract with the School District was made by Commissioner Granlund, Commissioner McGee seconded the MOTION, MOTION PASSED.**

**Community Issues:**

12/19/07 Drug Prevention and Intervention Summit: This Summit was well attended by the Community. There were some interesting presentations.

01/16/08 Partnership Dinner with Eastside Fire & Rescue: Chief Lemon, Assistant Chief Rude and Commissioner Granlund will be attending.

01/24/08 Legislative Day 2008: This is set for everyone to attend.

01/30/08 King County Fire Chief's and Commissioner's Installation Dinner: Everyone is planning on attending this event.

03/05-07/08 Northwest Leadership Conference: Commissioners McGee and Scott will be attending.

Local Sports: Commissioner Granlund was wondering if there was something the District could contribute for fund raising. Chief Lemon suggested that a fire engine ride to school or a birthday party and tour at the station could be used for a raffle item.

01/05/08 Commissioner Workshop: The three Commissioners will be attending this workshop.

**Vouchers:** Reviewed & Approved #41713 through #41745 for \$471,308.19 (General Expense Fund)  
Reviewed & Approved #41746 through #41751 for \$36,860.54 (Capital Imp Fund)  
Reviewed & Approved #6470 through #6497 for \$6,342.37  
Reviewed & Approved #6499 through #6501 for \$831.15  
Reviewed & Approved # 6572 for \$2958.00 (Union Dues)  
Reviewed & Approved # 6570 for \$597.50 (HRA/FSA Account)  
Reviewed & Approved #6549 for \$591.04  
Reviewed & Approved #6573 for \$10,603.12  
Payroll for \$135,617.95  
Payroll Taxes for \$33,238.87  
Retirement for \$24,576.79  
Deferred Compensation for \$8,874.00

**Board Duties:**

Commissioner Maxwell stated that it is a long standing policy of handing over Chairmanship at the last meeting of the year. Commissioner McGee has accepted Chairmanship for 2008.

Chief Lemon noted that tonight is the last meeting for Commissioner Maxwell that Commissioner Maxwell has provided leadership and mentoring to members of this department over 33 years, his efforts and leadership has been greatly appreciated. A/C Doerflinger personally thanked Commissioner Maxwell. Commissioner Maxwell was on the Board when A/C Doerflinger was hired, and for his promotion to Assistant Chief.

Commissioner Maxwell commented that this community is a great place to live and it has been a privilege to serve as a Fire Commissioner. That we have a terrific team and in his opinion they outperform our neighboring fire departments. Commissioner Maxwell commented that he is very proud of the staff and he will be more than happy to assist in any way he can as a citizen.

Commissioner Granlund commented that he has appreciated working with Commissioner Maxwell the last few years and has learned a lot from him.

**Executive Session:** It was determined that an Executive Session was not needed for tonight.

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

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Chairman Brian McGee

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Timothy W. Lemon  
Fire Chief/District Secretary

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Commissioner Jeff Granlund

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Commissioner Mike Scott