

Maple Valley Fire and Life Safety Department Correspondence

Document 07-014

MINUTES OF THE BOARD OF FIRE COMMISSIONERS, FEBRUARY 6, 2007

Attending: Commissioners Maxwell, Granlund and McGee; Chief Lemon; Assistant Chief Doerflinger; Battalion Chief Bille; Lieutenant Ken Whitmore; Firefighters Bingaman, Warm, Jones, Carpenter, Ford, Morrow, Rubido, Goll, and M. Johnson; Fire Marshal Dave Pargas; Administrative Office Manager Faye Barker; Family members of the newly hired firefighters

The meeting was called to order at 5:57 p.m.

Assistant Chief Doerflinger introduced the newly hired firefighters to all those in attendance. The badges were pinned on by Chief Lemon and the Commissioners congratulated each of them. Everyone enjoyed refreshments that were provided, and were able to view one of the new Sutphen engines.

Most of the guests in attendance left the meeting at this time.

Minutes:

The Minutes from the regular Board of Fire Commissioner Meeting of January 18, 2007 were approved as presented by Motion of Commissioner McGee, seconded by Commissioner Granlund, MOTION PASSED.

Financial Reports: None

Correspondence:

- ◆ City of Maple Valley Agenda – The city is researching annexation of the Maple Ridge development. Discussion was held regarding the annexation and how it would affect the tax revenue for the fire district. Because the development is already located within the district, the impact on taxes would be revenue neutral for the district.
 - Maple Valley Leaves (City Newsletter)
- ◆ City of Covington Agendas
- ◆ Thank You – Outreach to the People of Nicaragua

Meetings:

01/25/07, Administrative/Management Workshop: Commissioner Maxwell reported on attending the workshop. He felt it was a good session, and gave a good sketch of where we come from and where we are going as a fire district. The workshop exceeded Commissioner Maxwell's expectations. One comment received after the workshop was that it provided a better understanding of what the department as a whole is doing. Commissioner Maxwell stated, on behalf of the Board, that he would like to express his thanks to staff for the initiative and providing an excellent workshop in that environment.

02/06/07, Meeting With City Manager Hemstad: Chief Lemon reported on meeting with the City Manager. Included in their discussion were fire protection fees for the golf course and Lake Wilderness Lodge, and a year end report to be presented at a City Council meeting in March. Chief Lemon discussed the ground maintenance services the city has, and whether or not they would be interested in bidding to do ground maintenance services for the district. It was also reported that Mayor Iddings is now the representative for the city on the Maple Valley ECC committee.

02/06/07, Attended City Staff Meeting: Chief Lemon attended the all staff meeting.

Public Comment: none

Business:

Going after No-Mans Land: An agreement has been signed with the consultant engaged to assist the district assess the identified areas and revenue base associated with the potential annexations. An inventory process will be started, and a report should be provided at least once a month for the Board's information. The budget for this project was discussed and Chief Lemon explained that the work would be done over a six to twelve month period.

HB1756 Annual Report 2006: Chief Lemon explained that the report is currently being drafted. The Board will have an opportunity to review the report before it is published.

Long Range Plan (LRP) Up-Date: The draft for the Administration portion of the LRP was distributed to the Board for their review. Chief Lemon confirmed that this is an update of the 2004 LRP and not a re-write. The format was reviewed for the Board. It was decided to wait for the complete document before adopting the up-date. Chief Lemon explained that other divisions continue to work on their portion of the LRP up-date.

SOG 43-2502 Rapid Intervention Team(s) (RIT): Preliminary discussion has been held with those involved. This is still a work in progress, along with SOG 43-5201 Stand-By Team(s).

SOG 43-5201 Stand-By Team(s): See above

Union: No new information at this time.

- o Union's PERC Appeal
- o Union's Lawsuit Appeal to the Supreme Court of Washington

National Association of Elected Fire Official's Membership: Discussion was held on whether or not there was a benefit to the membership. It was determined to not renew this membership, as information is available through other resources.

City of Maple Valley Legislative Agenda: Chief Lemon distributed this information provided by the City Manager. The most notable item is for Highway 169 road improvements.

Northwest Leadership Conference: Chief Lemon asked the Board if any would be able to attend. The Board members are not able to attend this year.

Collective Bargaining & Arbitration Conference: Chief Lemon stated he would try to attend and would make sure the Union members were aware of the conference.

King County Elections Validation Summary 11/7/06: Chief Lemon provided this information for the Board's information. This provides what would be required for voter turn out for an election in 2007.

