

# Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 09-060

MINUTES OF THE REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS, JUNE 4, 2009

Attending: Commissioners Granlund, Scott and McGee; Chief Lemon; Deputy Chief Rude; Administrative Assistant Christine Knight

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

There was a special recognition presentation for Jerry Lemon who has completed his requirement to become a CERT Captain. Jerry Lemon was presented with his certificate of completion, red vest and red Captains Helmet. The Board of Fire Commissioners congratulated him for a job well done and thanked him for his contributions to the community.

## **Minutes:**

**The Minutes from the regular Board of Fire Commissioners Meeting of May 21, 2009 were reviewed and approved as presented by MOTION, Seconded and unanimously carried by the Board.**

## **Financial Report:**

Expense Report – June 2009: This report was reviewed for information.

## **Correspondence:**

City of Maple Valley Agenda(s): Chief Lemon reported that the annexation of Maple Ridge, a Polygon Homes project, is still in process with the City of Maple Valley. Maple Valley Policy Chief Scott Somers will be leaving the City and returning to the King County Sheriff's Office, Precinct 3, as a Captain. Captain Michelle Bennett will be returning to the City to take over at the Police Chief on June 15, 2009.

ReMax Little Miracles Auction(s): ReMax Select of Maple Valley sent a thank you card for the Fire District's kind donation of a fire station birthday party for their Little Miracles auction.

Valley Communications 2008 Annual Report: Chief Lemon presented the Valley Communications 2008 Annual Report.

Kent Fire Department Open House: Kent Fire Department sent an invitation to their Open House of the newly built Fire Station #78 for June 13, 2009 at 10 AM.

**Meetings:**

5/28/09: Meeting with Chief Greg Smith KCFPD 44: Chief Lemon and Deputy Chief Doerflinger had a lunch meeting with Chief Greg Smith and Deputy Chief Mike Barlow of King County Fire Protection District 44. The purpose of the meeting was to review the current working relationship between the two organizations. Both parties felt things are working well between our agencies and will be looking to strengthen our relationship as it related to Special Operations

5/29/09: Meeting with City Manager David Johnston / City of Maple Valley: Chief Lemon had a luncheon meeting with the new City Manager to discuss the City of Maple Valley and the Fire District working relationship. Items discussed included: Fire Protection Contract for City owned and operated facilities, Surface Water Management Fees, Fire Marshal's Service Contracts, Emergency Management and other avenues that we could support each other's efforts in service to our community.

6/3/09: State Sprinkler Coalition: Deputy Chief Rude attended this meeting and reported that the King County Fire Chiefs Association upgraded their support on the regulation of fire sprinklers to number three on their list of priorities.

6/02/09: Citizen Advisory Committee: Commissioner Granlund, Faye Barker, Chief Lemon, and Deputy Chief Rude attended this meeting. Commissioner Granlund reported that most of the discussions held were about when to run a levy, Fall 2009, Spring 2010 or Fall 2010. The committee feels that informing the public of the Fire District's needs is very important and that there is a definite difference of opinion from the citizens in the City Maple Valley verses the citizens in unincorporated King County.

Chief Lemon reviewed the deadlines for filing for a levy on the 2009 primary election and the 2009 general election. The Board of Fire Commissioners also discussed the options of when to run a levy and the pros and cons on each option. The Board further discussed Assessed Values for properties in King County and whether or not a reduction in assessed valuation (AV) might occur in 2010.

**Public Comment:** no comment

*This is an opportunity for the public to address the Board of Commissioners on any subject which is not of a quasi-judicial nature or scheduled for a public hearing. Speakers are asked to stand to have their comments recorded. Speakers should state clearly their name(s) and address for the record. Please limit comments to three minutes per person.*

**Business:**

2008 Year End Report:

- Chief Lemon distributed the 2008 Year End Report review and input from the Board of Fire Commissioners.

