

# Maple Valley Fire and Life Safety Department Correspondence

Document 07-028

## MINUTES OF THE BOARD OF FIRE COMMISSIONERS, MARCH 1, 2007

Attending: Commissioners Granlund, Maxwell and McGee; Fire Chief Tim Lemon; Assistant Chief Brad Doerflinger; Battalion Chief Dave Bille; Firefighters Mike Ager and Jeff Bingaman; Administrative Office Manager Faye Barker

The meeting was called to order at 6:00 p.m.

### Minutes:

The Minutes from the regular Board of Fire Commissioner Meeting of February 15, 2007 were approved as presented by Motion of Commissioner McGee, seconded by Commissioner Granlund, MOTION PASSED.

### Financial Report:

February Expense Report: This was reviewed for information. Chief Lemon explained how the banquet funds were dispensed and that the account will show the revenue also.

King County Fire District #37 2007 Rate: Chief Lemon received a letter with the projected revenue for this district, as provided by the contract.

Awards Dinner Cost: The awards dinner expense was processed through the department; Pub ed hosted the banquet. The expenses and revenue were reviewed.

### Correspondence:

- ✓ City of Maple Valley Agenda – It was noted that the new youth center modular buildings are being brought in and placed at the Community Center on Witte Rd. & 248<sup>th</sup>.
- ✓ City of Covington Agendas
- ✓ Thank You Card – Injured Child – Chief Lemon distributed the Thank you card for the Board to read.
- ✓ AMR Letter – A letter was received regarding solicitation for Federal Ambulance and Paratransit Support Services. The letter requested a commitment to join the team and sign a network provider commitment. Chief Lemon explained that the EMS division at the state level is researching the request.
- ✓ Chief Joe Kolisch Retirement Party – Chief Kolisch retired as of 2/28/07 after 42 years in the fire service.

- ◆ 02/20/07 Lunch Meeting KC FMO – Chief Lemon attended this meeting.
- ◆ 02/21/07 KCFCA – This was a regular monthly meeting that was attended by Chief Lemon.

Firefighter Ager entered the meeting at this time.

- ◆ 02/22/07 Valley Comm. (2006 Annual Report): Chief Lemon stated that the Valley Comm. annual report is available in the office for anyone that would like to review it. Valley Comm. is also working on starting a technology committee, to design a new cad system. There is currently a CAD system in use; this would be a new and improved system.
- ◆ 02/22/07 KC Zone 3 Fire Chiefs: A legislative update was discussed. Operational issues are in the works.

Public Comment: None

Business:

Legislative Report Up-Date: The report was provided for review.

SOG 43-6011 Respiratory Protection Program – Language Change: This language change was reviewed by the Safety Committee and was also given to Mark Close from D L & I to review. An update in the language regarding the need for respiratory protection was done. This is the start of the two week review period, and the SOG should be ready for adoption at the next Commissioner meeting.

SOG 43-1090 District Suggestion System – Draft: Lt. Scott Rogers worked on updating the electronic form and the anonymous suggestion form. This is the start of the two week review period, and the SOG should be ready for adoption at the next Commissioner meeting.

SOG 43-2109 Apparatus Placement in Traffic – Draft: This SOG was developed in the Safety Committee and safety vests were purchased on their recommendation. Firefighter Todd Merry researched this SOG. It defines the placement of apparatus at a scene, and also how to use appropriate traffic warning devices. This is the start of the two week review period, and the SOG should be ready for adoption at the next Commissioner meeting.

SOG 43-6002 Injury and Illness Reports for Personnel – Draft: This SOG was developed in the Safety Committee. Training Chief DiDonato completed the report. This reflects the current OSHA laws and requirements. This is the start of the two week review period, and the SOG should be ready for adoption at the next Commissioner meeting.

PERC Training for LMC Team:

King County EMS Division, EMS Regional Levy: Chief Lemon received an offer from EMS officials to meet with elected officials to provide information on the EMS Regional Levy. Discussion followed and it was decided to contact someone who previously attended the presentation to see if there is any value to organizing a meeting for local elected officials. Documentation should be received prior to any scheduled meetings so the Commissioners can have an understanding of the rate, the formula used to determine the rate, and any adjustments that would be made to the levy rate.

Firefighter Bingaman entered the meeting at this time.

OSHA Form 300A Completion: Training Chief DiDonato completed this project. The District is required to post this report yearly. The report was distributed for the Commissioner's review.

Training Unlimited-Fire Commissioners Training Seminar: The class schedule was reviewed for information. The Commissioners will inform the front office if they wish to be registered for the seminar.

