

Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 08-057

MINUTES OF THE REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS, June 26, 2008,

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

Commissioner McGee called the meeting to order at 6:00 p.m.

Commissioner McGee requested to interrupt the normal order of business with a special recognition presentation.

Special Recognition: Chief Lemon introduced William Read and Richard Carrie and recognized them for their efforts and success in the rescue a driver from her vehicle after it had left the road, struck a tree and caught fire. Chief Lemon stated that the actions of William Read and Richard Carrie saved the women's life. The Board of Fire Commissioners along with the audience all congratulated the two men.

Resumed regular order of business at 6:10

Minutes:

The Minutes from the regular Board of Fire Commissioner Meeting of June 5th, 2008 was distributed and will be tabled until next meeting for approval.

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 June expenses

Revenue Report: Chief Lemon reviewed the Fire District's May Revenue Report

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

6 Month Budget Amendment: Chief Lemon distributed and reviewed the Fire District's 2008 June Budget Amendment Option A and B narratives. It was brought to the Board's attention in the Capital Improvement Budget could save over \$95,000 in interest by paying off in full, the purchase and sale agreement for station 87's property. The Board discussed the matter and decided that they would like to see how events develop concerning the Fire Levy Lid Lift over the next few months to make a decision on such action.

A MOTION was made, seconded and unanimously carried to accept Option B 2008 June Budget Amendment .

Correspondence:

Chief Lemon announced that local citizen Sandy Hipple passed away on 6/19/08 and recognized the tribute and memorial for her by her family and the community of Maple Valley.

City Maple Valley Agenda(s): Was reviewed for information.

06/20/08 Thank You – Kent Fire to Lt. Adams, FF McCormick, FF Galassi, FF Erickson for generously donating their time and efforts at station 75, to relieve the staff of District 37 to attend the memorial of their Firefighter Marty Hauer. Firefighter Hauer passed away after a yearlong battle with cancer. Kent Fire recognized his death as job related.

06/19/08 Thank You – Kent Fire to MVFLS for their support to the Kent Fire District and the family of Marty Hauer.

Meetings:

06/06/08, MV Food Bank Grand Opening – Chief Lemon attended the ribbon cutting ceremony on behalf of Maple Valley Fire and Life Safety.

06/10/08, The Gardens, Valley Meadows HOA, Fire Levy – Chief Lemon attended and presented information on the upcoming levy and answered questions.

06/18/08, MVBD Chamber Luncheon, Fire Levy – Chief Lemon and staff attended the luncheon on behalf of the Fire District.

06/18/08, KC EMS Advisory Committee – Deputy Chief Doerflinger attended and reviewed the changes to the financial plan. A discussion followed to the impacts of the Fire District. EMS demand forecasting model is going to be developed through the University of Alberta.

06/19/08, Wilderness Summit HOA, Fire Levy – Chief Lemon attended and presented information on the upcoming levy and answered questions.

06/20/08, MV Rotary Club, Fire Levy – Chief Lemon, Deputy Chief Rude, Fire Marshal Scott Webster, and Public Educator Janine Johnson, Firefighters Knowles, Hammock, Galassi and Rock attended the breakfast event and had each had a short presentation on behalf of Maple Valley Fire and Life Safety.

06/23/08, MV City Council – Chief Lemon attended on behalf of the Fire District.

06/26/08, Valley Communications – Deputy Chief Rude attended this meeting on behalf of the Fire District. Deputy Chief Rude reported that there are some political changes in the administration and leadership of Valley Communications being worked on.

06/26/08, Zone 3 Fire Chief's – Deputy Chief Rude reported the King County Fire Marshal's office informed him of the possibility of road width changes. Deputy Chief Rude notified the Board he and his staff are keeping tabs on the proposed changes and where they will affect Maple Valley. The Board showed interest in proposing a Resolution to oppose the position. Chief Lemon informed the Board that staff will draft a resolution for the next meeting.

Public Comment:

A member of the public asked to have a quick explanation of what the "Donut Hole" is. Commissioner McGee gave him a brief overview for his understanding.

Business:

Summit Pit, King County/City Maple Valley: Chief Lemon has been monitoring this item and reported the City of Maple Valley has hired a private consulting firm to put together information concerning the impacts of King County selling this 150 plus acre site and it being developed by a private developer.

City Maple Valley Sub-Area Plan Four-Corners: Chief Lemon passed around the proposed plans that are being reviewed by the City of Maple Valley. This process is still a work in progress.

Fire Levy Lid Lift Open House: Chief Lemon asked the Board if they would like to make a recommendation on a date or allow the administrative staff to organize an open house to address questions the community may have on the Fire Levy Lid Lift. The suggested time frame is late July as an evening event. The Board instructed Chief Lemon to allow the staff to make the decisions in organizing it and to proceed forward.

The following Standard Operating Procedures was postponed for approval and to continue the review period .

