

Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 08-055

MINUTES OF THE REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS, June 5, 2008,

Attending: Commissioners Granlund and Scott; Fire Chief Lemon; Deputy Fire Chief Doerflinger; Deputy Fire Chief Rude; Administrative Assistant Christine Renwick

Commissioner Granlund called the meeting to order at 6:02 p.m.

Minutes:

The Minutes from the regular Board of Fire Commissioner Meeting of May 15, 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: Chief Lemon reviewed the Fire District's May expenses and the over-all budget year to date.

King County Investment Pool Newsletter: Copies of the newsletter were presented to the Board of Fire Commissioners for their information.

Large Donation: Maple Valley Community Club sent a large donation to Maple Valley Fire and Life Safety in the name of the Aid Car fund. The board voiced their desire to be sure a thank you is in order.

Correspondence:

City Maple Valley Agenda(s): 2007 yearend report & feasibility of KC Summit Pit. Information on the listed subject matters from the City of Maple Valleys agenda was shared with the Board of Fire Commissioner for their information.

2007 Airlift Northwest Annual Report: The report was shared with the Board of Fire Commissioners and will be retained by the Fire District.

King County Fire District #28 sent an invitation to Maple Valley Fire and Life Safety to participate in a memorial for the Blackhawk military helicopter that went down in Enumclaw. The memorial will be held on July 4, 2008.

Meetings:

On 05/19/08 Maple Valley Fire and Life Safety hosted a meeting on behalf of Puget Sound Clean Air Agency (Outdoor Burning) to discuss residential out-door-burning and the forthcoming changes to land clearing burning being shut down effective July 1, 2008. Chief Lemon reported the meeting was well attended by fire departments throughout King County and that Puget Sound Clean Air Agency was interested in gathering additional information from fire department concerning the anticipated change to the residential out-door-burning requirements. The majority of the fire department did not support shutting down out-door residential burning, but were ok with closing down out-door commercial land clearing.

Maple Valley Black Diamond Chamber of Commerce Luncheon meeting 05/21/08: Chief Lemon attended the luncheon on behalf of the Fire District.

Maple Valley City Council 05/27/08: Chief Lemon presented the City of Maple Valley with a 2007 year end report for emergency activities within the city limits of Maple Valley. With the city working on its commercial growth plans, City councilors inquired if the fire department had planned for multi-story building higher than 35 feet. Chief Lemon reported that the Fire District's Long-Range-Plan does address building higher than 35 feet and the need to purchase an aerial fire apparatus if and when the city allows such construction. Chief Lemon further identified that the 2003 Bond measure, approved by the voting public, has funding established for such a fire apparatus. The Chief did identify that it will take about a year to order and receive the apparatus and about three months to training personnel on it before it could be placed in service and start serving the community.

City of Maple Valley hosted a Feasibility Study on King County's Summit Pit on 05/28/08. Chief Lemon attended the presentation. It was noted that the study does provide for future expansion and land use by Maple Valley Fire and Life Safety within the Summit Pit property.

Greater Maple Valley Area Council 06/02/08 regular meeting: Chief Lemon attended the meeting and did not have anything to report on. Chief Lemon will be presenting the Fire Levy Lid Lift at their next meeting in July.

Valley Communications 05/28/08 regular monthly meeting of the Operations Board was attended by Deputy Chief Rude. Deputy Chief Rude reported on the proposed radio systems changes that are being considered.

Public Comment: None

Business:

Fire Levy Lid Lift Filing: Chief Lemon filed the Fire District's resolution with the Office of King County Elections.

Fire Levy Lid Lift Pro Committee: **A MOTION was made, seconded and unanimously carried to accept the following individuals as Pro Committee.** Bill VanRuff, Paul Bokor Kristin Duttry

Fire Levy Lid Lift Informational Brochure: Chief Lemon distributed copies of the brochure for the Board of Fire Commissioner's review. The Board of Fire Commissioners approved the information brochure and authorized staff to print and distribute them during their presentation on the Fire Levy Lid Lift.