No-Man's Land Status Report: A preliminary report from Ms. Burlingame was reviewed for information. Chief Lemon reported that there are eighty-one parcels in the Karastan area. Discussion followed regarding the steps the District will take before an invitation to a town hall meeting will be sent. The Chief stated that by King County EMS contract, the District is required to provide emergency services whether the area is within the fire district boundary or not. With regard to fire suppression, the residents of the area need to be aware that their insurance rating is a 10 not a 5 for their homeowners insurance rates. They will be invited to join the fire district. Chief Lemon is also in contact with Chief Soptich from Eastside Fire regarding residents that live on the north side of the District.

AG 43-1204 Assistant Chief Support Services Job Description: Draft updates are ready for the start of the two week review process. Commissioner Granlund confirmed that this position will be equal to the established assistant chief position. Adoption of the job description should be done at the meeting of 3/15/07.

Long Range Plan Up-date: The Commissioners were given the Administration Division and the Capital Improvement up-dates at a previous meeting. Chief Lemon distributed the Operation and Prevention Draft up-dates to the Commissioners for their review.

Union – PERC Appeal and Lawsuit Appeal: Nothing new to report at this time.

Personnel:

New Hires (Firefighters) Report: Assistant Chief Doerflinger will be going to the Academy tomorrow.

District Mechanic: This report will be given during executive session.

Firefighters on Light-Duty: This report will be given during executive session.

Operations:

Major Incident Report: Assistant Chief Doerflinger distributed his 2006 Year-End Report. In 2006, there were 3113 incidents. The report was reviewed in detail and discussion followed.

Air 80 (trailer) Air Test Failed: Assistant Chief Doerflinger explained how and why this test failed. It was probably due to lack of use. Air tests have been taken again, and they are waiting for the results.

Fire Prevention:

Chief Lemon gave an update on the activity of the Fire Marshal, due to his absence. A status report from the consultant that was hired to work on impact fees should be available for the next meeting.

Vehicles & Equipment:

New Engines Weight vs. Axel: Both of the new Sutphen engines are in service and functioning well. There was concern discussed regarding the front axel weight and it was discovered that the axels are stouter than they were rated for. Sutphen will re-certify the engines.

Special Operations Vehicle: The decision was made to purchase a F250 truck for Special Operations. The projected cost of that vehicle with all the equipment is about \$40,000.

Staff Vehicle: It has been decided to purchase a Ford Escape for a staff vehicle. The cost would be about \$19,000. A portable radio would be put in both vehicles. The total cost for both vehicles would be approximately \$60,000. Chief recommended that the Board authorize the purchase from the state bid process for both the Ford F250 and the Ford Escape. Discussion followed on the use of the two new vehicles and the emergency response capability. Commissioner McGee made a MOTION to approve these purchases, Commissioner Granlund seconded the MOTION; MOTION PASSED.

Aid Car Specs: The specifications for the new aid cars are completed and ready for the Board's review. Chief Lemon would like to attach a twelve month, second vehicle option to the specifications. The funding option was discussed. Commissioner Granlund made a MOTION to go out to bid for aid car purchases. Commissioner McGee seconded the MOTION; MOTION PASSED.

Engine Striping Packages: Assistant Chief Doerflinger took a poll of staff and 90% of staff voted for the black and gold lettering to be put on the new engines.

Facilities:

Hooked On Fishing – Pub Ed Specialist Johnson has been attending the meetings.

Maple Valley Days – Pub Ed Specialist Johnson is scheduling for this event.

Cancer Walk – The District is organizing together a team; the event will be the last weekend in June.

Vouchers:      Reviewed & Approved #40710 through #40752 for \$83,145.77 (Gen Exp Fund)  
                    Reviewed & Approved #40753 through #40759 for \$3,973.63 (Cap Imp Fund)  
                    Reviewed & Approved #4869 for \$597.50 (Flexible Spending Account)  
                    Reviewed & Approved #4871 for \$3,071.16 (Union Dues)  
                    Reviewed & Approved #4872 for \$591.35  
                    Payroll for \$142,598.67  
                    Retirement for \$24,635.90  
                    Deferred Compensation for \$8,466.50  
                    Taxes for \$29,604.58

Chief Lemon stated that he has requested Facility/Apparatus/Maintenance Manager Jensen re-bid lawn maintenance for the station, to include Stations 84 and 86.

The Board of Commissioners recessed the regular meeting at 7:00 p.m. to convene an Executive Session to discuss Personnel Issues. The Board announced that the Executive Session would be in session for approximately 45 minutes.

The Board adjourned the Executive Session at 7:45 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 7:45 p.m.

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Chairman Fred Maxwell

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Timothy W. Lemon  
Fire Chief/District Secretary

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Commissioner Jeff Granlund