

# Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 08-012

MINUTES OF THE BOARD OF FIRE COMMISSIONERS, JANUARY 24, 2008.

Attending: Fire Commissioner Jeff Granlund, Brian McGee and Mike Scott; Chief Tim Lemon; Assistant Chief Brad Doerflinger and Larry Rude; Battalion Chief Darby Handley; Lieutenant Jerry Brown; Firefighters Jones, McCormick and Askevold; Scott Webster and Office Manager Faye Barker

Chairman McGee called the regular meeting to order at 6:00 p.m.

## Minutes:

The Minutes from the regular Board of Fire Commissioner Meeting of January 10, 2008 were approved as presented by **Motion of Commissioner Granlund, seconded by Commissioner Scott, MOTION PASSED.**

Chief Lemon requested to take out of order the discussion of the Fire Marshal Contract. Chief Lemon introduced Mr. Scott Webster as the new Fire Marshal. Commissioner McGee called for a Motion to accept the contract with the Fire Marshal. **Commissioner Scott made a MOTION to approve and sign the contract, Commissioner Granlund seconded the Motion and the MOTION PASSED.** The Contract was then signed.

Battalion Chief Handley entered the meeting at this time.

## Financial Report:

January Second ½ Expense Report: This report was reviewed for information

December Year End 2007 Revenue Report: Chief Lemon explained that this represents the year to date and end of year amounts. The reason the amount shown is less than previous reports is due to the Covington settlement that was paid at the end of 2007. Commissioner McGee questioned the King County Asset Pool problems that have been in the news lately. Discussion followed and Chief Lemon will research the amount of possible exposure to the District and forward the information to the Board of Commissioners.

Lieutenant Jerry Brown, and Firefighters Jones, McCormick and Askevold entered the meeting at this time.

December Year End 2007 Transport Revenue Report: This report was reviewed for information. Chief Lemon reported that revenue from transports is coming in at approximately 60%. The district will be preparing a resolution to pay for the balance of the transport bills generate from our tax paying public as provided for by district policy and funded through district taxes.

2008 Amended Budget: Chief Lemon provided a spreadsheet that identified the carry over items. This also showed actual cash balance, and reserve spending. The budget narratives will be updated and available at the next Board meeting.

### **Correspondence:**

- ◆ City of Maple Valley Agenda(s): The City Council meeting was discussed. Points of interest include the 4-Corners area sub plan; Maple Valley Gardens final plat; and the Highway 169/264<sup>th</sup> transportation project.
- ◆ City of Covington Agenda(s): Items of interest were the design of the right of way on Wax Road; a proposal ordinance modification of boundaries on S.E. 272<sup>nd</sup> St.
- ◆ 01/15/08 4-Corner Sub-area Plan: A letter was received inviting the District to a 4-Corners sub-area planning session.
- ◆ 01/15/08 Thank you Letter from Maple Valley Food Bank:
- ◆ Thank you letter from the Tahoma Cheerleaders:
- ◆ Thank you card from the State Archives:
- ◆ Public Disclosure Commission: A reminder that the Commissioners have until 4/15/08 to submit their information to the Public Disclosure Commission.
- ◆ Letter regarding the Washington State Boundary Review Board:
- ◆ Thank you Letter from the City of Maple Valley: A thank you to Janine Johnson, Public Education Specialist for her work with the Holiday Engine.

### **Meetings:**

- ◆ 01/14/08, Oliveira CPA, Rogers 2005 Return: Chief Lemon reported that this is regarding tax return issues that were discovered in 2007. This item is being worked through.

Chief Lemon reported on attending the meetings listed below and stated that there was nothing significant to report.

- ◆ 01/16/08, MVDB Chamber Luncheon:
- ◆ 01/17/08, Valley Communications:
- ◆ 01/17/08, KC Zone 3 Fire Chiefs:
- ◆ 01/19/08, Yarrow Bay Open House Black Diamond:
- ◆ 01/20/08, MV CC Young Center Open House:

