

**Maple Valley Fire and Life Safety  
Department Correspondence**

DOCUMENT 08-038

MINUTES OF THE REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS,  
April 3, 2008

Attending: Commissioners Granlund, and Scott (Commissioner McGee was excused); Chief Lemon; Assistant Chiefs Doerflinger and Rude; Lieutenant Whitmore; Firefighter McCormick; Administrative Assistant Christine Renwick; Attorney Kam Cayce

The meeting was called to order at 6:00 p.m.

Chief Lemon requested to interrupt the normal order of business with a special presentation of the new recruits' joining as Volunteer Firefighters and taking the department service oath. Each introduced themselves and was congratulated by the Board of Fire Commissioners.

Chief Lemon then wanted to give a special presentation to Judy Nelsen with Covington Water District in recognition for her years of service. Judy expressed her gratitude to the board as she settles into retirement.

The meeting was called back to order at 6:16 p.m.

**Minutes:**

**The Minutes from the regular Board of Fire Commissioners Meeting of March 20, 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): Reviewed for information
- Thank You Card Cedar River Montessori School: A thank card was received for our support and donation with their recent fund raiser.
- 03/24/08 Thank You Letter – SAFE Sitter Program: A letter of congratulation was cc; to the department recognizing a young women in our community for completing the SAFE Sitter Program. Janine Johnson works with the Community Center to provide this class a few times a year.

- Regional Fire Authority (RFA): Chief Lemon explained that King County Zone 1 will be holding a meeting to discuss a RFA and Maple Valley Fire & Life Safety has been invited to attend. The Board of Commissioners will check their calendars for availability and get back to the Chief.

### **Meetings:**

- 03/27/08 GMVCC Benefit Breakfast: Commissioner McGee reported that the benefit was a great success despite the morning snowfall. Commissioner McGee, Chief Lemon, Assistant Chief Doerflinger, Administrative Office Manager Barker, Administrative Assistant II Fine, Union President Knowles and Public Education Specialist Johnson all attended.
- 03/27/08 Valley Comm: Chief Lemon attended this meeting and noted that the District's VRM (radios for the MDTs) would need to be replaced by 2009 with wireless capabilities using commercial vendors. Chief Lemon will have staff look into this more.
- 03/27/08 Zone 3 Fire Chiefs: Chief Lemon attended this meeting with nothing notable to report on.
- 03/28/08 Volunteer Recruit Class Orientation: Chief Lemon attended the recruits first night of Recruit school and welcomed them aboard with a 30 minute presentation to include a question and answer period.

### **Public Comment: None**

### **Business:**

- Resolution R-2008-01 Transport Fees Paid with Taxes: **A MOTION was made, seconded and unanimously carried to approve the said Resolutions.**
- Resolution R-2008-02 Transport Fees Paid with Taxes: **A MOTION was made, seconded and unanimously carried to approve the said Resolutions.**
- 2008 Legislative Session Final Report was presented to the Board of Commissioner's for their information.
- LRP 2007 Up-Date – Administrative Section – Final Draft was presented to the Board of Commissioners for their final review. Chief Lemon is looking for adoption of this up-date to the Long Range Plan.
- 2007 Fiscal Year End Report: Administrative Office Manager Barker and Administrative Assistant II de Leon, have completed the 2007 Fiscal Year End Report. Copies of the report to distributed to the Board of Commissioners for their review.

- 2007 District Year End Report: This report is still being worked on by Administrative Office Manager Barker.
- Funding Projections and Tax Payer Impacts: Chief Lemon presented the funding projections for 2008 - 2014 for the Board's information. The District's Assessed Valuation has historically increased by 8% or more each year for the last five years. Based upon all funding projections, expense projections and additional cost of operating the Fire District, Chief Lemon is recommending a Fire Levy Lid Lift of \$1.50 per \$1000 of assessed valuation for collection in 2009 and a 6% increase for the years 2010 to 2014.
- Resolution R-2008-03 Fire Levy Lid Lift: Chief Lemon distributed a draft resolution for the Board of Fire Commissioner's consideration and identified that the resolution needs to be filed by May 27, 2008 if a proposition is to be placed on the August 19, primary ballot.
- Volunteer Supplemental Insurance: Chief Lemon reviewed the supplement accidental injury and death policy that the Fire District purchases to cover all of the volunteers in addition to the Volunteer Relief and Pension Fund coverage for combat volunteer firefighters. **A MOTION was made, seconded and unanimously carried to approve the said Volunteer Supplemental Insurance.**

## Personnel:

### Career/Volunteer Staff

- Executive Staff Performance Evaluations: Chief Lemon reported that the evaluations are still in progress and due to conclude on April 15, 2008
- Exit Interviews: Chief Lemon presented the Board of Fire Commissioners with a copy of Barbara Thurman's exit interview for Betty Stonesifer and Fire Marshal Dave Pargas. Chief Lemon discussed his meeting with Barbara Thurman and the contents of the reports, and her willingness to meet with the Board of Fire Commissioners to provide them with a briefing. Barbara Thurman's review indicates no further action is needed to be taken and that the exit procedure was concluded.

## Operations:

- Major Emergency Incident Report: None
- ESCi Consultants Report / Study Retreat: Assistant Chief Doerflinger distributed to the Board of Commissioners a copy of the HB1756 year end report for their review and advised them that the station location study should be done by our next meeting.

- Training:
  - Volunteer Recruit Class 01-2008: There are now eleven Volunteer Resident Firefighter recruits; one was dropped due to the individual's inability to meet the physical evaluations requirements. The Volunteer Recruits will start the North Bend Fire Academy on 4/11/08. When the Residents graduate from the academy, they will have their FFI certification.

### **Support Services:**

- Fire Marshal's Office: Chief Rude reported the figures to date on the Level of Service Contracts pending and finalized. The District continues to receive public calls of fire lane parking issues and violations. These complaints are being forward to Maple Valley Police to handle.
- Public Education: The newest Citizen Emergency Response Team (CERT) class has graduated. There continues to be wide spread interest from the public for this training. The District has trained about 100 CERT members.
- MV ECC: There is no meeting.
- Apparatus and Equipment: The new Aid Cars were received. The vehicles are going through the final steps of preparation to be put into service and have personnel trained on the new technology.
- Facilities: Chief Rude distributed Quarterly Facilities Cost Report to the Board.
- Station 83 & 84 Generators: The generators for Station 83 and 84 are pending signing of contractual agreement and the installation process is targeted to start in May.

### **Community Events:**

02/26/08, Lunch Meeting with KC Councilmember Reagan Dunn: Chief Lemon proposed three different dates for a meeting with King County Councilmember Dunn. The two Commissioner's present agreed on April 18. Chief Lemon will check with Commissioner McGee.

04/25, 26/07 Maple Valley Fishing Derby "Hooked On Fishing": Chief Lemon reported that we will have an aid car standing by all night and that the Union has volunteered to help set up tents Friday morning. The Fishing Derby Committee is still looking for volunteers for those that are interested.

06/13, 14, 15/08 Maple Valley Days: Chief Lemon reported on the date of Maple Valley Days this year and that staff will be putting together a list of Fire District activities in support of the event.

**Vouchers:**

Review #04001 through #04049 for \$35,569.82 (General Expense Fund)  
Review #04050 through #04056 for \$47,406.54 (Capital Imp Fund)  
Review #04057 through #04081 for \$12,802.45 (Resident, Commissioner Reimb., HRA, Union Dues)  
Payroll for \$152,080.03  
Payroll Taxes for \$35,150.26  
Retirement for \$27,626.60  
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 7:24 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 Christine Renwick