

# Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 08-010

MINUTES OF THE BOARD OF FIRE COMMISSIONERS, JANUARY 10, 2008.

Attending: Commissioners Jeff Granlund, Brian McGee and Mike Scott; Chief Tim Lemon; Assistant Chief Brad Doerflinger, Assistant Chief Larry Rude; Battalion Chief David Bille; Lieutenants Jeff Adams, Greg Lewis and Ken Whitmore; Firefighters Mike Ager, Blake Cleveland, Mark Coffin, Drew Erickson, Ken Goll, Brady Hansen, Jenny Jones, Cary McCormick, James Morrow, Rich Rock, Bert Warm; Office Manager Faye Barker; Administrative Assistant Michele deLeon, Counsel Members Linda Johnson, Victoria Jonas and Larry Barnes; Kelsey Rock; Marci Scott, Brandon Scott, Brady Scott and friend Lindsay.

Chairman McGee called the meeting to order at 6:00 pm and conducted the swearing in of Commissioner Elect Mike Scott.

The regular Board of Commissioner Meeting recessed for a short reception for Commissioner Scott, the regular Board Meeting resumed at 6:25 pm.

Minutes:

The Minutes from the regular Board of Fire Commissioner Meeting of December 20, 2007 were approved as presented by **Motion of Commissioner Scott, seconded by Commissioner Granlund, MOTION PASSED.**

Financial Reports:     ½ of January 2008 Expenditure Report was reviewed for information.

Correspondence:

- City of Maple Valley Agenda(s): Chief Lemon stated that counsel member Larry Barnes had been sworn into office and Laure Iddings maintained her position as Mayor. Counsel member Glenn Smith was voted in Deputy Mayor.
- City of Covington Agenda(s): Nothing significant to report.
- 12/18/07 Airlift Northwest: The annual flier was distributed for informational purposes.
- 12/19/07 Thank You Card Rick Kelley: Fire Marshal candidate Rick Kelley sent a thank you card.
- WFCA 2008 Saturday Seminar Series:
- 01/03/08 King County LEOFF-I Disability Board: Chief Lemon distributed the letter outlining updated elected positions for the Disability Board.

Meetings:

- Chairman McGee reported on the Fire Commissioner Workshop and proposed utilizing legal counsel at the Board of Commissioner Meetings. Discussion followed regarding laws and procedures of open public meetings and the possibility of obtaining counsel to advise on such topics as well as other options including hosting a roundtable session with legal counsel. Chief Lemon was directed to research the cost and report back at the next Board meeting.

Lieutenant Lewis and Firefighters Goll and Warm entered the meeting.

Public Comment: None.

Business:

King County Donut Hole: Chief Lemon opened up the discussion regarding the Donut Hole and how to proceed in articulating the impact on emergency services. The Board of Commissioners concurred that a conversation with Yarrow Bay Development and King County is in order. Chief Lemon will research this issue and report back at the next meeting.

King County Emergency Medical Service (KC EMS) Audit of BLS Funding: Chairman McGee reported that a financial audit maybe implemented as part of the process to obtain King County EMS funding and the District should ensure that all EMS spending is thoroughly documented. Chairman McGee asked that the commissioners' review the packets of information provide by Chief Lemon and table further discussion until the next Board of Commissioner Meeting on January 24<sup>th</sup>.

2008 Elections – Fire Levy Lid Lift: Chief Lemon stated that the District will need to identify which election to place the Levy Lid-Lift authorization before the voters. Chief Lemon further stated that if the election is to be in the spring, the process would need to begin soon. Chairman McGee suggested Chief Lemon contact the School District to identify what, if any issues they will be placing before the voters in 2008. Commissioner Granlund expressed favor of a Spring 2008 election. Chief Lemon will check and see if any other Taxing District's will be placing anything before the voters in 2008 and report back at the next Board Meeting.

Puget Sound Clean Air Agency (PSCAA) – Out Door Burning Rule Change(s): Chief Lemon stated that the PSCAA is considering a full outdoor burn ban in King County. Chief Lemon asked the Board of Commissioners for direction in taking a position on the matter. Alternatives and enforcement issues were discussed and it was determined that Chief Lemon would schedule a meeting with Inspector Dic Gribbon of the PSCAA and report back following the meeting.

Covington First Response Agreement: Chief Lemon stated that he had received a letter from Chief Jim Schnieder regarding protocol in the Covington jurisdiction. Chief Lemon stated that a per call rate has been established for reimbursement and is identifying a

schedule for reconciliation. Chief Lemon is waiting on additional information from Chief Schnieder.

Covington Asset Transfer Agreement (01/22/08): Chief Lemon stated that the agreement will be signed by the King County Fire District #37 Board of Commissioners at their next meeting on January 22<sup>nd</sup>, 2008 which will conclude the matter.

Long Range Plan Status: Chief Lemon reported that this continues to be a work in progress and some of the sections are being updated, specifically the maintenance / facility section.

