

Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 08-064

MINUTES OF THE REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS, July 24, 2008,

Attending: Commissioners Granlund, McGee, and Scott; Fire Chief Lemon; Deputy Fire Chief Doerflinger; Deputy Fire Chief Rude; Lieutenants Lewis and Whitmore; Firefighters Jones, Johnson, Knowles and McCormick; City of Maple Valley Councilmember Linda Johnson; CERT Member Paul Bokor; Michele Lee and Administrative Office Manager Faye Barker

Commissioner McGee called the meeting to order at 6:03 p.m.

Minutes:

The Minutes from the regular Board of Fire Commissioner Meetings of June 5 and June 26, 2008 were **approved as presented by Motion, Seconded and unanimously carried by the Board.**

Special Recognition: Commissioner McGee requested to interrupt the normal order of business with a special recognition presentation. Paul Bokor, Certified Emergency Response Team (CERT) Member, was awarded the title of "Team Captain of the CERT team. Mr. Bokor is the first CERT Member to complete the requirements to become a team captain.

Commissioner McGee resumed the regular order of business at 6:10.

Financial Report:

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

Expense Report: Chief Lemon reviewed the Fire District's July expenses.

Revenue Report: Chief Lemon reviewed the Fire District's June Revenue Report.

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

Financial Assistance Application: Chief Lemon requested the Board's approval to waive a transport fee for a patient that meets the District's financial hardship criteria. The Board gave their approval.

BLS Transport Revenue Report: Chief Lemon reviewed the June revenue report for information.

Resolution R-2008-09 Transport Bills Paid by Taxes: This is a Resolution that will allow the District to write off the portion of the transport bills that is paid by the taxes of the citizens of our District. This is for the balance of the transport bill that the insurance company does not

pay, for citizens that pay property taxes in our District. **A MOTION was made to approve Resolution R-2008-09, seconded and MOTION CARRIED.**

D L & I Refund: A one-time refund was received from the Department of Labor & Industries in the amount of \$5,000.00. This is a refund of 2007 funds.

Correspondence:

City Maple Valley Agenda(s): Chief Lemon noted that the Summit Pit and sub-area planning continue to be monitored. He also noted the resignation of Anthony Hemstad, Maple Valley City Manager.

07/17/08 Thank You - Generational Leadership: Generational Leadership sent the Fire District a thank you letter for the Fire District's support of their annual fund raiser gala.

07/17/08 Thank You – City of SeaTac (DC Rude and FM Webster) Thank you letter from the City of SeaTac for D/C Rude and F/M Webster serving as assessors for the hiring process of a new Fire Inspector for the City of SeaTac.

07/16/08 National Association of Elected Fire Officials: Information for this conference was distributed to the Commissioners.

07/15/08 WA State Boundary Review Board: Notification to Governmental Entities of a proposal for Covington Water District to annex the Sugarloaf Mountain area.

07/15/08 Thank You - Seattle Fire Fighters Union Local 27 (MVFLS): Local 3062 provided support at the funeral service for the son of a Seattle Firefighter who was killed in the war.

07/10/08 Letter of Endorsement – D/C Rude, ICC Board of Directors: A letter of endorsement for D/C Rude bid for the Board of Directors of the International Codes Council was received from John Caul, Oregon Deputy State Fire Marshal and Chair, Oregon Fire Code Committee.

Meetings:

Chief Lemon provided the Commissioners with a report on the meetings he has attended this month.

Tri-City Meeting: D/C Rude reported on attending the meeting for the cities of Maple Valley, Covington and Black Diamond. Information from the King County Department of Transportation was provided. Other items discussed were the City of Covington annexing both sides of Kent Kangley and the issue of widening Kent Kangley. Discussion on the Summit Pit was also brought up with the City of Maple Valley intending that 10 of the 150 acres would be assigned to the fire department.

