

# Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 08—098

MINUTES OF THE REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS, DECEMBER 4, 2008

Attending: Commissioners Granlund, McGee and Scott; Chief Lemon; Deputy Chiefs Doerflinger and Rude; Battalion Chief Handley; Lieutenant Whitmore; Firefighters McCormick, Morrow, and Fox; Administrative Assistant Renwick.

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

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

**Special Recognition:** C.E.R.T. Captains Kathy Wooley and Patrick Boyce were recognized for their achievement in C.E.R.T. and awarded C.E.R.T. Captains by Public Educator Janine Johnson.

Commissioner McGee resumed regular order of business at 6:07 p.m.

## **Minutes:**

The Minutes from the regular Board of Fire Commissioners Meeting of November 20, 2008 were **approved as presented by MOTION, Seconded and unanimously carried by the Board.**

**Financial Report:** Chief Lemon provided and reviewed the following reports for the Board of Fire Commissioners:

Expense Report: Chief Lemon reviewed the Fire District's expense report for the first ½ of December 2008.

King County Investment Report: Was reviewed for information.

## **Correspondence:**

City Maple Valley Agenda(s): Chief Rude attended the City Council meeting and gave the board a brief review of the commercial development issues that the city is working through to include building sizes up to 200,000 square feet.

Leadership Seminar – Extinguishing the Flames of Liability: This seminar is being offered at no cost to attendees' in Shoreline. None of the Commissioners are planning on attending at this time.

E-mail from Mike Shannon: Mike Shannon is a retired Seattle Firefighter that lives in Maple Valley and recently sent an e-mail to Chief Lemon letter concerning the BLS transport billing. The Commissioners' requested that Chief Lemon follow up by phone with Mr. Shannon.

### **Meetings:**

Valley Communications: 12-4-2008: Chief Rude attended the meeting and gave a review of the issues regarding future CAD options.

### **Public Comment:**

Holiday Engine: Firefighter Bert Warm addressed the board as a citizen of Maple Valley and asked why the board decided to not continue the tradition of the Holiday Engine. The Commissioners' explained to Bert Warm the many issues that were considered when supporting the Fire Chief's decision which included: staffing, fuel, maintenance, voter perception. Firefighter Jason Fox addressed the Board by adding his perception of the possibility of a misread by the public that the action may be seen as retaliatory by the Fire District for not passing the Fire Levy Lid Lift. The Commissioner reiterated that the other possible perception is, that the voters voted no and the Fire District is not taking action to cut back if the Holiday Engine tradition continues without interruption. The Commissioners' also reiterated that the Holiday Engines will still be supporting the Food Bank by attending two evenings to collect food at Safeway and QFC. The Commissioners invite everyone to support these two events through donations and or volunteering to help out. The Board of Commissioners' thanked Bert Warm for his compassion and willingness to bring his concerns to the Board.

### **Business:**

Community Survey, Fire Levy 2009/2010 - Consultant Services: Chief Lemon distributed copies of a proposed question from Commissioners Scott and McGee and recommended considering hiring a consultant service to work on the community survey. The Commissioners discussed the issue and decided to set aside 30 minutes at the next Board meeting to address this issue.

King County Fire Commissioner/Chief's Installation Banquet 01/28/09: Chief Lemon distributed an announcement for the King County Fire Chiefs and Fire Commissioners Installation Banquet on January 28, 2009. Commissioner Granlund said he would be attending, Commissioner McGee and Scott said they would not be.

Administrative Guideline 43-1112 Distinguished Service and Awards: Chief Lemon reported the two week review of this Administrative Guideline is complete and requested board approval. The Board of Commissioners **approved as presented by MOTION, Seconded and unanimously carried by the Board.**

Local 3062, Public Information Request: Chief Lemon provided the Board of Commissioners with copies of information requested by Local 3062 in a Public Information Request. The information included copies of all personal service contracts and annual salaries of the regular staff for the last ten years.

King County Fire Protection District 47 First Response Agreement: Chief Lemon distributed copies of a draft agreement for the Boards review. This item will be discussed at a future Board meeting.

Purchase Order Software Installation: Chief Lemon informed the Board that the Administration has installed the new software for purchase orders and the staff will be working on training for all staff members. The new purchase order software is planned to go into use the first of the year.

Web-Site Up-dates: Commissioner McGee added this subject to the agenda and asked staff to have the website updated more frequently with each upcoming board meeting date and times for public information.

### **Personnel:**

Career/Volunteer Staff:

- Christine Renwick has completed her probationary year and was recommended by her supervisor to pass her probation year. Chief Lemon has accepted the recommendation.
- Bruce Backer has completed a number of course studies at the Annual Mechanics conference. The certificates of completion/attendance were presented to the Board of Fire Commissioner for their information.
- Lieutenants Promotional List: Chief Rude presented the final Lieutenant's Promotional list to the Board for their **approval as presented by MOTION, Seconded and unanimously carried by the Board.**

### **Operations:**

Major Emergency Incident Report: Chief Doerflinger reported on the call volume and provided an over-view on a few incidents. No major emergency incident to report on.

Operation Staffing Changes: Chief Doerflinger announced that the proposed staffing changes for career personnel was distributed last week and will take effect on January 1, 2009.

Training: nothing to report at this time.

### **Support Services:**

Fire Marshal's Office: A Level of Service Contribution Agreement for Sawyer's Crest is in place.

Public Education: Public Educator Janine Johnson addressed the Board with her activity report for the month of December and the progress made with individuals in the Juvenile Fire Setter program.

Apparatus & Equipment: Chief Rude briefed the Board on the status of Fire Engine 81's engine problem and reported that it is at the dealership for repairs under manufacturer's warranty.

Facilities: nothing new to report

**Community Events:**

12/03/08 City Maple Valley Tree Lighting – The Holiday Engine will be delivering Santa.

12/09/08 MVFLS Social Night Out – Staff is planning a social night out at Druid's Glen, all are invited.

12/13/08 Holiday Food Drive Safeway – The Holiday Engine, Santa and the Tahoma Cheerleaders will be at Safeway collecting donations for the Maple Valley Food Bank. All are invited to help and support this important community event.

12/19/08 Holiday Food Drive QFC - The Holiday Engine, Santa and the Tahoma Cheerleaders will be at QFC collecting donations for the Maple Valley Food Bank. All are invited to help and support this important community event also.

**Vouchers:**

- Review & Approve #12001 through #12041 for \$83,216.96 (General Exp Fund)
- Review & Approve #12042 through #12044 for \$11,420.67 (Cap Imp Fund)
- Review & Approve #12045 for \$96.40 (General Exp Fund)
- Review & Approve #12046 through #12068 for \$10,196.45
- Payroll for \$159,016.80
- Payroll Taxes for \$32,953.12
- Retirement for \$29,397.43
- Deferred Compensation for \$11,824.50

**Executive Session:** RCW 42.30.110(1)(f) to to discuss potential litigation with council.

The Board of Fire Commissioners recessed the regular meeting at 7:15 A.M. and announced they would be in Executive Session for 60 minutes.

The Board of Fire Commissioners returned from Executive Session at 8:15 P.M. and announced there was no report from the executive session.

**Adjourn:** With no further business to come before the Board of Fire Commissioners, the meeting was adjourned at 8:15 P.M.

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Chairman Brian McGee

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Timothy W. Lemon  
Fire Chief/District Secretary

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Commissioner Jeff Granlund

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Commissioner Mike Scott

Minutes Prepared by Christine Renwick