

Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 09-011

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS, FEBRUARY 5, 2009

Attending: Commissioners Granlund and McGee; Fire Chief Lemon; Deputy Chief's Doerflinger and Rude; Battalion Chief Handley; Firefighters Askevold, Hunter, M. Johnson, Knowles, and Merry; Rachel Turner, Hebert Research; Administrative Office Manager Barker; and several friends and family of Steve Lecrenski

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

A citizen recognition reward was given to Steve Lecrenski for his life saving efforts when a Ravensdale man collapsed when Steve Lecrenski was delivering medical supplies to his home.

Minutes:

The Minutes from the regular Board of Fire Commissioners Meeting of January 15, 2009 were approved as presented by MOTION, Seconded and unanimously carried by the Board.

Chief Lemon explained that he had received a request for an amendment to the original Minutes from 1/6/09; the change of the statement is highlighted. **The Amended Minutes from the special Board of Fire Commissioners Meeting of January 6, 2009 were approved as presented by MOTION, Seconded and unanimously carried by the Board.**

Chief Lemon explained that he had received a request for an amendment to the original Minutes from 12/22/08. Discussion was held regarding voice recording of Commissioner Meetings. The pros and cons were discussed. No action was taken. Note that the change of the statement is highlighted. **The Amended Minutes from the special Board of Fire Commissioners Meeting of December 22, 2008 were approved as presented by MOTION, Seconded and unanimously carried by the Board.**

Financial Report:

Expense Report – 1/2 February 2009: Was reviewed for information. Chief Lemon identified that the amount budgeted for the Volunteer Resident Reimbursement and the amount inputted in the accounting software was incorrect and would be changed.

Resolution R-2009-003 BLS Transport Fees paid by Fire District: Twice a year an adjustment is done for collections of transport fees for the citizens that live in the District. Resolution R-2009-003 was approved as presented by MOTION, seconded and unanimously carried by the Board.

2009 Budget Amendment: Chief Lemon requested clarity from the Board on what projects should be funded and where those funds should be pulled from. Items that have been discussed that are not budgeted for include: community survey, campaign management for putting the levy on the ballot this year; employee satisfaction survey, Human Resource consultant following the employee satisfaction survey and additional legal services. Prioritizing these issues and drawing down the carryover reserves to fund them was discussed at length. The need to get back on track with the Long Range Plan was also discussed.

2009 Elections – Fire Levy Lid Lift:

- ✓ Community Survey: Rachel Turner of Hebert Research was introduced to the Board. She presented the community survey questions for their review. Discussion was held regarding the questions. It was decided to add a question to ask whether or not the person contacted had ever been transported by the District. The public survey has been approved for funding previously. Changes will be made and forwarded to Chief Lemon for final approval.
- ✓ Employee Satisfaction Survey: This would cost the District about \$4,500 and would be an on-line survey. It would involve all career employees and would be open for about a two-week period. After discussion it was decided that staff will review the budget and look for funding options to present to the Board at the next meeting.

Correspondence:

City of Maple Valley (s): Items noted are re-zoning and sub-area planning. King County and Yarrow bay came to an agreement on the sale of the Summit pit area.

Thank You Card – Bill Harshfield Family: Reviewed for information.

Thank You Card – Bud & Donnette Burns: Reviewed for information. Mr. Burns donated metal candle holders to the District. Chief Lemon requested the Board's concurrence that the candle holders are given to the person that drove them home in the snow storm. The Board agreed.

Thank You card – Leona Candler: (\$20.00 donation) reviewed for information.

Thank You Letter – Tahoma school District, Custodial Staff: reviewed for information.

Thank You Letter – MV Food Bank & Emergency Services: reviewed for information.

Thank You Certificate of Appreciation: The Amity Fire Brigade in the Philippines, for the Zoll Defibrillator.

Meetings:

1/26/09, Covington Water District Residential Sprinklers: Deputy Chief Rude reported on attending this meeting with Chief Lemon that was held at the Water District's request. The Kent

Fire Department was also represented. Discussion was held regarding developments, hydrants, residential fire sprinklers, water meters and fire flow.