Personnel:

Career Staff:

- Fire Marshal Hiring Process: Assistant Chief Rude stated that an offer had been extended to Scott Webster from the City of SeaTac and negotiations are in progress.
- Probationary Firefighters: Chief Doerflinger also congratulated Firefighters Jared Ford, Ken Goll, James Morrow and Alex Rubido on completing the probationary test.

Volunteer Staff:

- Assistant Chief Doerflinger stated that the next Volunteer Recruit Academy is scheduled to begin in April.

Operations:

Major Emergency Incident Report:

- 01/04/08, 50 x 100 Two Story Metal Building Arson Fire: Chief Lemon reported that Maple Valley Fire & Life Safety responded to this fire with E81, A81, B81, E80, E83, E75 and Ch81; Chief Lemon stated that our personnel did an excellent job containing the fire and extinguishing it in an upstairs portion of the building. This fire is believed to be a possible arson fire. King County Fire Investigation Unit is the lead fire investigating unit for this fire.
- 01/08/08, Semi versus Car HWY 18: Chief Doerflinger reported on this incident and stated that one person was in critical condition. E81, A81, B81, CH82 and 83 responded to this incident. The patient was flown out by Airlift Northwest and HWY 18 was closed for a period of time.

### Training

- Wellness / Fitness Initiative: Assistant Chief Doerflinger reported that evaluations are complete.

Emergency Services Consulting Incorporated: Assistant Chief Doerflinger stated that he and Chief Lemon have been meeting with Emergency Services Consulting on January 24<sup>th</sup>.

### Support Services:

#### Fire Marshal's Office:

- Level of Service Contribution Report: Assistant Chief Rude stated that there have been no changes since the last meeting; however, two programs are now ready for review and in the pre-application process.
- Level of Service Contribution Six Month Update: Chief Lemon asked for and received concurrence from the Board of Commissioners to proceed in updating the District's policy in obtaining Level of Service Contributions.
- Maple Valley Centre – Multi-Use: Assistant Chief Rude briefed the Board of Commissioners on this proposed development. Assistant Chief Rude also stated that he has been in contact with the City of Maple Valley working to grant the District access to Track-It, a software program that the city uses to track permits.

#### Public Education:

- Assistant Chief Rude distributed a copy of the status report outlining current Public Education activities and congratulated Janine Johnson in obtaining a grant to purchase CPR training supplies. Assistant Chief Rude also acknowledged Firefighter Plett for organizing the Blood Drive.

#### Maple Valley Emergency Coordination Center:

- Sound Shake 2008 (03/05/08): Assistant Chief Rude stated that the District will be involved in Sound Shake 2008 evaluating disaster preparedness. Assistant Chief Rude also stated that he will be the Planning Section Chief for the Disaster Preparedness Fair in October.

#### Apparatus and Equipment:

- New Aid Cars (Delivery End of 02/08): Assistant Chief Rude reported that three staff members will be sent to the factory to inspect and accept the Aid Cars. The two new Aid Cars should be placed in-service in March.

Facilities:

- Station 81's Needs Assessment: Assistant Chief Rude stated that the Assessment has been delivered; however, the project is on hold until the Emergency Services Consulting study is complete.
- Training Facility: Chief Lemon stated that no alternatives are identified at this time and that staff is still working on options.
- Station 84, Painting and Carpet: Assistant Chief Rude reported that the painting at Station 84 has been completed and carpet and vinyl samples have been selected.
- 12/17/07, Ground Maintenance Contract Tahoma School District: Assistant Chief Rude stated that the contract has been signed and Tahoma School District will be providing ground maintenance at Stations 82, 84, 85, and 86.

Community Issues

- 01/16/08, Partnership Dinner Eastside Fire & Rescue: Chief Lemon, Assistant Chief Rude, and Commissioner Granlund will be attending the dinner.
- 01/24/08, Legislative Day 2008: Chief Lemon reported that due to a schedule conflict, Assistant Chief Rude will be attending the Legislative Day with the Board of Commissioners. Some of the topics such as asset transfer and annexation were discussed.
- 01/30/08, KC Fire Chief's and Commissioner's Installation Dinner, Woodinville: Chief Lemon stated that this event will be held at the Columbia Winery and all the Chiefs and Commissioners are scheduled to attend. Ginger Pascarelli will be receiving a community service award from the King County Commissioners Association.
- 03/5-7/08, Northwest Leadership Conference:

Vouchers: Review #01001 through #01049 for \$104,460.84 (General Expense Fund)  
Review #01050 through #01051 for \$1,433.72 (Capital Imp Fund)  
Review #01052 through #01083 for \$12,111.39  
Payroll for \$153,701.39  
Payroll Taxes for \$35,034.74  
Retirement for \$28,216.65  
Deferred Compensation for \$9,890.50  
2008 HRA Contribution for \$36,000  
Union Settlement HRA Contribution for \$27,990.54

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

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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

Minutes Prepared by Michele de Leon