

# Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 09-032

MINUTES OF THE REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS, APRIL 16, 2009

Attending: Commissioners Granlund, McGee and Scott; Fire Chief Lemon; Deputy Chiefs Doerflinger and Rude; Administrative Assistant Ingrid Fine

Members of the public: Mr. Jerry Woods, Mrs. Faye Barker, Mrs. Cathy Lemon, Mrs. Kelly Doerflinger, Mrs. Cagle, Miss Ella Cagle and sister; FF's Hunter, Merry, Askevold and Lt. Rogers

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

Lifesaving Award to Ella Cagle: Citizen Ella Cagle was presented with a special Lifesaving Award by Chief Lemon, Deputy Chief Doerflinger and Lt. Scott Rogers for her part in rendering aid for a neighbor that she found slumped in her vehicle.

## Minutes:

**The Minutes from the regular Board of Fire Commissioners Meeting of March 19th, 2009 were reviewed and approved as presented by MOTION, Seconded and unanimously carried by the Board.**

**The Minutes from the regular Board of Fire Commissioners Meeting of April 2<sup>nd</sup>, 2009 were tabled until a later date.**

## Financial Reports:

April Expense Report: Reviewed for Information.

March 2009 Revenue Report: Reviewed for information

March 2009 King County Investment Pool Agreement: Not available at this time.

BLS Transport Revenue Report: Reviewed for information.

2008 Annual Financial Report: The 2008 Annual Financial Report was put together by Michelle de Leon and is available on the Fire District's website. The report was reviewed for information.

Financial Committee: Chief Lemon presented his proposal to establish a Financial Committee that would work with staff in reviewing the budget quarterly, helping to develop the annual budgets and participating in the annual State Audits. Chief Lemon identified Faye Barker, Michele de Leon, DC Doerflinger and Rude, A Union representative, himself as part of the committee and requested one Board member to sit on the committee. Commissioner Mike Scott expressed interest in being a member of this committee. Chief Lemon will be working with Faye Barker to set up the first meeting.

## **Correspondence:**

City of Maple Valley Agendas: Chief Lemon reported that David Johnston has been named the new City Manager. An up-date on Elk Run Meadows Division I was presented.

City of Covington: Transportation Improvements Projects (TIP) 2010-2015 were reported on. A number of these improvements will affect Kent-Kangley and traffic flow during construction.

04/03/09, Letter, KC Public Benefit Rating: The Department has been notified by King County Water and Land Resources Division that a neighboring property owner has applied for the Public Benefit Rating System (PBRs). This property is adjacent to Station 85. There will be an open public hearing on this matter on May 6<sup>th</sup>, 2009 in room 404 of the Yesler Building in Seattle. There should not be any impact to the Fire District.

**Meetings:** Deputy Chief Doerflinger reported on the Labor Management Committee meeting with the Union. Items discussed included: BLS Premium Pay; Aid Unit Engine Company cross staffing issues; Work schedule 48/96.

Commissioner Granlund stated that he attended the unveiling of the new Osh Kosh apparatus at the International Airport.

**Public Comment:** Mr. Jerry Woods expressed his desire to have the Fire District's Holiday Engine active with food and donation collections for the Maple Valley Food Bank this year as in the past. He noted that he has brought this issue to the Chamber and has the Chamber's support as well. Commissioner Granlund expressed his support of the program and that he foresees no resistance to the program. Union Representative Todd Merry stated that the Union has discussed it and are in support as expressed in a letter shared by Mr. Woods.

**The Departments involvement in food and donation collection for the Maple Valley Food Bank with the Holiday Engine is supported by the Board of Commissioners as presented by MOTION, seconded and unanimously carried by the Board.**

## **Business**

### 2009 Elections – Fire Levy Lid Lift:

- Citizen Advisory Committee: Chief Lemon reported on the development of the 2009 Citizen Advisory Committee. There is currently an article in the Voice of The Valley which solicits community representatives for the committee. Commissioner Granlund agreed to sit on the committee as the Board of Commissioners representative. The selection process will proceed through April. An introduction will be held on May 5<sup>th</sup> to give a global understanding of the Fire District to the committee and the committees purpose; a tour of fire facilities/apparatus and meet some of the firefighters will take place at the second meeting. This will be followed by a budget/funding presentation. Hebert Research will be back to present the public survey during one of the meetings. Election options and funding options will follow with a recommendation to the Board by the end of June. Commissioner Granlund expressed the importance of inviting the citizens from

the areas of the District that we don't get to often in order for their area of the community to be fairly represented.