- ◆ 01/22/08, WSRB – Tender Credit (AC Rude): The Washington State Rating Bureau has been working on evaluating the goals for tender credits and the realistic values associated with this item. There is a possibility that our 5 rating could be changed to a 6 rating in the unincorporated areas of the District. More information will be made available if this item passes through the vote at state level and is approved through the insurance commissioner’s office.
- ◆ Assistant Chief Rude attended the City’s evaluation and discussion on a preliminary “Maple Valley Center” plat, that may require changes in city policy and ordinances. Chief Lemon will be attending preliminary application meetings.
- ◆ Assistant Chief Rude met with Verizon. A decision was made to switch to Verizon from the Sprint phones. The change over should happen in February. This will change all department cell phones, but the phone numbers will remain the same. Bluetooth capabilities will be available with these phones.
- ◆ 01/23/08, KC FMO Over-Sight Committee (Comm. McGee): Commissioner McGee reported that fire apparatus and road widths were discussed at this meeting. Also reported was that the Fire Investigation unit will be moved to the Regional Justice Center and will report under the King County Sheriff.
- ◆ 01/23/08, MV Four Corner Sub-area Plan: Three options for development were shown. This will include the area from Summit Park to the Legacy Site on Maple Valley Highway on both sides.
- ◆ 01/24/08, ESCi Consultants (AC Doerflinger): Assistant Chief Doerflinger reported that everything was spelled out, information was provided and he expects to have a final product in about sixty days.
- ◆ Legislative Conference: Assistant Chief Rude and Commissioners McGee and Scott attended the conference today. They met with four of the representatives. Commissioner McGee proposed that the agenda for next year’s Legislative Conference be reviewed in December. Items will be discussed and issues that affect Maple Valley specifically will be provided to the representatives in written form, as opposed to just a visit with them. He requested that this item be on the Agenda for the end of this year.

**Public Comment:**

**Business:**

Administrative Guide (AG) 43-1241 Training Captain Job Description: Chief Lemon explained that whenever there is a change to an AG or an Standard Operating Guide (SOG) the Board of Commissioners and the Local Union has a two week review period. Chief Lemon will email the item next week.

Proposal to have an Attorney Present at Board Meetings: After doing the research, Chief Lemon presented the Board with the estimate of the cost to have an attorney present at all the meetings. After a discussion of the options available, **Commissioner Scott made a MOTION to have Kam Cayce attend four meetings to provide counsel for the Commissioners, Commissioner Granlund seconded the MOTION, MOTION PASSED.**

Change March 6, 2008 Commissioner's Meeting: After realizing that there is a conflict with the March 6 Commissioner meeting and the Northwest Leadership Conference that the Commissioners and Chiefs will be attending, the Board concurred to cancel the meeting.

SOG 43-2800, 43-2801, 43-2802, 43-2803, 43-2005: Chief Lemon advised that these standard operating guides are currently in draft form. They will be made available at the next meeting.

Fire District Accreditation: Commissioner Scott provided the list of questions that would be the first step to seek accreditation as a District. Commissioner Scott said he is available to go through the items with Chief Lemon and staff. Discussion followed regarding the benefits of the accreditation process.

King County Donut Hole: Chief Lemon provided a letter for the Board's review regarding the District's position about the area. Commissioner McGee commented that this is an excellent opportunity to meet and discuss items of concern with King County representatives. The Board requested that Chief Lemon set up a lunch meeting with Reagan Dunn, the Fire District's local King County Council member to discuss the impact of this item on emergency services.

King County Emergency Medical Services (KC EMS) Audit of Basic Life Support (BLS) Funding: After discussion was held at the last meeting, Chief Lemon confirmed that it would not be difficult to gather the information needed to show how increase funding is being spent if an audit is requested.

2008 Elections – Fire Levy Lid Lift: Chief Lemon researched the local taxing entities and there is no local jurisdiction going for a tax vote approval in 2008. The dates of election are April 22 or May 20. **Commissioner Scott made a MOTION to direct staff to prepare for a May election, Commissioner Granlund seconded the MOTION, MOTION PASSED.**

Puget Sound Clean Air Agency (PSCAA) – Outdoor Burning Rule Change(s): The plan is to shut down commercial outdoor burning in July of 2008. Residential yard waste burning will be shut down in 2010. Fires for religious ceremonies and camp fire burning would still be allowed. This is a legislative issue at the state level. Enforcement would be

left to the local fire districts. The Board directed Chief lemon to check with neighboring districts, to pool resources and voice concerns with the governing authority.

Covington First Response Agreement: Chief Lemon reported that he will be meeting with Chief Schneider in February.

Covington Asset Transfer Agreement (01/23/08): Chief lemon stated that the King County Fire District 37 Commissioners meet on the 23<sup>rd</sup>. He is waiting for their signed contract.

Long Range Plan Status: No new information at this time.