Public Comment: None

Business:

Resolution R-2008-07, Commissioner Compensation: This Resolution allows an adjustment in pay for the Commissioners. The Resolution will increase their pay to \$104 a meeting or day raised from \$90. **A MOTION was made to approve Resolution R-2008-07, seconded and MOTION CARRIED.**

Health Care Committee Recommendation on Dental Care: Chief Lemon asked FF Knowles, who is the Local 3062 President, to provide the Board with the history/background of the proposal regarding the request to change to a different dental insurance company. After researching different options for Dental insurance, the Health Care Committee recommends changing from Met Life to the WDS Delta Dental Plan, through the Washington Counties. This is an improvement in coverage and a cost savings to the District. The proposal also provided each employee with a \$12,000 life insurance policy and improved orthodontic coverage. The Board concurred with this change and gave approval to move forward based on the information provided.

KC EMS Summary of 2009 BLS Funding Formula: Chief Lemon informed the Board that the 2008 contract funds were received and deposited. In 2009 it is anticipated that the contract amount will increase by approximately 5%.

Outdoor Residential Burning Proposal: After doing research, Chief Lemon proposed a change in procedure for citizens to get a burn permit. He explained the current process and the change would be to have burn permits available on-line through the website. A citizen would be able to print off a permit, call in to the office to receive a burn permit number, and provide the location of the burn pile. This will reduce staff time and make it more convenient for the public. The Board concurred with the proposal.

Special Elections Acknowledgement:

- City of Maple Valley Endorsement: Chief Lemon invited the Board of Commissioners to attend the Open Public Meeting on 7/28/08.
- Fire Levy Lid Lift Open House (July 31, 2008): Discussion was held regarding holding an open house before the election in August. The Board concurred with Chief Lemon that it isn't necessary.
- November Election: The Board should make a decision in August on whether or not to be prepared to submit to have the Levy Lid Lift on the ballot in November, if the August vote does not pass. Chief Lemon will have the appropriate forms ready for their decision at an August meeting.

Standard Operating Procedures and Administrative Guides The following SOG and AG 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.

AG 43-1006 District Services, Service Goals and Objectives – Up-Date
SOG 43-6000 Management and Labors Responsibility for Firefighter Safety and Health
Up-Date
SOG 43-6001 Accident Prevention Program – Up-Date
SOG 43-6003 Accident/damage/Near Miss Investigation – Up-Date
SOG 43-6005 Hazardous communication Program – Up-Date
SOG 43-6100 Health and Wellness Program – Up-Date
SOG 43-6101 Sick and Injury Leave – Up-Date
SOG 43-6102 Return To Work After Long Term Absence – Up-Date
SOG 43-6200 Personal Protective Equipment and Clothing – Up-Date
SOG 43-1129 Performance Management System – Pending

Personnel:

Career/Volunteer Staff:

- Career Firefighter Hiring: Oral Boards and an EMT skills test were done and sixteen candidates are moving forward to Chief's interviews, which are next week. If the levy passes, the new hires would start the academy on 9/4/08.
- Lieutenants Promotional Testing: The testing committee has met and the written test is completed. The assessments have been made. The deadline for firefighters interested in going through the process is 8/1/08.
- VRF Don Huffman: VRF Huffman resigned to take an EMS position in Moses Lake.

Operations:

Major Emergency Incident Report:

- 7/22/08 – MVA 19600 Petrovitsky Road. D/C Doerflinger reported on this incident where there were two red patients, one was airlifted.
- Illegal Burns: There seems to be an abnormal amount of illegal burn calls since the burn ban has been in effect.

Health Force Health Risk Assessment 2007 Report: D/C Doerflinger distributed copies of the report to the Board for their information. The Peer Fitness Trainers will review the report to look for areas where improvement is needed in the fitness of personnel overall.

