

Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 08—105

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF FIRE COMMISSIONERS, DECEMBER 22, 2008

Attending: Commissioners Granlund, McGee and Scott; Chief Lemon; Deputy Chief Rude; Battalion Chief Handley; Lt. Whitmore; Firefighters Fox, Jones and McCormick; Administrative Office Manager Barker

Commissioner McGee called the Special Meeting to order at 6:05 p.m.

Minutes:

The Minutes from the regular Board of Fire Commissioners Meeting of December 4, 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 for December 2008. This will be the final expenditures from the 2008 budget.

Revenue Report: Chief Lemon reviewed the November revenues and noted that December revenues will not be reported until mid-January. When this report comes in the Fire District will be able to refine its actual carry-over for 2009.

BLS Transport Report: Chief Lemon reviewed the BLS Revenue report for November showing \$24,116.67 in deposits and \$192,074.45 in accounts receivable.

King County Levy Limit Worksheet for 2009: The final Fire Levy Limit Worksheet from King County has been provided and new construction came in stronger than indicated on the preliminary worksheet. The Fire District will receive an additional \$62,458.00 in new construction revenue in 2009.

D L & I Rate Increases for 2009: Higher rates will be charged for D L & I in 2009. The increased cost to the Fire District is estimated at \$13,768.20.

Correspondence:

City of Maple Valley Agenda(s): The City of Maple Valley's agenda was reviewed for information with nothing notable at this time.

12/15/08: Public Affairs – Liz Loomis: Ms. Loomis sent a letter soliciting business. She has assisted other entities with special elections. Chief Lemon also noted that Barbara Chadwick has contacted him offering her services concerning the possible levy lid lift vote for 2009.

12/16/08: Thank You Letter, Enumclaw Fire District/KCFPD 28: Training Chief DiDonato assisted with a Captain Assessment Center for Enumclaw Fire. A copy of the letter will be placed in his personnel file.

Transport Billing Question: Chief Lemon reported that he has followed up with a gentleman in the community concerning billing for Fire District BLS transport services. The gentleman does not agree with the Fire District billing for transport services and will be forwarding his comments to the Fire Commissioners in writing.

Meetings: None

Public Comment:

Firefighter McCormick wished the Board a Merry Christmas.

Commissioner McGee expressed his appreciation for the public comment offered at the last Commissioner meeting. He appreciated the dialogue regarding a disagreement on a decision that was made by the Board. It is good to see people making their thoughts and feelings known and he would like to encourage other people to comment when the opportunity is available.

Business:

Community Survey Questions: Discussion was held on the community survey questions that the Commissioners are writing. The bottom line is to get the best information from our citizens that we can. Whether or not to hire a consultant to help with the wording of the questions was also discussed. Suggestions were made regarding how to get the most information from our citizens including making the survey available on-line; distributing questionnaires to people at the grocery stores in the district and the Chief's handing them out during meetings with local community groups. D/C Rude will check with the IT department to find out the cost of using an electronic survey. The Board of Fire Commissioner decided to hold a Special Board meeting on January 6, 2009 at 1800 hrs at St. 80 to discuss and work on the community survey questions. A time line will be set on when this should be completed. The Commissioners agreed to develop the questions before talking to a consultant.

Employee Blind Survey: Discussion took place concerning conducting employee blind surveys of all the staff to better understand the strengths of the department and those areas we can work to improve. It was decided to invite Dr. McKenzie to the next regular Board meeting.

KCFPD 47 Response Agreement: Copies of the draft agreement were provided to the Board of Fire Commissioners for their review at the last meeting. The Board agreed to have Chief Lemon start working with District 47 to provide coverage for a flat fee, and/or using a fee per call formula.

KC Elections, November 4, 2008 election Certification: The Fire District has received a copy of the November 4, 2008 certified elections result. The Fire District's Fire Levy Lid Lift has failed.

BLS Transport Rates: Chief Lemon explained that Resolution R-06-02 automatically increases transport rates by 3% for the 2009 year. This is an opportunity for the Board to allow the rates

to increase as defined, or pass a new Resolution to keep the rate the same as 2008. The Board agreed that the rates should be increased by 3%.

LOSC Capital Fund versus General Fund: Chief Lemon explained that the Administrative Guideline in effect at this time puts the monies' collected from LOSC agreements into the Capital Fund account. After consulting an attorney, it was determined that those funds can be put into the general account and be used for either general expenses and/or capital improvements. The Board concurred that the Administration should have the ability to move the funds as needed. The Administrative Guideline (AG) will be prepared for amendment and it will be brought before the Board for review. This will only affect the funds collected from the time the AG is amended forward.