SOG 43-1129 Performance Management System – Pending

The following seven Administrative Guidelines were approved after the two week review period as presented; **A MOTION was made, seconded and unanimously carried by the Board.**

AG 43-1225 Volunteer Firefighter/EMT Job Description - Approved

AG 43-1226 Volunteer Medical Responder/EMT Job Description - Approved

AG 43-1210 Administrative Office Manager – Approved

AG 43-1211 Administrative Assistant I (Accounts Payable, Receivable, Payroll) – Approved

AG 43-1212 Administrative Assistant II (Transport Billing) – Approved

AG 43-1111 Employee Release of Information Policy – Approved

AG 43-1109 Electronic Communication System – Approved

Fire Accreditation Workshop – Commissioner Scott presented his understanding on the process of accreditations workshops and audits. He expressed that he understands it is a valuable tool to raise the level of standard and outcomes for the Fire District. The discussion brought out concerns of the time and funding invested in versus the value of the outcome.

Personnel

Career/Volunteer Staff

Career Firefighter Hiring: Deputy Chief Doerflinger reported the turnout of the testing and that 40 were selected to move towards the physical evaluations.

VRF Cromwell Resignation – James Cromwell has resigned after being hired by South King Fire and Rescue. A letter was presented to the Board written by James in appreciation of Maple Valley Fire and Life Safety and his time with the department.

Operations

Major Emergency Incident Report – No report at this time.

Glucagon Survey – Deputy Chief Doerflinger reviewed this study.

2007 Standards of Coverage Report – Chief Lemon asked the Board to officially adopt the report for the record. **A MOTION was made, seconded and unanimously carried by the Board.**

Training:

Volunteer Firefighter Academy – The recruits are due to take the Firefighter I test Friday night with the practical's following and graduate on Saturday.

Health and Wellness Conference/Workshop – Pete Askevold and Deputy Chief Doerflinger attended the Health and Wellness workshop. Deputy Chief Doerflinger reported on the conference. The Fire District will be able to conduct our own Peer Fitness evaluations now.

Support Services:

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

4th of July, Firework Stands – Chief Rude reported that the Fire Marshal has provided information for the public regarding fireworks safety and regulations.

AG 43-1008 Growth Management – Approved

AG 43-1009 Level of Service Contribution (LOSC) Policy – Approved

The two Administrative Guidelines were approved after the two week review period as presented; **A MOTION was made, seconded and unanimously carried by the Board.**

Public Education:

06/13, 14, 15/08 - Maple Valley Days - Deputy Chief Rude reported that the event was a big success and that Maple Valley Fire and Life Safety did a great job participating and received an award for their public display.

06/21/08, Bike Rodeo – Maple Valley Police and Maple Valley Fire and Life Safety conducted a bike safety event for kids that was a great success.

Maple Valley Emergency Communication Center – the organization is moving forward with plans for education and training.

Apparatus and Equipment

Wildland Slip-In Firefighting System - KCFPD 51 submitted a formal letter requesting the use of the wildland slip-in firefighting system that was previously used on Brush 81. The Board tentatively approved the request pending a signed agreement. Chief Lemon will draft an agreement.

A MOTION was made, seconded and unanimously carried by the Board to tentatively approve an agreement between KCFPD 51 and Maple Valley Fire and Life Safety.

Facilities

Station 81 Remodel – Chief Rude reported that he met with the architects over the proposed plans and there is on-going work to find the best options at this time.

Station 83 & 84 Generators – No change at this time to report

A84 Out-of-Service: Aid 84 is out of service due to a transmission problem. Repairs are expected to take a week.

Community Events:

06/27, 28/08 Relay For Life – Relay for Life is this weekend and will be dedicated to Battalion Chief O'Brien's fast recovery from cancer. Maple Valley Fire and Life Safety's team "Firewalkers" anticipated raising over \$4,000.00 and has over 12 members on the team.

07/07, 10/08 WSFCA Annual Conference – This is taking place on the July 7th – 10th.

11/01/08, MV Rotary Auction –The Fire Commissioners would like to reserve a table for the Fire District. Chief Lemon will look into it.

Fire Commissioners Annual Conference 10/23,24,25/2008 to be hosted in SeaTac again this year.

Fourth of July in the Park – Maple Valley Jr. Football and Cheer will be providing the barbeque as a fund raiser. Commissioner Granlund encouraged all to attend.

Vouchers:

- Review #6093 through #6126 for \$28,923.01 (General Expense Fund)
- Review #6127 through #6130 for \$6,878.83 (Cap Imp Fund)
- Review #6131 through #6132 for \$4,050.71
- Payroll for \$151,747.66
- Payroll Taxes for \$32,890.40
- Retirement for \$27,847.15
- Deferred Compensation for \$11,419.50

Executive Session: Potential litigation pursuant to RCW 43.30.110 (i)(B) & (C)

The Board of Fire Commissioners recessed the regular meeting at 6:45 and announced they would be in Executive Session for 15 minutes.

The Board of Fire Commissioners recessed from Executive Session and resumed the regular meeting at 7:54. The Board of Commissioners announced that they have approved sending a letter on their behalf to respond to a letter received by Commissioner McGee.

With no further business to come before the Board of Fire Commissioners, the meeting was adjourned at 7:55 p.m.

Chairman Jeff Granlund

Timothy W. Lemon
Fire Chief/District Secretary

Commissioner Brian McGee

Commissioner Mike Scott