

Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 08-073

MINUTES OF THE REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS, August 21, 2008,

Attending: Commissioners Granlund, McGee and Scott; Chief Lemon; Lt. Terry Brown; Firefighters Askevold, Cleveland, Galassi, and Rubido; Volunteer Resident Firefighter Rozell; Administrative Office Manager Barker

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

Minutes:

The Minutes from the regular Board of Fire Commissioner Meeting of August 6, 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:

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

Expense Report: Chief Lemon reviewed the Fire District's expense report.

BLS Transport Billing Report: Chief Lemon reviewed the Transport Billing Report.

Level of Service Contribution: Chief Lemon reviewed the LOSC report.

King County Investment Loss/District Share: Chief Lemon reported on notice received from King County Investment that the county had closed and settled the commercial paper account. Chief Lemon reported that the loss taken by the District is reflected in the expense report. He noted that the loss is less than it was expected to be from the first notice received from the county.

Correspondence:

City of Maple Valley Agenda(s): Chief Lemon reported that the interim City Manager is Christy Todd. He continues to monitor the sub-area plan, and the Donut Hole. The City is actively pursuing the annexation of Maple Ridge.

7/23/08, Thank you Letter from Renton Fire Department: The District received a thank you letter from Renton Fire Department. The letter thanked Lt. Terry Brown for the fire model he developed for their use.

7/26/08, Invite to J.P. Patches Award Ceremony on September 8, 2008.

8/7/08, Invite by King County to a Meeting on Transit Improvements: An open public meeting is being held at Kentwood High School in Covington on 8/25/08.

8/5/08, Thank You Letter from Kenneth & Camille Walls: Kenneth Walls, a retired Renton Firefighter who recently passed away and Camille Walls, a Renton Fire Inspector, sent a thank you to members of Maple Valley Fire & Life Safety for going the extra mile for their family when they called for aid.

8/13/08, Thank You Letter from Kent Fire Department: A thank you from Battalion Chief Heesen, Kent Fire Department, was received thanking the crews who responded to the wood debris fire at Rainier Wood Recyclers in Covington. Maple Valley Fire & Life Safety sent two fire engines, one aid unit and a battalion Chief to the incident.

8/12/08, Thank You for Presentation at Girl Scout Camp: A thank you was received for the presentation to the Girl Scout Camp participants.

8/21/08, Thank You for Responding to a Car Fire: A thank you was received from the vehicle owner for crews responding to a car fire on Maple Valley Highway.

Meetings:

Chief Lemon reported to the Commissioners that a large group from Maple Valley Fire assisted a family in the community after the husband fell from the roof and passed away. An elderly gentleman was re-roofing his house when he fell to his death. Staff from the Fire District organized a work party on their off-duty time and finished the roof repairs and also did some clean up on the property.

Chief Lemon has been contacted by Mr. Lewis from Motorplex expressing his interest in being more involved with any help the District may need when it comes to clearing the roads, after accidents happen.

Office Manager Barker reported on the annual BLS Transport Billing audit that was completed on 8/14/08. Administrative Assistant Fine had chosen random transport incidents to review with Systems Design. The audit was conducted with no problems noted.

Chief Lemon met with the City of Maple Valley Interim Manager, Christy Todd. They discussed the Donut Hole and other Fire District needs. Since Maple Valley was incorporated, the District has not paid surface water fees and the City has not paid for fire protection services. They discussed that these accounts should be reconciled and paid accordingly. More research will be done on this. Ms. Todd is tentatively scheduled to speak at the district workshop on 9/11/08.

Chief Lemon reported on attending the Maple Valley Chamber of Commerce Prime Time Event held for local business.

Public Comment:

Lieutenant Terry Brown informed the Commissioners that he is on the Board for the International Association of Arson Investigators.

Business:

2009 MVFLS Leadership Workshop (9/11/08): Chief Lemon is considering changing the venue for the workshop. The afternoon will be spent discussing funding strategies.

Medic One Annual Report: The report is available in the office if the Commissioners would like to review it.

Washington Fire Commissioners Association Annual Conference: Chief Lemon asked if the Commissioner's wanted to attend the conference. They will notify the office staff if they can attend.

