

Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 08-016

MINUTES OF THE BOARD OF FIRE COMMISSIONERS, FEBRUARY 7, 2008.

Attending: Commissioners Jeff Granlund, Brian McGee and Mike Scott; Chief Tim Lemon; Assistant Chief Larry Rude; Kam Cayce; Administrative Assistants Michele de Leon and Christine Renwick; members of the public.

Chairman McGee called the meeting to order at 6:00 pm and recessed the regular Board of Commissioner's Meeting to present an award to a local citizen for performing CPR.

Following the award presentation, Chairman McGee continued the suspension of the meeting to entertain an open dialogue with Kam Cayce from Kam Cayce and Associates. Expectations, procedures and rules that apply to conducting open public meetings were all discussed and the process for Kam Cayce to provide guidance to the Board of Fire Commissioners was discussed.

Chairman McGee reconvened the meeting at 6:50 pm.

Minutes:

A motion was made, seconded and unanimously carried to approve the minutes from the regular Board of Fire Commissioner Meeting of January 24, 2008.

Financial Reports:

Expense and Revenue Report: ½ of February 2008 Expenditure and Revenue Reports were reviewed for information.

BLS Transport Financial Assistance: Chief Lemon asked for and received concurrence from the Board of Commissioners to write off charges for two transports.

2008 Budget Update: Chief Lemon distributed copies of the approved amended budget and narrative information.

King County Investment Pool / Potential Loss: Chief Lemon distributed a copy of the report highlighting the status of the commercial paper investments and the potential loss for the district.

Correspondence:

Chief Lemon distributed and discussed the following correspondence.

- City of Maple Valley Agenda(s)
- Margery Price Seminars

➤ Legislative Information State Chief and Commissioners

Meetings:

- 01/30/08 King County Fire & Commissioners Installation Dinner: Chairman McGee thanked Chief Lemon for his presentation to Ginger Passarelli at the Installation Banquet.
- 02/02/08 Maple Valley Fire & Life Safety Awards Banquet: Chief Lemon thanked everyone for helping with the Annual Firefighter Awards Banquet; specifically recognizing PJ Knowles, Janine Johnson, Ingrid Fine, Bert Warm, Ryan Carpenter and Mark Coffin for their contributions.
- 02/04/08 Maple Valley Area Council: Chief Lemon stated that the significant issue continues to be the potential burn regulation changes. Chairman McGee asked that the staff prepare a position paper for legislative purposes.
- 02/05/08 City of Maple Valley Staff Meeting: Chief Lemon reported that he and Assistant Chief Rude attended this meeting.
- SBCC Meeting (not on agenda): Assistant Chief Rude reported that he attended this meeting in Denver.
- City of Maple Valley Pre-Application Meeting (not on agenda): Assistant Chief Rude reported that he attended this meeting.
- Fishing Derby Committee Meeting (not on agenda): Assistant Chief Rude reported that he attended this meeting.

Public Comment: None.

Business:

Family Medical Leave Act (FMLA) Policy: Chief Lemon presented new information that will affect the District's Family Medical Leave Policy concerning the deployment of military personnel, caring for injured military personnel and the employee's right to use sick leave for such reasons.

Chief Lemon distributed copies of the following Administrative and Standard Operating Guidelines for the start of the two week review period.

- Administrative Guideline 43-1241 Training Captain Job Description – Draft; Standard Operating Guideline 43-2800 Emergency Services during a disaster and/or major community emergency; Standard Operating Guideline 43-2801 District Operations Center; Standard Operating Guideline 43-2802 Wind Storm Emergency Response; Standard Operating

Guideline 43-2803 Tree/Branches Down Calls; Standard Operating
Guideline 43-2805 Emergency Incident Banner Tape Usage:

King County Donut Hole: Chief Lemon distributed a letter to Ron Sims outlining the district's position regarding the King County Donut Hole. Following discussion, the letter was signed by the Board of Commissioner's.

2008 Elections – Fire Levy Lid Lift: **A motion was made, seconded and unanimously carried to approve placing the lid lift before the voters in the August 19th primary rather than the previously approved May election.**

Puget Sound Clean Air Agency (PSCAA) – Outdoor Burning Rule Change(s): Discussion regarding the significant impact the potential burning regulation changes could have on the fire department's resources was discussed. Chief Lemon stated that the staff will provide a draft of the district's position by the next Board of Commissioner's meeting on February 21st.