2/17/09, Woodinville Fire & Rescue – 48/96 Schedule: Chief Lemon reported that he and Deputy Chief Doerflinger and Rude met with Woodinville Fire to discuss the 48/96 firefighter schedule. Data was shared with the Chief for his review. Chief Lemon requested approval from the Board of Commissioners to organize a transitional team to address Union Contract and District Manual issues with anticipation of a trying the new shift schedule. Items that have been identified that will need addressed include; Kelly day scheduling, sick leave, how many consecutive shifts an employee can work, daily work schedule and stand-by time. The Board concurred to move forward with the transition team to address all the changes and issues.

2/3/09, Howard Hansen Blasting Meeting: Deputy Chief Doerflinger and Chief Lemon attended a blasting preparatory meeting; the Fire District is listed as a second response team to the dam in the event of an emergency.

Public Comment: None

Business:

Voice Recording Commissioner Meetings: Discussion was held whether or not voice recordings of the meetings should be used. A voice recording of the meeting is considered a public record and would legally have to be retained and applicable to all public disclosure rules and regulations. After lengthy discussion, no action was taken.

King County Fire Protection District 47 (KCFPD 47) First Response Agreements: Chief Lemon recommended not entering into a first response agreement with KCFPD 47, to continue to work under the King County Mutual Assistance Agreement and to bill KCFPD 47 when Maple Valley handles their calls outside of the King County Mutual Assistance Agreement. Chief Lemon explained that the District Manual currently provides for billing another agency if we are dispatched to their call due to a failure to respond and/or we are the effective work force on the scene. It was also noted that if Maple Valley transports someone from their fire district, we will bill them as usual. Discussion followed on billing and whether or not collections would be pursued. The Board concurred with Chief Lemon's recommendation and he will notify Chief Tessen.

2009 Elections – Fire Levy Lid Lift:

- ✓ Community Survey: This was discussed earlier in the meeting.
- ✓ Employee Satisfaction Survey: This was discussed earlier in the meeting.

Donation Account: Chief Lemon reported that donations average about \$1,500 per year. Any checks made out to the Fire District, even though they are marked donation, become public funds and cannot be used for discretionary purchases. Chief Lemon further reported on the cost of having a separate Key Bank account, separate King County Finance account and staff hours

to manage these new accounts. After further discussion it was decided to continue to track donation internally through line item budgeting.

Legislative Issues: The latest updates from the Washington Commissioners Association and The Washington State Fire Chief's were reviewed. The Legislative Day is scheduled for 3/9/09.

48/96 Work Schedule: This was discussed earlier in the meeting.

Personnel:

Career/Volunteer Staff:

- ✓ Disabilities: One staff member is still on disability. There is another claim with Department of Labor & Industries (DL&I) that the Fire District will be disputing. Information will be submitted to DL&I.
- ✓ Firefighter Adam Downs has met criteria identified to become an Acting Lieutenant. Congratulations Firefighter Downs.
- ✓ Fire Marshal Webster completed his probationary year and has been recommended to continue in his position. Fire Marshal Webster will receive a 5% increase as identified in his personal service contract. Congratulations were given to Fire Marshal Webster.
- ✓ Deputy Chief Rude was appointed to the IAS Accreditation Committee. Congratulations were given to Deputy Chief Rude.
- ✓ Firefighter Ken Goll has successfully passed the 2nd class reclassification tests and was promoted to Firefighter 2nd Class. Congratulations were given to Firefighter Goll.
- ✓ Firefighter James Morrow has successfully passed the 2nd class reclassification tests and was promoted to Firefighter 2nd Class. Congratulations were given to Firefighter Morrow.

Operations:

Major Emergency Incident Report:

- ✓ Deputy Chief Doerflinger reported on recent incidents in the Fire District, including a shooting in the Hobart area.

Volunteer program Review:

- ✓ Deputy Chief Doerflinger is preparing a briefing for Chief Lemon regarding the committees review.

Training: Nothing to report at this time.

Support Services:

Fire Marshal's Office:

- ✓ 2008 Year End King County Fire Investigation Unit: the report for 2008 was given for information.