Covington Water District Fire Protection Contract:

- Chief Lemon presented the contract for fire protection services between the Maple Valley Fire & Life Safety and Covington Water District. **The contract was reviewed and approved as presented by MOTION, Seconded and unanimously carried by the Board.**

Soos Creek Water & Sewer District Fire Protection Contract:

- Chief Lemon presented the contract for fire protection services between Maple Valley Fire & Life Safety and Soos Creek Water & Sewer District. **The contract was reviewed and approved as presented by MOTION, Seconded and unanimously carried by the Board.**

2009/2010 Elections - Fire Levy Lid Lift:

- 6/2/09: Citizen Advisory Committee: This topic was reported on earlier in the meeting.

Long Range Plan:

- Administrative Section: Chief Lemon received some input from the Board of Commissioners on this section and will be updating the final draft.
- Operations Section: Chief Lemon received some input from the Board of Commissioners on this section also and will be updating the final draft.
- Training Section: The final draft for this section was distributed to the Board of Commissioners for this review.
- Commissioner McGee proposed that the topic of Stations 80 and 83 be discussed in executive session immediately following per the guidelines of RCW 42.30.110 "1 B".

Performance Evaluation for the Fire Chief: This item was tabled.

**Personnel:**

Career/Volunteer Staff:

- D L & I – Two firefighters are out on DL&I leave and one out for Long Term Disability at this time.

**Operations:**

Major Emergency incident Report:

- SOG 43-2205, Pandemic Operational Plan Up-date. Chief Lemon presented the updated SOG for the two week review period. A discussion was held regarding preparedness and inventory of equipment needed for a pandemic and the process that is currently in place. The discussion included how to obtain additional supplies that are available at no cost to the Fire District, such as masks, gloves, gowns, goggles, shields and sanitizers.

Training: Nothing new to report at this time.

### **Support Services:**

Fire Marshal's Office: No new activity to report at this time.

Public Education: Deputy Chief Rude presented Public Educator Janine Johnsons May 2009 activities report for the Board of Fire Commissioners review and information.

MV ECC: Deputy Chief Rude had nothing new to report at this time.

Apparatus and Equipment:

- Engine Specifications: Deputy Chief Rude reported that the engine specifications are still in the review process.

Facilities:

- Station 84 Drainage: Deputy Chief Rude informed the Board of Fire Commissioners that we will be submitting a grant for reimbursement of our expenses for the storm damage to FEMA.
- Station 81 Remodel: Deputy Chief Rude reported that the Station 81 remodel contract has been signed with the architect. The architect is moving forward and working with staff to obtain the necessary permits to get started.
- Station 83 10' x 40' Portable Building: Deputy Chief Rude informed the Board of Fire Commissioners there will be a meeting on June 6<sup>th</sup> with the City Planning Committee of Maple Valley to review this project. The meeting will focus on the location of where to place a portable facility at Station 83. The Commissioners had requested a cost analysis on the options of renting verses purchasing the portable structure; Deputy Chief Rude presented information that shows renting/leasing the facility would be more cost effective. The Board of Fire Commissioners concurred.

### **Events:**

06/12/09 MV Rotary Golf Tournament: This event is forthcoming. Deputy Chief Rude will be representing the Fire District on a team.

06/20/09 MV Farmers' Market Grand Opening: The Market will be held at Rock Creek Elementary as previously discussed, all are encouraged to attend

Maple Valley Days June 12, 13 & 14: Chief Lemon invited the board to participate at Maple Valley Days along with Fire District staff and CERT members.

**Vouchers:**

Review & Approve #06001 through #06031 for \$91,434.99 (General Expense Fund)  
Review & Approve #06032 for \$417.80 (Cap Imp Fund)  
Payroll for \$171,278.13  
Payroll Taxes for \$35,522.50  
Retirement for \$31,361.81  
Deferred Compensation for \$10,789.50

**Executive Session:**

The Board of Commissioners recessed the regular meeting at 7:20 p.m. to convene an Executive Session pursuant to: (RCW 42.30.110(1)(i) To discuss Commissioner Granlund, real estate, personnel and collective bargaining. The Board announced that the Executive Session would be in session for approximately 60 minutes.

Commissioner Granlund announced that the executive session would be extended another 60 minutes.

With no further business to come before the Board of Fire Commissioners, the meeting was adjourned at 9:10 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 Christine Knight