Covington First Response Agreement: Chief Lemon reported that he met with Chief Schneider from King County Fire District #37 and they are still working out the details.

Personnel:

Career Staff:

- Employee Exit Interviews: Chief Lemon stated that Barbara Thurman has been retained as a consultant to conduct employee exit interviews and will be contacting three recently separated employees.
- Executive Staff Performance Evaluations: Chief Lemon stated that he had received the information forwarded from Commissioner Scott and will be obtaining a sample copy to have available at the next board meeting.
- Probationary employee terminated: Chief Lemon stated that a probationary firefighter was released from duty on February 1st as a result of his inability to pass the probationary tests.

Volunteer Staff:

- Nothing to report.

Operations:

Major Emergency Incident Report: Chief Lemon distributed a copy of the year-end Operations summary from Assistant Chief Doerflinger.

- ATV Accident and R801 Response: Battalion Chief O'Brien briefed the Board of Commissioners on a recent ATV incident where Rescue 801 was used.

ESCI Consultants Report / Study Retreat: Nothing to report.

Training

- Out of State Travel – FDIC, etc: Chief Lemon inquired about the process of obtaining authorization for out of state travel. Given that these expenses were identified and approved in the budget, does the Board of Fire Commissioners want to review these items before staff acts on them? Censuses of the Board was that they do not need to review them again once approved in the budget, only new or additional requests need to be brought before the Board.
- Firehouse World, San Diego, CA: **A motion was made, seconded and unanimously carried to approve sending Training Chief DiDonato to the Firehouse World Conference in San Diego.**
- International Codes Conference (not on agenda): **A motion was made, seconded and unanimously carried to approve the stipend for Assistant Chief Rude to attend the International Code Conference.**

Support Services:

Fire Marshal's Office:

- Level of Service Contribution Report: Assistant Chief Rude stated that the Level of Service Contribution spreadsheet will be updated and reformatted by the Board of Commissioner's Meeting on March 20th.

Public Education:

- Assistant Chief Rude distributed a summary of activities from the Public Education department.

Maple Valley Emergency Coordination Center:

- Sound Shake 2008 (03/05/08): The upcoming drill was discussed.

Apparatus and Equipment:

- New Aid Car: Assistant Chief Rude reported that there had been a problem with the paint and the manufacturer is correcting it; and the delivery may not be early, but should still be here prior to March 19, 2008.
- New Rubber Cribbing (E80, E81, E83): Assistant Chief Rude reported that new cribbing has been approved for purchase for E80, E81 and E83.
- Rescue Struts (E80, E81, E83): Assistant Chief Rude reported that new rescue struts have been approved for purchase for E80, E81 and E83.

Facilities:

- Station 84, Painting and Carpet: Assistant Chief Rude reported that the painting and carpet at Station 84 are complete.

Community Issues

- 03/5-7/08, Northwest Leadership Conference: Chairman McGee confirmed with Chief Lemon the departure time for the conference.
- 03/18/08, Foothills District Friends of Scouting Benefit Breakfast: The Board of Commissioner's are not available to attend this event.
- 03/27/08, Maple Valley Community Center Annual Benefit Breakfast: Chairman McGee and Commissioner Scott will be attending this event.

Vouchers: Review #02001 through #02044 for \$88,154.10 (General Expense Fund)
Review #02045 through #02048 for \$3,103.44 (Capital Imp Fund)
Review #02049 through #02076 for \$11,313.25 (Resident, Commissioner, HRA, Union Dues)
Payroll for \$149,827.01
Payroll Taxes for \$34,345.28
Retirement for \$27,077.68
Deferred Compensation for \$10,754.50

With no further business to come before the Board of Fire Commissioners, the meeting was adjourned at 8:00 pm.

Chairman Jeff Granlund

Timothy W. Lemon
Fire Chief/District Secretary

Commissioner Brian McGee

Commissioner Mike Scott

Minutes Prepared by Michele de Leon