Public Education:

- ✓ Citizen Emergency Response Team (CERT) class starts this evening at Station 81.

Maple Valley Emergency Coordination Center:

- ✓ **Federal Emergency Management Agency (FEMA) Designation of Applicant's Agent, Resolution R-2009-004.** The resolution that designates the applicant's agent for applying for FEMA reimbursement was reviewed. Resolution R-2009-004 was approved as presented by MOTION, seconded and unanimously carried by the Board.
- ✓ FEMA Designated Applicant Agent letter: Chairman Granlund signed the letter required for submitting for FEMA reimbursement.

Apparatus and Equipment: Nothing to report on.

Facilities:

- ✓ Station 84 Flooding/Repairs: King County Surface Water was out to inspect the flooding and surface water runoff issues. Deputy Chief Rude discussed the changes to the surface water management and the repairs/changes to the dormitory, making them into semi-private sleeping rooms.
- ✓ Station 81 Remodel: Deputy Chief Rude, Battalion Chief Bille and Chief Lemon met with the architect regarding the remodel. Discussion followed regarding some of the needs which included: verifying that the HVAC system will or will not need replaced; life span of the roof; private dormitory rooms, reconfiguration of the bathrooms, kitchen and day room. The architect will provide drawings for review.
- ✓ **Resolution R-2009-001, declaring as Surplus Miscellaneous Equipment the 50" Hitachi TV – District ID Label # 01509** was approved as presented by MOTION, seconded and unanimously carried by the Board.
- ✓ **Resolution R-2009-002, For Sale by Bid Miscellaneous Equipment, the 50" Hitachi TV – District ID Label # 01509** was approved as presented by MOTION, seconded and unanimously carried by the Board.

Events:

1/28/09: King County Fire Chief's and Commissioner's Annual Installation Dinner were attended by Commissioner Granlund, Chief Lemon and Deputy Chief Rude.

2/12/09: Eastside Fire & Rescue Annual Partnership Banquet, Commissioner Granlund, Chief Lemon and Deputy Chief Rude will be attending this event.

2/21/09: Maple Valley Fire & Life Safety's Annual Awards Banquet will be held at Lake Wilderness Golf Course.

3/9/09: Legislative Day 2009, meetings will be scheduled with the Legislators.

Vouchers: Review & Approve #02001 through #02052 for \$122,268.27 (General Exp Fund)
Review & Approve #02053 for \$1,683.21 (Cap Imp Fund)
Review & Approve #02054 for \$96.40 (General Exp Fund)
Payroll for \$162,377.47 (02/12/09)
Payroll Taxes for \$33,523.26 (02/12/09)
Retirement for \$26,845.60 (02/12/09)
Deferred Compensation for \$10,774.50 (02/12/09)
Payroll for \$176,521.12 (01/30/09)
Payroll Taxes for \$36,812.32 (01/30/09)
Retirement for \$30,099.03 (01/30/09)
Deferred Compensation for \$10,774.50 (01/30/09)

Adjourn:

This meeting recessed at 8:40 p.m. for executive session until February 18, at 1:00 p.m. A continuance of the commissioner meeting will be held on 2/18/09 with no action being taken.

Executive Session: RCW 42.30.110(1)(f) to discuss potential litigation with council. Executive session will be held at the continuance on 2/18/09.

MINUTES OF THE CONTINUATION OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS, FEBRUARY 5, 2009

Attending: Commissioners Granlund, McGee, Scott and Legal Counsel.

Commissioner Granlund called the meeting to order at 1:00 pm February 18, 2009.

The Board of Commissioners recessed the regular meeting at 1:01 p.m. to convene an Executive Session to discuss fact finding. The Board announced that the Executive Session would be in session for approximately 3 hours.

The Board adjourned the Executive Session at 4:00 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 4:01 p.m. with no action taken.

Chairman Jeff Granlund

Timothy W. Lemon
Fire Chief/District Secretary

Commissioner Brian McGee

Commissioner Mike Scott

Minutes Prepared by Faye Barker