

Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 09-005

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS, JANUARY 15, 2009

Attending: Commissioners Granlund, McGee and Scott; Chief Lemon; Deputy Chief's Doerflinger and Rude; Battalion Chief Bille; Lieutenant Madden; Firefighters Bingaman, Coffin and Erickson; Office Manager Barker; Bob McKenzie and David Meyer from CSI Consulting

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

Minutes:

The Minutes from the regular Board of Fire Commissioners Meeting of December 22, 2008 were **approved as presented by MOTION, Seconded and unanimously carried by the Board.**

The Minutes of the Special Meeting of the Board of Fire Commissioners of January 6, 2009 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 – January 2009: The expense report for January 2009 was reviewed for information. Chief Lemon noted that payroll for the 2nd half of January is not included in this report, that it will be done after 1/15/09.

Re-Certification – Levy Limit Worksheet – 2009 Tax Roll: King County re-issued the assessed valuation that identifies the levy rates for 2009. This reflects a minor increase of \$331.00 more than the initial certification.

King County Investment Pool Newsletter for 11/2008: The newsletter was reviewed for information.

Revenue Report – December 2008: This report shows the December revenues and provides the Fire District with the actual 2009 carry-over.

Correspondence:

City of Maple Valley Agenda(s): Items noted from the Agenda: the food bank requested additional funds from the city; City Council is working on the Summit Pit property comprehensive plan; a hearing was held on large commercial buildings in the city and memorials in the public right-away are being addressed.

2009 Snure Seminars: This information was made available to the Board of Commissioners.

12/23/08, Thank you card – Firefighters Askevold and Jones and Volunteer Resident Firefighter Doerflinger: This was reviewed for information.

01/03/09, Email – Basic Life Support Transport Fees: This was reviewed for information.

Thank You Note: A thank you was received for Lieutenant Gerarden, and Firefighter Goll for their help during the snow storm.

Donation in the name of Gladys Grandstrom for \$25.00: Chief Lemon reported that staff had researched setting up a separate account for donations and explained that it would require a Resolution to approve a new Bank Account and King County Sweep Account. Chief Lemon was concerned with the fees for such accounts and suggested that we leave the donations in the general fund and account for them by line-item tracking. The Board asked Chief Lemon to find out if a donation is made and deposited into the general fund, if it then becomes public funds or can it be segregated and used for specific items. Chief Lemon will have more information at the next meeting.

Meetings:

Labor Management Committee Meeting: Chief Lemon reported that the Labor Management Committee meeting went well and that the Union is interested in pursuing a 48/96 schedule.

Public Comment: Chief Lemon reported that the he and the Deputy Chief's attended Chief Harshfield's memorial service. There were ten off-duty firefighters that also attended and they conducted a flag ceremony and provided the honor guard for Chief Harshfield.

Business:

AG 43-1113 Purchasing: Chief Lemon reported that the Union waived their two week review period and this Administrative Guideline is ready for adoption. The software has been loaded and should be ready to go live by the end of January. **A MOTION was made, seconded and unanimously carried by the Board.**

AG 43-1009 Level of Service Contribution (LOSC) Revision: Chief Lemon reported that the Union waived their two week review period and the revisions to AG 43-1009 are ready for adoption. This revision will allow the funds received from LOSC to be directed into the general fund and used at the discretion of the administration in both general and capital expenses. **A MOTION was made, seconded and unanimously carried by the Board** to approve this revision.

King County Fire Protection District 47 (KCFPD 47) First Response Agreement: Negotiations will be held with Chief Tessen from KCFPD 47 before a final product is ready to be adopted. A copy of the state response rates will be provided.

Center for Systems Integrity (CSI) – Dr. Bob McKenzie and David Meyer: CSI distributed information on a strategic administrative assessment, or a blind survey of staff, for the Board to review. This is similar to the project that the District did about four years ago. Written reports would be provided after the survey was completed, including written information from the survey. A time-line of approximately 30 days and a funding source to pay for this assessment was also discussed.

The Board discussed prioritizing items that the Fire District is currently working on. They determined that passing the fire levy lid lift is most important issue at this time.

After lengthy discussion it was suggested that the Administration and Union get together to review and recommend a company to conduct the employee blind surveys' for the next Commissioner meeting. Board of Fire Commissioners concurred.

Fire Levy Lid Lift: Information from three different companies that are interested in conducting a Community Survey for the Fire District was given to the Board. The survey results could be back to the Fire District by the end of March. Questions developed would be based upon information provided by the Fire District. The Commissioners feel the Fire District needs to know why the voters voted no on the Levy. Three price quotes were provided and the Board of Commissioners agreed to hire HR by **MOTION that was seconded and unanimously carried.**

Donation Account: Discussed earlier in the meeting.