### Personnel:

- ◆ Career Staff:

Employee Exit interviews: Commissioner Scott requested that the District provide exit interviews with the last two employees that have resigned. Chief Lemon suggested that Kam Cayce be asked to do the exit interviews.

Executive Staff Performance Evaluations: Commissioner Scott thinks it is important that management staff and Commissioners also have performance evaluations. The challenge is to find an instrument for upper leadership.

Fire Marshal Contract signing: this was done earlier in the meeting.

- ◆ Volunteer Staff

VRF Jeff Lachowitz Resignation: it was reported that he was hired at East Pierce Fire.

### Operations:

- ◆ Major Emergency Incident Report: Assistant Chief Doerflinger reported on the rescue of an ATV ride about three miles off the main road near Silica Sands area. Rescue 801 was used to carry the patient back to the main road.

- ◆ Training:

Wellness/Fitness Initiative: Nothing new at this time.

- ◆ Emergency Services Consulting Incorporated Consultants Report: Discussed earlier in the meeting.

**At 8:10 p.m. Commissioner Granlund made a MOTION to recess for five minutes, Commissioner Scott seconded the MOTION, MOTION PASSED. The meeting reconvened at 8:15 p.m.**

## Support Services:

### Fire Marshal's Office

- ◆ Level of Service Contribution (LOSC) Report: Assistant Chief Rude reported that two new contracts have been sent out.
- ◆ LOSC Six month up-date: Michael Matthias has been retained and will be providing a six month review.

### Public Education

- ◆ CERT Class Feb – 2008: The class is scheduled to start in February. A Letter of Appreciation from the Major of Maple Valley was received by Janine Johnson, Public Education Specialist.
- ◆ CPR Classes: The schedule for 2008 has been changed.

### Maple Valley Emergency Coordination Center (MV ECC)

- ◆ Sound Shake 2008 (03/05/08): The ECC has not stated that they will be involved, but it was recommended that they take part and do a small exercise. The Maple Valley Fire & Life Safety will be participating fully.

### Apparatus and Equipment

- ◆ New Aid Cars: (Delivery End of 02/08): Three staff members will leave on 2/17/08 to evaluate the aid cars and approve the delivery.

### Facilities

- ◆ Station 81's Needs Assessment: This is on hold until the ESCi documentation is done.
- ◆ Training Facility: No new information at this time.
- ◆ Station 84 Painting and Carpet: The windows have been installed, and there is more additional work to be completed.
- ◆ Station 87 House – Maple Valley Art Council: Chief Lemon was contacted by the Maple Valley Art Council expressing an interest in renting the Station 87 house. After discussion it was determined that the Training Division should continue to use the house for training drills and it is not available for rent.
- ◆ Station 87 Property – Tahoma Middle School Over-flow Parking: No further information at this time.

**Community Issues:**

01/16/08, Partnership Dinner Eastside Fire & Rescue: Discussion was held regarding whether or not this District could do the same type of event. The focus is to bring the District Commissioners and City and County Council members together.

01/23/08, Four Corner Area Future Development Plan: Discussed earlier in the meeting.

01/24/08, Legislative Day, 2008: Discussed earlier in the meeting.

01/30/08, King County Fire Chief's and Commissioner's Installation Dinner in Woodinville: The event starts about 6:00.

02/02/08, District Awards Dinner:

03/05-7/08, Northwest Leadership Conference:

03/18/08, Foothill Cub Scouts Breakfast and Benefit: Please let Chief Lemon know if you can attend so arrangements can be made.

Maple Valley Annual Benefit Breakfast: This even is scheduled for 03/27/08, starting at 7:00 a.m. Commissioners McGee and Scott can attend.

**Vouchers:**

Review #01084 through #01124 for \$47,361.13 (General Expense Fund)  
Review #01125 through #01131 for \$32,433.73 (Capital Imp Fund)  
Review #01132 through #01134 for \$4,889.88  
Payroll for \$159,247.15  
Payroll Taxes for \$35,725.56  
Retirement for \$26,674.50  
Deferred Compensation for \$11,880.50

**Executive Session:**

The Board of Commissioners recessed the regular meeting at 8:45 p.m. to convene an Executive Session to last about 15 minutes, to receive and evaluate complaints or charges brought against a public officer or employee in accordance with RCW 42.30.110(1)(f).

The Board reconvened the regular meeting of the Board of Fire Commissioners at 9:00 p.m.

With no further business to come before the Board of Fire Commissioners, the meeting was adjourned at 9:01 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

Minutes Prepared by Faye Barker