Personnel:

Firefighter Hiring: Introductions were done at the beginning of the meeting.

Assistant Chief Position: Chief Lemon reported that he has solicited documents for the new assistant Chief's job description. He is hoping to have a job description prepared for the Board meeting by March 1.

Operations:

Major Emergency Incident Report: B/C Bille reported that a valor award will be presented at the next Board meeting on February 15. He gave a description of the incident.

Fire Prevention:

Fire Inspections: F/M Pargas reported that the data entry is being done.

Impact Fees: F/M Pargas reported on payments received recently. He will meet with the consultant this week to get a contract signed to begin development of a formal process for determining impact fees for commercial developments.

Public Education: The CERT class starts this Thursday, with 28 people signed on to attend.

Department Annual Awards Banquet: F/M Pargas talked about the planning for the banquet. Gloria's is catering dinner. There will be a number of raffle and auction items available.

CPR Classes: Commissioner Granlund wondered if the new standards are being taught for the public CPR classes. F/M Pargas confirmed that they were.

Transport Billing: Commissioner Maxwell received a call from a citizen regarding transport billing. After some discussion, it was decided that Chief Lemon will call the billing company to make sure they are following the District's protocol. A brochure or other information is to be provided to the citizen to aid in understanding the change in district policy on billing for transports.

MV ECC: Discussed earlier.

Vehicles & Equipment:

Aid 80 Repairs: The cost for repairs will be about \$1900.00. Repair of the vehicle will proceed immediately.

Brush 81: This rig is still out of service due to pump problems.

New Staff Vehicle: The Chief's have been discussing the option of making one staff vehicle either an extended or crew cab pick up. Lt. Cowan has been consulted to find out what would work best for Special Operations. A preliminary bid cost is about \$29,000. It was suggested that the cost for a one-ton vehicle also be researched.

New Engines: Assistant Chief Doerflinger explained that the lettering arrangement has been a challenge with the new engines. Some of the staff came up with a new design that was presented to the Board for their input. The Board decided that staff has a mock design created so they have a better idea of what it will actually look like, but feel that as long as it looks nice and is clearly visible it should be okay. A final decision on the design will await completion and review of the mock-ups.

Facilities:

Station 81: Chief Lemon had received a proposal to replace the refrigerators at St. 81. After inspecting these units, it was decided to proceed with the purchase.

Station 83: Assistant Chief Doerflinger said that the decision was made to hold off building cabinets at St. 83 in the bay area until direction is received for use of the spare bay and reassignment of work load at the stations.

Station 80: Commissioner McGee had received a comment from a concerned citizen about the address not being on the front of Station 80 and that there is no parking off Hwy. 169. Chief Lemon identified that the design did not provide for parking in front of the Station and that the Station is addressed off SE 264th Street. Discussion followed on parking spaces at the front of the station. Chief Lemon identified the only area available would be in the landscaped area and that part of the design was required by the city. Chief Lemon further identified that parking spaces and access should be provided with the project on the south side of the station. Chief Lemon will look into better signage for access to the parking and office area of the station.

Fire Marshal Pargas distributed the quarterly and yearly report from the King County Fire Investigation Unit. This was reviewed for the Commissioner's information. Discussion followed regarding the investigations done in the city and the county.

Community Issues: 02/10/07, Department Annual Awards Banquet.

Vouchers: Reviewed & Approved #40611 through #40646 for \$72,067.90 (Gen Exp Fund)

Reviewed & Approved #40647 through #40651 for \$3,473.82 (Cap Imp Fund)
Reviewed & Approved #40652 through #40674 for \$11,147.56 (Gen Exp Fund)
Reviewed & Approved #4641 for \$597.50 (Flexible Spending Account)
Reviewed & Approved #4643 for \$2,721.36 (Union Dues)
Payroll for \$135,492.03
Retirement for \$22,850.39
Deferred Compensation for \$7,993.00
Taxes for \$27,452.58

The Board of Commissioners recessed the regular meeting at 7:30 p.m. to convene an Executive Session to discuss Personnel Issues. The Board announced that the Executive Session would be in session for approximately 60 minutes.

The Board adjourned the Executive Session at 8:30 p.m., and reconvened the regular business meeting.

With no further business to come before the Board of Fire Commissioners, the meeting was adjourned at 8:30 p.m.

Chairman Fred Maxwell

Timothy W. Lemon
Fire Chief/District Secretary

Commissioner Jeff Granlund

Commissioner Brian McGee

Minutes Prepared by Faye Barker