

Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 08-044

MINUTES OF THE BOARD OF FIRE COMMISSIONERS, MAY 1, 2008.

Attending: Commissioners Jeff Granlund, Brian McGee and Mike Scott; Chief Tim Lemon; Assistant Chiefs Brad Doerflinger and Larry Rude; Firefighters Mike Ager, Ryan Butler and Ryan Carpenter; Administrative Secretary Michele de Leon.

Chairman McGee called to order the regular Board of Commissioner Meeting at 6:07 pm.

Minutes:

The Minutes from the regular Board of Fire Commissioner Meeting of April 17, 2008 were approved as presented by Motion, Seconded and unanimously carried by the Board.

Financial Reports:

Chief Lemon provided and reviewed the following reports to the Board of Fire Commissioners:

- Expense Report
- Level of Service Contribution Status Report
- March 2008 King County Investment Pool Newsletter

Correspondence:

City of Maple Valley Agenda(s): Chief Lemon reported that a hearing was held to discuss the proposed rezoning by J.R. Hayes to increase their business office capacity.

Maple Valley Leafs: Chief Lemon distributed a copy for the Board's review.

Meetings:

03/28/2008 Maple Valley Crest Homeowners Association: Chief Lemon reported that he was a guest speaker at the Maple Valley Crest Homeowners Association and present information on the up-coming Fire Levy Lid Lift and fireworks.

Valley Communications Meeting: Chief Rude reported that he attended this meeting.

Public Comment: None.

Business:

Letter to the City of Maple Valley (Donut Hole Study): Chief Lemon reported that Chief Doerflinger, Rude and himself attended a meeting with the City of Maple Valley to discuss possible uses of the “Donut Hole” property. Following the meeting Chief Lemon dispatched a letter addressing the Fire District’s concerns and desires.

Letter to Homeowner’s Association & Community Groups on Fire Levy Lid Lift: Chief Lemon reported that an informational letter regarding the fire Levy Lid Lift was mailed out April 23rd to local homeowner’s associations and special interest groups.

2007 Fire District Year End Report (Draft): Chief Lemon distributed copies of the 2007 District Year End Report for the Board’s review.

Resolution R-2008-03 Fire Levy Lid Lift (Pro/Con Committee): Chief Lemon presented Resolution R-2008-03 to the Board for review and to consider possible funding scenarios in determining the most appropriate inflationary factor. Resolution R-2008-03 will be reviewed again at the next Board of Commissioners Meeting May 15th.

Year End Report to the City of Maple Valley: Chief Lemon distributed copies for the Board’s information.

Personnel:

Career Staff:

Chief Lemon reported that the Executive Staff Performance Evaluations are complete and distributed copies for the Board’s review.

Exit Interviews: This item will be addressed in Executive Session.

Volunteer Staff:

VRF Cody Wolford Resignation: Chief Lemon reported that Volunteer Recruit Firefighter Cody Wolford has been hired by Seattle Fire Department.

Operations:

Major Emergency Incident Report:

Assistant Chief Doerflinger reported on an incident today at Shadow Lake Elementary and stated that smoke had been discovered but not the origin of the fire. The facility is now on Fire Watch.

ESCi Consultants Report / Study Retreat: Chief Lemon distributed copies of the 2nd draft from ESCi for the Board’s review. A special meeting workshop will be scheduled before the end of the month.

Training:

Assistant Chief Doerflinger reported on the 2008-01 Volunteer Recruit Academy.

Support Services:

Fire Marshal's Office: Assistant Chief Rude reported on the Fire Marshal's Office and stated that he and Fire Marshal Webster are updating the contract with the City of Maple Valley.

Public Education: Assistant Chief Rude reported that he has received several thank you letters for Janine Johnson's work.

Apparatus and Equipment: Assistant Chief Rude reported that he has received a bid for the Zoll Defibrillators and is working with the vendor to complete a sale.

Facilities: Assistant Chief Rude reported that the Firefighters have completed sheetrock repairs and painting Station 80.

Community Issues:

05/02/08, Lunch Meeting with King County Councilmember Reagan Dunn: This meeting was rescheduled for 8:30 am May 2nd.

04/25, 26/08 Maple Valley Fishing Derby "Hooked on Fishing" Report: This event was a huge success with a number of our personnel participating and an Aid Car standing by over-night.

06/13, 14, 15/08 Maple Valley Days:

Vouchers: Review #04141 for \$411.01 (General Expense Fund)
 Review & Approve #05001 through #05046 for \$88,202.16 (General Expense Fund)
 Review & Approve #05047 through #05052 \$8,248.21 (Capital Imp Fund)
 Review & Approve #05053 through #05078 for \$10,843.58
 Payroll for \$157,004.18
 Payroll Taxes for \$35,865.82
 Retirement for \$28,507.67
 Deferred Compensation for \$10,644.50

The Board of Commissioners recessed the regular meeting at 7:45 p.m. to convene an Executive Session to discuss potential litigation pursuant to RCW 43.20.110 (i)(B) & (C). The Board announced that the Executive Session would be in session for approximately 1 hour.

The Board of Fire Commissioners returned to regular session at 8:45 p.m. and announced they would continue the executive session for another 30 minutes.

The Board of Fire Commissioners returned to regular session at 9:15 p.m.

Commissioner McGee stated that the Board of Fire Commissioners requested that exit interviews be provided to three District employees who left the Fire District for a number of personal and professional reasons.

It is the view of the Board of Commissioners that the use of exit interviews provides the agency with an opportunity to critique the organization and compare individual perceptions of agency culture against our Mission and Core Value statements.

The Board of Commissioner directed Chief Tim Lemon to engage the services of an independent third party to conduct the interviews. The transcripts have provided the Board with valuable information that will be used to initiate steps to assess, revise and implement improvements in agency policies, guidelines and programs.

The Board of Commissioners is appreciative of the efforts of the District Staff and Fire Chief Lemon in making these interviews take place.

With no further business to come before the Board of Fire Commissioners, the meeting was adjourned at 9:45 p.m.

Chairman Jeff Granlund

Timothy W. Lemon
Fire Chief/District Secretary

Commissioner Brian McGee

Commissioner Mike Scott

Minutes Prepared by Michele de Leon