Fitness Equipment Purchase Proposal: D/C Doerflinger reported that the money is available in the Capital funds to purchase exercise equipment for the career stations. After research, the Peer Fitness Trainers have recommended that each station have a stepper, elliptical, treadmill and a rowing machine. The Board gave their approval to move forward with the purchases.

D/C Doerflinger also said he will be making a proposal that the fitness evaluations be done in-house by the Peer Fitness Trainers and that the District purchase the equipment needed. This will save the District money in the long run.

SeaTac Airport Disaster Drill 7/30/08 (down aircraft): The District will be participating in this drill by sending a staffed aid car.

Training: The spring Volunteer Firefighter Academy is almost done. The Fall academy is in the planning stage.

Support Services:

Fire Marshal's Office: The billing to the City has been done for the month. The Fire Marshal has three new plan reviews that have been submitted.

Fireworks Injury/Damage Report: There were only three fireworks related injuries. This information was sent to the state fire marshal's office.

Resolution R-2008-08 Opposing King County's Narrow Roads: D/C Rude reported on King County DDES implementing different road width standards. The International Fire Code has a 20' minimum roadway standard. DDES is proposing to reduce the unencumbered width of the road, or allow parking in the 20' roadway. **A MOTION was made to approve Resolution R-2008-08, seconded and MOTION CARRIED.**

Public Education: The "Kids Fest" was well attended and the Union did a nice job having the air toys available to play on.

Fleet Maintenance: Maintenance has generated over a \$6,000 in revenues from billing for the damage of the rock chips on the apparatus, and with the District 47 vehicle maintenance billing.

Apparatus and Equipment:

- Resolution R-2008-06, Interlocal Agreement for Wildland Slip-In system, with Snoqualmie Pass Fire & Rescue (SPFR). Board had approved allowing SPFR to use the firefighting system that the Fire District has in storage at their last Resolution R-2008-06 places the Interlocal agreement into affect. **A MOTION was made to approve Resolution R-2008-06, seconded and MOTION CARRIED.**
- Purchase of Two Staff Vehicles: The approved 2008 Capital Improvement budget provides for the purchase of two new staff vehicles. Staff requested Boards concurrence to move forward with the purchases. The Board gave authorization to make the purchases.

Facilities:

- Station 81 Remodel: Chief Lemon and the architect have a meeting scheduled to discuss the remodel plans.
- Station 83 & 84 Generators: they are currently being worked on. Most of the funding for this project will come from a Grant.
- Covington First Response Billing: D/C Doerflinger met with Kent Fire regarding the Covington agreement to pay for the responses by MVFLS into the Covington area. D/C Doerflinger submitted a list of 93 incidents to Kent Fire for their review and payment.

Community Events:

08/05/08, National Night Out: Chief Lemon invited the Board to join staff at the park for this event.

11/01/08, MV Rotary Auction: The Board had requested that a table be secured at the Auction.

Vouchers:

July 15, 2008	Review #7001 through #7059 for \$112,626.30 (General Expense Fund) Review #7060 for \$752.07 (Cap Imp Fund) Review #7061 through #7081 for \$7,819.26 Payroll for \$159,904.73 Payroll Taxes for \$36,593.04 Retirement for \$28,577.86 Deferred Compensation for \$10,919.50
July 30, 2008	Review #7082 through #7113 for \$67,596.54 (General Expense Fund) Review #7114 through #7115 for \$8,354.90 (Cap Imp Fund) Payroll for \$162,007.31 Payroll Taxes for \$35,344.96 Retirement for \$30,285.30 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 7:30 p.m. 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 7:45. The Board approved rescheduling the next regular meeting from August 7th at 6:00 PM to Wednesday, August 6th at 1:00 PM @ Station 80. With no further business to come before the Board of Fire Commissioners, the meeting was adjourned at 7:45 p.m.

Chairman Jeff Granlund

Timothy W. Lemon
Fire Chief/District Secretary

Commissioner Brian McGee

Commissioner Mike Scott

Minutes Prepared by Faye Barker