Board Chairperson: A **MOTION was made to nominate Commissioner Granlund for Board Chairperson, motion was seconded and unanimously carried.**

Personnel:

Career/Volunteer Staff:

- Injury/Disability Reports: There is one member on disability and it is unknown when he will return to duty. Another individual will return to duty on Friday. Labor Management Committee concurred with an on-the-job evaluation process. Chief Lemon reported that there is one more claim that the Fire District is looking into.
- Congratulations to Lt. Terry Brown for achieving his Bachelor of Science Degree.
- Memorial for Fire Chief Harshfield: This was discussed earlier in the meeting. The Board of Commissioners expressed their appreciation of the Chief Officer's and Union's participation and the effort that was made in representing the Fire District at the Memorial Service.

Operations:

- Major Emergency Incident Report:

Winter Storm/Flooding Response Report: Deputy Chief Doerflinger reported that there were 134 incidents within the two week period of the snow. It was not an event that resulted in a significant amount of increased calls. There were some minor damages to Fire District apparatus from snow chains and one engine getting stuck in the snow. Over-all the crews did a good job during the snow event.

A total of nine people were evacuated during the flood event. During the rescue operation, Special Ops crews were brought in from Renton and Auburn Fire Department's to assist our Special Ops personnel. Deputy Chief Doerflinger will be requesting approval for the purchase of a boat that can be used during floods. The Commissioners support the purchase and encourage staff to research and find what is needed.

- Volunteer Program Review: The review is going well and the committee meets again next Wednesday to finalize the cost benefit part of the program.
- Training: Nothing to report at this time.

Support Services:

- Fire Marshal's Office:

King County's Narrow Road Standards: Deputy Chief Rude and Fire Marshal Webster attended a public comment meeting regarding road standards, discussion followed regarding the change that is forthcoming in the narrow road standards.

State of Washington Residential Sprinkler Coalition: There is an effort by National Fire Protection Association and the State of Washington to approve the 2009 Fire Codes which include residential sprinklers in all new construction. The building industry is understood to be against this new fire code.

- Public Education:

December Activity Report: This was provided for information.

- Maple Valley Emergency Coordination Center:

Winter Storm Report/Flooding: Deputy Chief Rude reported that Federal Emergency Management Agency (FEMA) is considering authorizing the storm damage in King County as a disaster. Paperwork will be submitted to FEMA for the Winter Storm for reimbursement if it is authorized.

Discussion also was held regarding the flooding at Station 84 and repairs that are being done.

- Apparatus and Equipment:

E84 – The drive-line was put in backwards and it should be repaired by tomorrow.

BR81 – The primer pump is not here yet.

- Facilities:

Station 84 Flooding: Repairs are currently being done.

Station 81 Remodel: A survey of the crews resulted in a list of the top three needs for the remodel of Station 81. The architect, Rice Fergus Miller is still on retainer and is willing to provide the Fire District with designs if requested. A training facility was also discussed. The Fire District expects to have about \$500,000 to be spent on the Station 81 remodel. An approximate cost of \$400,000 plus permits and fees is expected for the training facility. The Board concurred that staff should proceed with the planning of the remodel at Station 81.

SOG 43-5000, Asset Inventory Tracking and Management: The two week review period has been waived by the Union and this Standard Operating Guideline is ready for approval. **A MOTION was made, seconded and unanimously carried to approve SOG 43-5000.**

Events:

01/28/09, KCFA Annual Installation Dinner: Reservations have been made for three to attend.

02/12/09, Eastside Fire & Rescue Annual partnership Banquet: Commissioner Granlund is planning to attend this event.

02/21/09, MVFLS Annual Awards Banquet: The annual banquet will be held at Lake Wilderness Golf Course.

03/09/09, Legislative Day 2009: Items will be made available to the Commissioners for review. Staff is scheduling appointments with the legislators.

Vouchers: Reviewed #01001 through #01061 for \$105,367.30 (General Exp Fund)
Reviewed #01062 through #01063 for \$8,576.39 (Cap Imp Fund)
Payroll for \$165,402.69
Payroll Taxes for \$35,606.30
Retirement for \$30,443.71
Deferred Compensation for \$11,824.50

Reviewed & Approved #01064 through #01086 for \$50,793.38 (General Exp Fund)
Reviewed & Approved #01087 through #01088 for \$4,386.40 (Cap Imp Fund)

Executive Session: None

Adjourn: With no further business to come before the Board of Fire Commissioners, the meeting was adjourned at 8:35 p.m.

Chairman Jeff Granlund

Timothy W. Lemon
Fire Chief/District Secretary

Commissioner Brian McGee

Commissioner Mike Scott