

Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 08-068

MINUTES OF THE REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS, August 6, 2008,

Attending: Commissioners Granlund, McGee, and Scott; Fire Chief Lemon; Deputy Fire Chief Doerflinger; Deputy Fire Chief Rude; Battalion Chief Bille; Facilities Manager Larry Jensen; Lieutenant Jeff Adams and Administrative Assistant Ingrid Fine

Commissioner McGee called the meeting to order at 1:00 p.m.

Minutes:

The Minutes from the regular Board of Fire Commissioner Meeting of June 24, 2008 were **approved as presented by Motion, Seconded and unanimously carried by the Board.**

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 expense report.

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

Correspondence:

City Maple Valley Agenda: The Agenda was reviewed for information. Chief Lemon reported that the City Council is unanimously in support of the Fire District's Levy Lid Lift.

Meetings:

Chief Lemon provided the Commissioners with a report on the meetings he has attended this month and reported that he had been contacted by Jim Blumenthal with Martin Nelson Co. regarding the Moody Rating Group with an option for the District to be "re-rated" with the possibility of the current rating improving from a "2A" to an "A" rating. The cost for this service would be approximately five to seven thousand dollars. With no immediate benefit to the District, the Board concurred that it would not be prudent at this juncture.

Public Comment:

Business:

Special Elections Acknowledgement: (8/19/08)

- Chief Lemon attended the City of Maple Valley's Open Public Meeting concerning the City of Maple Valley Supporting the Fire District's Lire Levy Lid Lift on 7/28/08.

Resolution R-2008-10 General Election Fire Levy Lid Lift Resolution (11/00/08)

- November Election: This Resolution allows the District to go forward with the process of submitting for the Levy Lid Lift to be placed on the November ballot in the event that it does not pass in the August 19 election. **A MOTION was made to approve Resolution R-2008-10, seconded and MOTION CARRIED.**
- Chief Lemon requested acceptance of the Board to approve the same Pro Committee to be appointed for the November election if needed. **A MOTION was made to approve the same Pro Committee, seconded and MOTION CARRIED.**

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

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: Chief's interviews and psychological evaluations have been completed and an eligibility list was presented for the Board's approval. The Board reviewed the list. **A MOTION was made to approve the list, seconded, MOTION CARRIED.** The board concurred that the staff has permission to move forward with the hiring process when/if the Levy Lid lift is passed.
- Lieutenants Promotional Testing: The testing is scheduled for September 12th, 2008. The cutoff for interested candidates is August 12th, 2008.

Operations:

Major Emergency Incident Report:

- D/C Doerflinger reported on a recent house fire in Kent that MVFLS responded mutual aid to.
- Chief Lemon reported on an AFA at Goodwill that was upgraded to a commercial fire. A small fire had occurred in the up-stairs break room and was put out by the automatic sprinkler system.
- Sea Tac Airport Three Year Disaster (down aircraft) Drill, 07/30/08: D/C Rude reported that he was the Chief Evaluator for the drill and reported that 167 patients were successfully evacuated within eighteen minutes. This was a well attended drill with a very positive impact.
- Purchase of PT Equipment: D/C Doerflinger reported that the approved PT equipment has been ordered to provide one of each of the following at each of the career stations, a step-mill, an elliptical and a rowing machine.

Training:

Spring Volunteer Firefighter Academy: D/C Doerflinger reported that the District has eight recruits remaining in the academy. There has been five months of firefighter training which is wrapping up now. These recruits will be coming out with their Firefighter 1 certification. There is another academy scheduled for the fall which will be in-house and will last approximately ten weeks.

Support Services:

Fire Marshal's Office:

- D/C Rude reported on the new plats. Mitigation fee collections were reviewed for information.
- Monthly engine company inspections are completed.

Resolution R-2008-08 Opposing King County's Narrow Roads: A cover letter and copy of the Resolution was mailed out today to King County Fire Marshal John Klopfenstein and a carbon copy sent to King County Councilman Regan Dunn, King County Fire Chiefs Association, King County Executive Ron Simms and the King County DDES.

Public Education: D/C Rude reported on a successful National Night Out on Tuesday, August 5th. This event was held at Lake Wilderness Park. Chief 81, 83, A80, E84 were all in attendance. Chief 81 then went to the Maple Ridge National Night Out with E83.

The Fill The Boot for MDA is scheduled for August 29th at the Four Corners intersection.

- MV ECC: No report.

Apparatus and Equipment:

- Purchase of Two Staff Vehicles: The District has received one new staff vehicle and has gone out to bid for the second one.

Facilities:

- Station 81 Remodel: Chief Lemon reported that after the last meeting with the architect that it is not going to be feasible for the District to proceed with the remodel at this time and will have to revisit alternative options.

The Board was invited to attend the offsite Administrative Planning Workshop being held on September 11th to discuss what other facility options may exist.

- Station 83 & 84 Generators: Facilities Manager Larry Jensen reported on the status of the station generators and that this project should be done by the end of next month.

Community Events:

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

Vouchers:

Reviewed & Approved #8001 through #8043 for \$101,374.50 (General Expense Fund)

Reviewed & Approved #8044 through #8045 for \$127.58 (Cap Imp Fund)

Reviewed & Approved #8046 through #8062 for \$5,781.35

Reviewed & Approved #8063 for \$35,950.54 (Cap Imp Fund)

Payroll for \$163,099.11

Payroll Taxes for \$36,277.68

Retirement for \$30,312.06

Deferred Compensation for \$11,419.50

With no further business to come before the Board of Fire Commissioners, the meeting was adjourned at 2:00 pm.

Chairman Brian McGee

Timothy W. Lemon
Fire Chief/District Secretary

Commissioner Jeff Granlund

Commissioner Mike Scott

Minutes Prepared by Ingrid Fine