

# Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 08-032

MINUTES OF THE REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS, March 20, 2008

Attending: Commissioners Granlund, McGee and Scott; Chief Lemon; Assistant Chiefs Doerflinger and Rude; Lieutenants Cowan and Whitmore; Firefighters Askevold, Jones, McCormick and Merry; Administrative Office Manager Faye Barker; Kam Cayce; Holly Cowan and family

The meeting was called to order at 6:05 p.m.

Chief Lemon requested to interrupt the normal order of business with a special presentation of Lt. Matt Cowan's promotion to Captain effective April 1, 2008. Lt. Cowan was pinned with a Captain badge and was congratulated by the Board of Fire Commissioners.

The meeting was called back to order at 6:30 p.m.

## Minutes:

**The Minutes from the regular Board of Fire Commissioners Meeting of February 21, 2008 were approved as presented by Motion, Seconded and unanimously carried by the Board.**

## Financial Report:

Expense and Revenue Report: Chief Lemon provided the reports to the Board. They were reviewed for information.

## Correspondence:

- ◆ City Maple Valley Agenda(s): Discussion was held regarding the overall commercial development within the city.
- ◆ City of Covington Agenda(s): Discussion was held regarding the Commissioners continuing to receive the Covington Agenda. They requested that staff continue to monitor these agenda's and report anything that may be of interest.
- ◆ 02/29/08, Thank You Letter: Washington State Animal Response Team
- ◆ Thank you from Mr. Johnson for care received during an emergency incident.

## Meetings:

02/26/08 Fire Explorers: Chief Lemon reported that research is being done to find out if there is interest in developing an Explorers Post within the District.

03/5-7/08, Northwest Leadership Conference: Commissioner McGee commented that it was a good conference, and those that attended were impressed with the content and the variety of speakers. Chief Lemon requested Board authorization to secure six reservations for next year's conference. **A MOTION was made to budget for six to attend the 2009 Leadership Conference. The MOTION was seconded and unanimously carried.**

03/19/08, MVBD Chamber of Commerce Luncheon: Chief Lemon attended and presented recognition for the Do It Center's sponsorship of the District's Awards Banquet.

Cedar Grove Trailer Park: Assistant Chief Doerflinger and Chief Lemon attended this meeting and spoke regarding the flooding problems in the area. King County is purchasing the land and relocating the occupants. The process will take about one and a half years.

Maple Valley City Manager: Chief Lemon met with the City Manager and Assistant City Manager to review our working relationships. All is good.

International Code Council Code Hearings: Assistant Chief Rude attended and testified for the fire districts regarding building codes.

#### **Public Comment:**

#### **Business:**

WSP Agreement No. C08123GSC, State Fire Mobilization Reimbursement: Chief Lemon requested approval to sign the contract. **A MOTION was made, seconded and unanimously carried to enter in to the agreement with the WSP.**

Washington State Auditor's Office 2006 Report: The Fire District 2006 audit has no finding; the report was distributed for the Board's review.

Memorandum of Understanding Evening Training with Volunteers: Chief Lemon reported that the Union has signed the MOU and a new directive has been issued that will change evening training back to once a tour for each shift with the volunteer personnel.

Puget Sound Clear Air Agency: Chief Lemon reported that as of 8/1/08 there will no longer be any commercial outdoor burning allowed. They are reconsidering banning residential burning at this time; no final decision has been made.

Covington First Response Agreement (02/04/08): Chief Lemon distributed the original agreements for the Board's signatures. Reimbursement is \$1,000. per mutual aid call for first in response. This agreement is retroactive to the beginning of 2008. **MOTION was made to approve the agreement, MOTION was seconded and after approval of the city council, motion was passed.**

LRP 2007 Up-date-Administrative Section: The final draft was distributed for the Board's review.

2007 Year End Report – Draft: A copy was distributed for the Board's information.

Fire Levy Lid Lift Resolution: The Board discussed the Resolution and what it identifies the money will be used for. It was requested that Chief Lemon provide a spreadsheet that will provide detail so a decision can be made regarding the money in the Resolution. The Board will also consider if the levy does not pass in the primary, should it be prepared to run on the General Election in November.

BLS Transports to Valley: Discussion was held regarding the increase of "divert" at Valley Medical. Commissioner McGee asked if the King County Chief's would have some influence in the proper use of the rules. It is having a negative affect on the fire departments that transport.

Public Disclosure Commission (PDC): A reminder for the Board that the PDC statements are due by 4/15/08.

#### **Personnel:**

##### Career Staff

- ◆ Executive Staff Performance Evaluations: Chief Lemon has contacted the company that will do the performance evaluation. Discussion followed.
- ◆ Exit Interviews: Two of the three have been done.

##### Volunteer Staff

- ◆ None

#### **Operations:**

##### Major Emergency Incident Report

- ◆ Elk vs. car: A report was given on the fatality accident.

Renton Fire Department and KCFPD 40 Operations: Response changes were reported on.

ESCi Consultants Report/Study Retreat: Assistant Chief Doerflinger reported that there was a problem in converting our map boxes into the geo codes. That problem has been solved and there will be more information soon.

##### Training:

- ◆ Volunteer Recruit Class 01-2008: There are twelve Resident recruits. The Volunteer Academy in North Bend starts on 4/11/08. When the Residents graduate from the academy, they will have their FFI certification.

### **Support Services:**

Fire Marshal's Office: Assistant Chief Rude reported that the new fire marshal is doing a very good job. He and Administrative Assistant Christine Renwick have been working with the city on cost recovery. They have also been implementing a permit tracking software that the city uses.

Public Education: A list of upcoming projects was provided to the Board.

Maple Valley Emergency Communications Center: The meeting was cancelled. Discussion was held regarding the ECC and the city's involvement.

Apparatus and Equipment: The new aid cars were delivered. The Board will be viewing the new aid car after the meeting.

Facilities: Station 83 and 84 Generators: A federal grant was received and a bid was accepted for the generators.

### **Community Events:**

2/26/08 (cancelled) Lunch meeting with King County Councilmember Reagan Dunn: Another meeting will be scheduled.

3/27/08: Maple Valley Chamber of Commerce 4<sup>th</sup> Annual Benefit Breakfast

4/25, 26/2008 Maple Valley Fishing Derby "Hooked on Fishing"

Chairman McGee opened up the discussion for legal council to comment. Mr. Cayce commented that he thinks staff is doing a good job and that the Commissioner's are handling things appropriately.

**Vouchers:** Review #03093 through #03144 for \$98,141.46 (General Expense Fund)  
Review #03145 through #03148 for \$5,600.26 (Capital Imp Fund)  
Review #03149 through #03150 for \$3,665.35 (HRA, Union Dues)  
Payroll for \$149,506.72  
Payroll Taxes for \$32,126.50  
Retirement for \$27,127.12  
Deferred Compensation for \$10,804.50

**Executive Session:** There is no Executive session needed at this time.

With no further business to come before the Board of Fire Commissioners, the meeting was adjourned at 8:10 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