Fire Levy Lid Lift Public Hearing: Chief asked the Board if they are interested in hosting an open house on this subject and it was unanimously agreed. Commissioner Mike Scott proposed that the department consider providing services such as a sugar screening and blood pressure checks during the open house.

Board Meeting, Date Change: June 19th is rescheduled to June 26, 2008 and July 3rd is cancelled.

The following Standard Operating Procedures and Administrative Guides were presented to the Board of Fire Commissioners to start the two week review period. These documents should be ready for approval at the next Board meeting.

- SOG 43-1129 Performance Management System – Revised
- AG 43-1225 Volunteer Firefighter/EMT Job Description - Draft
- AG 43-1226 Volunteer Medical Responder/EMT Job Description - Revised
- AG 43-1210 Administrative Office Manager – Revised
- AG 43-1211 Administrative Assistant I (Accounts Payable, Receivable, Payroll) – Revised
- AG 43-1212 Administrative Assistant II (Transport Billing) – Revised
- AG 43-1111 Employee Release of Information Policy – Draft
- AG 43-1109 Electronic Communication System – Revised

King County Emergency Medical Service Contract for Basic Life Support has been signed and returned to the Fire District from King County. The Fire District will receive an additional \$100,000.00 above the amount received in 2007

Personnel

Career/Volunteer Staff

Firefighter Todd was recognition by King County Fire Chiefs Association for his effort in rewriting the EVIP program.

Career Firefighter Hiring: Deputy Chief Doerflinger announced that 148 qualified applicants for the testing process have been received and will be moving forward. Commissioner Granlund asked DC Doerflinger to review with the board what the testing process is. Deputy Chief Doerflinger presented an oral run down of the process. All testing is conducted internally by the department except the physical health screening.

Administrative Assistant III 6-month wage adjustment: **A MOTION was made, seconded and unanimously carried to Accept**

Labor Management Meeting 05/28/08: The Union proposed to cover pay compensation for its members when the Union Leave is used up and they still want to send members to training. The Fire District was supportive of the process.

Volunteer Firefighter's Association's 06/05/08 meeting: The Association proposed altering or evolving the Association by opening membership to the community members that are associated with emergency services and not just limiting it to Volunteer Resident Firefighters.

Operations

Major Emergency Incident Report:

Deputy Chief Doerflinger reported on a seven year old child hit by a truck near "Take a Break Park".

2007 Standards of Coverage Report: Deputy Chief Doerflinger handed out the report to the board and identified the differences between the GIS study and the previous yearend report. **A formal adoption was granted by the board approved as presented by Motion, Seconded and unanimously carried by the Board**

Training:

Deputy Chief Doerflinger reported that the Volunteer Firefighter Academy has four weeks left and graduation is scheduled for June 22, 2008 in North bend at WSP Fire Training Academy.

Deputy Chief Doerflinger inquired as to who will be attending the International Chief's Conference in Denver CO. Aug 11-16. So that he may insure registration, travel and meals are handled. Deputy Chief Doerflinger, Rude and Commissioner Scott will be attending.

Support Services:

Fire Marshal's Office: Deputy Chief Rude reviewed the Fire Marshal's activity report for the month of May

Deputy Chief Rude presented the revised Administrative Guideline 43-1008 Growth Management and Administrative Guideline 43-1009 Level of Service Contribution (LOSC) Both document are starting their two week reviewed period and should be ready for adoption at the next Board meeting. The main changes in these documents are the up-dates to the residential buildings and commercial square footage along with the applicable formulas and calculations for the revised figures for the Level Of Service Contributions.

Commercial Sprinklers Issue with Covington Water District: Covington Water has threatened to shut down fire flow to a commercial building that has not paid and outstanding water meter bill. The Fire District went on record though a formal letter disagreeing with the Water District's anticipated action. Covington Water District has sent a letter to the commercial business in dispute of their unpaid bill with a settlement agreement. The Fire District will continue to monitor this issue.