Lt. Rogers 2004 Tax Return Issue: Chief Lemon reviewed the history of this issue. After consulting with an attorney, it was determined a settlement agreement is the best way to resolve this. Commissioner Granlund explained this is an error shared by the Fire District and Union, and he supports making Lt. Rogers whole. The Board concurred and approved the agreement **by Motion, Seconded and unanimously carried by the Board.** The Board requested that the District Secretary sign the settlement agreement.

Fire Levy Lid Lift Vote 8/19/08: Chief Lemon distributed a spreadsheet that reflects the initial returns. The election results were discussed and Chief will continue to monitor the results. The results indicate the Fire Levy will fail.

Resolution R-2008-10 General Election Fire Levy Lid Lift Resolution (11/04/08): this resolution along with the pro statement and pro committee was filed. Staff is researching whether or not these can be changed after they are filed. Commissioner Granlund feels the District needs to stay the course; he does not feel what the District is asking for is unreasonable.

Commissioner Meeting Change of Dates: Administration Office Manager Barker attended a class offered by attorney, Joe Quinn. Discussion was held regarding the procedure to change meeting dates and cancel meetings due to a lack of quorum. No action was taken.

The following AG and SOG's are ready for adoption. Most of the changes are minor updates. SOG 43-1129, Performance Management System is still pending. A MOTION was made to accept the listed AG and SOG's. **Motion, Seconded and unanimously carried by the Board.**

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

Personnel:

Career/Volunteer Staff:

- Career Firefighting Hiring – this is put on hold until the results of the election are finalized.
- Lieutenant's Promotional Testing – twelve candidates are filed to take the written test.

Operations:

Purchase of PT Equipment: The PT equipment has been delivered and is set up.

Training:

- Fall Volunteer Firefighter Academy: interviews will be held next week.
- New Volunteer Recruits: The new Volunteer Resident Recruits have been assigned to a shift.
- FF Sapp: FF Sapp is scheduled to attend the Bates Academy next month.
- FF Training Reimbursement: The Training Division has applied for the initial Firefighter I reimbursement.

Support Services:

Fire Marshal's Office:

- IAFC Code Council will be addressing the residential sprinkler issue at their conference and encourage all Fire Service members to attend and/or support this issue.
- Fire Marshal's Office activity report was reviewed.
- Public Education: The public survey card update was given. All returned survey cards were very supportive of the Fire District.
- King County Fire Marshal Quarterly Report: The year to date fire loss report from King County was reviewed.

Apparatus and Equipment:

- New Staff Vehicles: The Tahoe and Escape have arrived and are being outfitted and should be in-service next week.

Facilities:

- Station 81 Remodel: This is on hold right now.
- Station 83 and 84 Generators: These have been set and should be in service by mid-September.

Community Events:

08/05/08, National Night Out: This was well attended. E83 also went to the Maple Ridge area.

11/01/08, MV Rotary Auction: A table has been secured as requested.

Maple Valley Junior Football: Commissioner Granlund requested an aid unit be in attendance at Tahoma High School during the football home games.

Vouchers: Review #08064 through #08065 for \$3,147.50
Review & Approve #08066 through #08112 for \$91,579.19 (General Expense Fund)
Review & Approve #08113 through #08122 for \$46,154.69 (Cap Imp Fund)
Payroll for \$157,541.34
Payroll Taxes for \$33,013.58
Retirement for 29,287.15
Deferred Compensation for \$11,594.50

Executive Session: The Board of Commissioners recessed the regular meeting at 7:00 p.m. to convene an Executive Session to review RCW 42.30.110 (1)(g). The Board announced that the Executive Session would be in session for approximately 15 minutes.

The Board of Fire Commissioners recessed from Executive Session and resumed the regular meeting at 7:15. The Board of Commissioners announced that Bruce Backer has successfully completed his one year probationary period as Fleet Manager with average or above average marks on both his six month and twelve month evaluations. **A Motion was made, seconded and unanimously approved** to give Fleet Manager Bruce Backer a 10% wage adjustment effective 9/1/08 based on the completion of his probationary year.

With no further business to come before the Board of Fire Commissioners, the meeting was adjourned at 7:20 p.m.

Chairman Brian McGee

Timothy W. Lemon
Fire Chief/District Secretary

Commissioner Jeff Granlund

Commissioner Mike Scott

Minutes Prepared by Faye Barker