Legislative Issues: Chief Lemon reported on the latest legislative issue and their status, such as the Novelty Lighters and Impact Fees. Discussion followed and information was shared on Certification fees that could impact the Fire District's EMT certifications by incurring fees.

Long Range Plan: Deputy Chief Doerflinger reported that the Operations Division presented their up-dates on Wednesday and the Training Division will be presenting their recommendations next Wednesday.

Crisis Intervention Coordinator Contract: Crisis Intervention Coordinator Contract was presented to the Board by Chief Lemon. Discussion followed regarding the coverage in the absence of the primary Chaplain and insurance coverage.

**Contract for Crisis Intervention Coordinator, was reviewed and approved as presented by MOTION, seconded and unanimously carried by the Board.**

Performance Evaluation for the Fire Chief: The Board discussed the request for the Fire Chief to receive a performance evaluation prior to the upcoming contract negotiations. Each member of the Board expressed their personal position on the matter and stated reasoning for their positions. After a lengthy discussion and exchange, Chief Lemon suggested that Commissioner Scott meet with him in order achieve a better understanding of what he is looking to accomplish with the process and what his goals are. He then can report back to the Board as the members of the Board were not in agreement on this issue.

Personal Service Contracts: Fire Chief, Deputy Chiefs: Chief Lemon advised the Board that these contracts open 60 days prior to the end of the year or can be opened early with mutual consent. Commissioner Granlund did not see any reason to wait.

## **Personnel**

- Career/Volunteer Staff: Deputy Chief Doerflinger reported that all department members are on the job.

## **Operations**

- Major Emergency Incident Report: Nothing major to report.
- Training: Nothing to report.

## **Support Services:**

- Fire Marshal's Office: Nothing to report.
- Public Education

- CPR Class - Monday, April 27<sup>th</sup>, 2009.
- Fishing Derby to begin April 24<sup>th</sup>, 2009.
- CERT Pot Luck – April 30<sup>th</sup>, 2009
  
- Maple Valley Emergency Coordination Center: Deputy Chief Rude reported that he did not attend the ECC meeting yesterday due to the State Preparedness Exercise that he attended, held at the Tacoma Convention Center. He reported that it was very well attended and packed with great information.
  
- Apparatus & Equipment: Nothing to report.
  
- Facilities:
  - Station 84 Flooding/Remodel: This is almost complete. Waiting on drainage.
  - Qwest: Deputy Chief Rude reported on meeting with Qwest and various support personnel in order to streamline the phone lines in an effort to save the District money by cutting costs.
  - Verizon: The Department was supplied with new equipment upgrades along with a reduction in costs. This savings is already evident in this month's statements.
  - Station 81 Remodel: Currently waiting on surveyor.

**Events:**

- 04/03/09 Blood Drive, Station 81: Firefighter Gordy Plett assisted the Puget Sound Blood Center in another Blood Drive at Station 81. There were approximately 15 donors.
  
- 04/08/09 Maple Valley-Black Diamond Chamber – Chief Lemon reported that there was an After Hours event that he attended to promote a local business.

**Community Issues:**

- Fishing Derby – 04/24, 25/09
- Maple Valley's Amazing Race – 05/02/09
- Maple Valley Rotary Golf Tournament – 06/12/09
- Maple Valley Days – 06/12, 13, 14/09
- Maple Valley City Council Meeting to present Life Saving Award on 04/27/09. Meeting to be held at Rock Creek Elementary.

**Vouchers:**

Reviewed & Approved	#04062 through #04102 for \$68,122.84 (Gen Exp Fund)
Reviewed & Approved	#04103 through #04105 for \$11,079.00 (Cap Imp Fund)
Reviewed & Approved	#04106 through #04109 for \$4,679.39 (Gen Exp Fund)
Payroll for	\$163,938.72
Payroll Taxes for	\$31,870.06
Retirement for	\$29,858.06
Deferred Compensation for	\$10,264.50

**Executive Session:**  
Personnel Issues

The Board of Commissioners recessed the regular meeting at 7:30 p.m. to convene an Executive Session pursuant to : (RCW 42.30.110(1)(i)To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency;). The Board announced that the Executive Session would be in session for approximately 60 minutes.

At 8:30 p.m. Commissioner Granlund announced that the Executive Session will be prolonged another 60 minutes.

The Board of Fire Commissioners returned to regular session at 9:30 p.m.

With no further business to come before the Board of Fire Commissioners, the meeting was adjourned at 9:31 p.m.

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Chairman Jeff Granlund

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Timothy W. Lemon  
Fire Chief/District Secretary

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Commissioner Brian McGee

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Commissioner Mike Scott

Minutes Prepared by Ingrid Fine