

# Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 07-003

MINUTES OF THE REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS, January 4, 2007

Attending: Commissioners Maxwell, and McGee; Fire Chief Lemon; Assistant Fire Chief Doerflinger; Fire Marshal Pargas; Administrative Secretary Ingrid Fine

Commissioner Maxwell announced that Commissioner Granlund would not be attending this meeting and will receive an excused absence.

The meeting was called to order at 6:08 p.m.

## **Minutes:**

The Minutes from the regular Board of Fire Commissioners Meeting of December 21, 2006 were approved as presented by Motion of Commissioner McGee, seconded by Commissioner Maxwell, MOTION PASSED.

## **Financial Reports: None**

## **Correspondence:**

City of Maple Valley Agenda was reviewed for information.

City of Covington Agendas were reviewed for information.

01/25/07, Partnership Banquet Eastside Fire & Rescue – Commissioner Maxwell and McGee reported that they would be attending this meeting.

Thank You card – City of Maple Valley Parks and Recreation Reviewed for information.

## **Meetings:**

01/02/07, City Maple Valley Staff Meeting: Chief Lemon attended this meeting and provided an up-date on the storm and the effect it had on the city of Maple Valley and the greater Maple Valley Area. Chief Lemon also spoke on self preparedness.

**Public Comment:** None

## **Business:**

Long Range Plan: Commissioner Maxwell inquired on the status of the Long Range Plan. Chief Lemon and Assistant Chief Doerflinger reported that the updating effort was ongoing. The Board expressed a desire to have the plan finalized for review in the near future.

Northwest Leadership Conference (6 Personnel): Chief Lemon shared with the Board the invitation and dates of the conference which are March 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup>, 2007. The Chief requested approval for the out-of-state conference attendance by 6 District personnel and for reasonable travel expenses directly associated with the conference. Commissioner McGee MOTIONED to approve the expenditures for travel for 6 employees for this "Out of State Training", Commissioner Maxwell SECONDED the motion, MOTION PASSED.

SOG 43-2502 Rapid Intervention Team(s) (RIT) Chief Lemon requested this be kept on the table for further review by the Training and Operations Divisions.

SOG 43-2501 Stand-by Team(s) This item was tabled for further review by the Training and Operations Divisions.

**Union:**

- Union's Lawsuit:
  - Union's PERC Appeal – Chief Lemon distributed the Appeal for review.
  - Union's Lawsuit Appeal to the Supreme Court of Washington – Chief Lemon handed out the District's Briefs regarding the lawsuit for the Board to review.

Training Budget Request - Chief Doerflinger reported that Training Chief DiDonato has requested the approval for funding the travel/training expenses from the approved 2007 budget for 4 personnel to go out of state to attend the FDIC Conference. MOTION by Commissioner McGee to approve, SECONDED by Commissioner Maxwell, motion PASSED.

Administrative Workshop - Chief Lemon reported that the District will be holding a one day Administrative/Management Team workshop on the last Thursday of the month focused on the year 2007.

King County Fire Marshal's Over-Sight Committee - Commissioner McGee stated that he will be attending the Executive Board meeting of the KCFCA which will be held at 17:30 hours on January 24<sup>th</sup>, 2007 at the Department of Development and Environmental Services, (DDES). Commissioner Maxwell stated that he will attend this meeting as well.

**Personnel:**

Firefighter Hiring: To be reported on in Executive Session.

Battalion Chief Promotional List Adoption: Chief Lemon presented the Promotional List for information. Commissioner Maxwell stated that there had been a protest regarding the process of the testing. He reported that the Board of Commissioners had concluded its review of the process and standards and determined that the process and test results should be upheld. Commissioner McGee made MOTION to uphold the results of the 2006 formal testing process, motion SECONDED by Commissioner Maxwell, motion PASSED.

Department of Retirement Services (DRS) – Commissioner Maxwell stated that the Administrative staff and Board have been working out the retirement issues regarding the firefighter/administrative staff which includes former Fire Chief Dwight VanZanen. A formal response from DRS states that they will continue his retirement benefits for the length of his retirement. Commissioner Maxwell expressed his appreciation to Chief Lemon and Office Manager Faye Barker for their effort in getting this resolved.

### **Operations:**

Major Incident Report: None

Lieutenant Lewis entered the meeting at this time.

Year End Call Volume:

- Assistant Chief Doerflinger reported that year 2006 ended with 3113 calls for the Department. There were 94 transports for the month of December.

### **Fire Prevention:**

Fire Marshal

Fire Inspections: Fire Marshal Pargas reported that all annual inspections and hazmat inspections have been completed and that the associated billing is nearing completion.

Impact Fees: Fire Marshal Pargas stated that the District is now receiving fees from Glacier Park building permits. Impact fees for eight of the thirty-two lots have been collected.

Public Education

MV ECC: Reviewed the winter storm response.

CERT: Fire Marshal Pargas reported that the supplies and instructors are being put together and organized for the upcoming CERT Class.

### **Vehicles & Equipment:**

Brush 81 – Out of Service: Chief Lemon reported that Brush 81 is still out of service and that the damage is more serious than originally determined. He reported that the pump and transmission are damaged and in need of replacement. The estimate is now at five thousand dollars instead of one thousand dollars.

New Staff Vehicle(s): Chief Lemon stated that the research is being done for new staff vehicles for 2007. The Ford Escape/Hybrid is being considered.

New Engines: Assistant Chief Doerflinger reported that the first engine will be ready for training by the beginning of next week. The second one is currently being outfitted and will be ready shortly.

**Facilities:**

Station 83: Chief Lemon reported that the station upgrade is in the final leg of completion.

**Community Issues:**

01/17/07, KC Fire Commissioners and Fire Chiefs Installation Dinner: Chief Lemon reported on the upcoming Annual KC Fire Commissioners and Fire Chiefs Installation Dinner and requested that the Commissioners plan on attending.

02/10/07, FD Awards Dinner: Fire Marshal Pargas reported on Public Education Specialist Janine Johnson's progress concerning the district's annual banquet.

**Vouchers:**

Reviewed & Approved	#40522 through #40565 for \$54,610.26 (Gen Exp Fund)
Reviewed & Approved	#40566 through #40576 for \$14,588.64 (Cap Imp Fund)
Reviewed & Approved	#4425 for \$2,584.80 (Union Dues)
Payroll for	\$115,246.69
Retirement for	\$19,203.49
Deferred Compensation for	\$7,815.50
Taxes for	\$24,849.14

**Executive Session:**

Personnel Issues

The Board of Commissioners recessed the regular meeting at 7:50 p.m. to convene an Executive Session to discuss personnel issues. The Board announced that the Executive Session would be in session for approximately 30 minutes.

The Board of Fire Commissioners returned to regular session at 08:20 p.m.

With no further business to come before the Board of Fire Commissioners, the meeting was adjourned at 08:21 p.m.

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Chairman Fred Maxwell

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Timothy W. Lemon  
Fire Chief/District Secretary

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Commissioner Jeff Granlund

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Commissioner Brian McGee

Minutes Prepared by Ingrid Fine