Public Education:

Deputy Chief Rude shared recognition and appreciation letters to Janine Johnson from a local preschool. Maple Valley High School also thanked Janine for coming to the school and speaking to their students on the Think Again program. A letter was sent thanking Maple Valley Fire and Life Safety for the donation of the fire department birthday party hosting to their Little Miracles Auction.

Maple Valley Emergency Communication Center – no report

Apparatus and Equipment

Wildland Brush Truck Slip-in-tank/pump: Chief Lemon identified that another local Fire District has expressed interest in some of our wildland firefighting equipment that we have in storage. The Board requested the Chief get a proposal in writing from the department and then they would consider the request.

Facilities

Station 81 Remodel: Deputy Chief Rude report that a meeting with the architects is scheduled to look at what the options are for the Station 81 facility based on the needs of the department.

Station 82 Ravensdale Park Proposal: Chief Lemon presented a layout design to the Board of Commissioners for their information on new ball fields being planned for construct next to the fire station.

Station 83 and 84 Generators: Deputy Chief Rude did not have anything new to report at this time.

Deputy Chief Rude reported that an Assessment Center Class had been set up and 15 career officer candidates from the Firefighter ranks attend.

Community Issues:

06/06/08, Maple Valley Food Bank and Emergency Services will be holding an Open House Ribbon cutting Friday at 1:00pm. This event is open to the public.

06/13/08, Maple Valley Rotary and Community Center are hosting their twelfth Annual Golf Tournament on June 13th at Lake Wilderness Golf Course. This event is open to the public and benefits the Maple Valley Community Center and Maple Valley Rotary.

06/13, 14, 15/08 Maple Valley Days: Deputy Chief Rude reported that Janine Johnson and Fire Marshal Scott Webster have been attending the organization's meetings and participating in preparing for the event. Maple Valley Fire & Life Safety is participating in the parade and with a booth for the 3 day festival.

Commissioner Granlund reported that he was at the Maple Valley Days Committee meeting last night and that he received positive comments from individuals on how well liked and appreciated Fire Marshal Scott Webster is along with the fine job he is doing.

06/27- 28/08 Relay for Life June 27th-28th at Tahoma Jr. High: The Relay for Life Committee announced that they have selected theme and tribute will be for Battalion Chief David O'Brien.

11/01/08, MV Rotary Auction November 1st : Sponsorships for tables are now open and the board showed interest in securing one table on behalf of Maple Valley Fire & Life Safety. Chief Lemon will look into it.

Vouchers:

Review & Approve #06001 through #06062 for \$101,082.45 (General Expense Fund)
Review & Approve #06063 through #06067 for \$2,221.06 (Cap Imp Fund)
Review & Approve #06068 through #06092 for \$11,474.64 (Resident/Com/HRA/Union)
Review & Approve #05142 for \$4,189.54 (General Expense Fund)
Payroll for \$161,973.54
Payroll Taxes for \$38,703.40
Retirement for \$28,630.04
Deferred Compensation for \$11,419.50

Executive Session: Potential litigation pursuant to RCW 43.20.110 (i)(B) & (C)

Executive Session: The Board of Fire Commissioner recessed the regular meeting at 7:30 P.M. to go into executive session to discuss potential litigation pursuant to RCW 43.20.110(i)(B) & (C) for 30 minutes..

The Board of Fire returned from executive session at 8:10 and reported that Commissioner McGee had received a hand delivered letter while at work upon behalf of a past employee of the Fire District and that the Chief has been directed to forward the letter to the fire District attorney for his review before Commissioner McGee response to it.

With no further business to come before the Board of Fire Commissioners, the meeting was adjourned at 8:15 p.m.

Chairman Jeff Granlund

Timothy W. Lemon
Fire Chief/District Secretary

Commissioner Brian McGee

Commissioner Mike Scott

Minutes Prepared by Christine Renwick