Commissioner Meeting Schedule for January, 2009: Chief Lemon recommended cancelling the first meeting of the month, which would fall on New Year's Day and scheduling a special meeting on January 8, 2009. The Board of Fire Commissioner concurred and it was decided that the meeting on 1/8/09 will be held at 1:00 p.m. The second regular scheduled meeting will be held at its normal scheduled time on 1/15/09.

Special Commissioner Meeting to work on Public Survey: This was discussed earlier in the meeting and the Board of Commissioners decided to hold a Special Meeting on 01/06/08 at 6:00 PM to work on the public survey.

Citizen Advisory Committee: Chief Lemon asked if the Board wanted to consider a Citizen's Advisory Committee at this time. The Board of Fire Commissioners felt it would be a good subject to discuss at the Special Meeting on 1/6/09.

Holiday Engine Food Drive at QFC & Safeway: Chief Lemon reported that food collections from both nights went really well. He received very positive and productive feedback from Lila Henderson with the Maple Valley Food Bank.

Valley Communications Center – Contract Agency Agreement: The new emergency dispatch rates for the Fire District will be \$28.55 per dispatched incident. The Fire District is anticipating closing the year out with about 2700 incidents. The Contract Agreement was **approved as presented by MOTION, Seconded and unanimously carried by the Board.**

Donation Funds: Commissioner McGee proposed that our Fire District create a segregated account for donations and that the money donated be authorized by a committee, made up of operations and administration representatives, to determine the best use for those funds. Chief Lemon explained that the current donated monies goes towards the senior fall program, smoke detector programs and those type of programs that we are unable to use tax dollars to support. The Board further discussed having the committee members come up with a name for this account, so that when money is received, that the Fire District can let the public know about the donation. Commissioner Scott suggested that once it is established, that the Fire District put an article in the paper letting the public know about it.

Personnel:

- Career: Chief Lemon reported that there are two personnel on disability at this time, and one person has just returned to duty from disability leave.

- Volunteer: Chief Lemon reported that the Volunteer Resident Firefighter committee has met twice.

Operation:

- Major Incident Report:

12/06/08 – fatality car accident on 20800 276th SE: Chief Lemon reported on a two car head-on motor vehicle accident with heavy damage to both cars that resulted in the death of the driver of one car and airlifting the passenger of that car and driver of the other car to Harborview Hospital, both in critical condition.

12/08/08 – House Fire on Dorre Don: Chief Rude reported on the house fire that was initially reported as a barn fire and then up-graded to a residential house fire. The house was fully involved upon Fire Department's arrival and considered a total loss.

- KCFPD 37 Year End Numbers and First Response Charges: Chief Lemon reported that District 37 will be invoiced for \$52,000.00 for the second half of 2008.

Support Services:

- Fire Marshal's Office – Deputy Chief Rude reported that the Fire Marshal has 3 new plan reviews for the City of Maple Valley. He has also been elected Vice President of the King County Fire Prevention Division for next year.
- Public Education – Deputy Chief Rude reported on the on-going CPR classes and that CERT members were notified before the storm and were surveying their neighborhoods.
- Maple Valley Emergency Coordination Center/Winter Storm Status – Deputy Chief Rude met with the City for a briefing prior to the winter storm. Chief Lemon authorized staffing Station 85 with career personnel as part of the Fire District preparation for what was supposed to be a significant wind and snow storm. Station 84 was staffed with volunteer personnel and all career stations were supplemented with additional volunteer personnel.
- King County Office of Emergency Management – Deputy Chief Rude reported on a meeting that was held in Black Diamond concerning the impact that the closure of HWY 169's bridge over the Green River is having on small business. King County will be pursuing the State of Washington for small business loans for those affected businesses.
- Apparatus and Equipment – Engine 81 had its engine rebuilt due to leaky piston rings; the work was covered by the warranty. The apparatus went through pump testing as required anytime a major component of a fire suppression apparatus is rebuilt. Engine 81 passed and is back in service.
- Facilities – Standard Operating Guideline 43-5000 Asset Inventory Tracking and Management – this is the beginning of the two-week review period and will be distributed to staff.

Community Events: None

Vouchers: Review #12069 through #12104 for \$36,998.30 (General Exp Fund)
Review #12105 through #12107 for \$6,957.69 (Cap Imp Fund)
Review & Approve #12108 through #12114 for \$5,718.92 (General Exp Fund)
Payroll for \$156,402.75
Payroll Taxes for \$29,798.12
Retirement for \$28,735.68
Deferred Compensation for \$11,824.50

Adjourn: With no further business to come before the Board of Fire Commissioners, the meeting was adjourned at 7:55 p.m.

Chairman Brian McGee

Timothy W. Lemon
Fire Chief/District Secretary

Commissioner Jeff Granlund

Commissioner Mike Scott