

Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 09-088

MINUTES OF THE REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS, AUGUST 6, 2009

Attending: Commissioners Granlund, McGee and Scott; Chief Lemon; Deputy Chiefs Doerflinger and Rude; Administrative Office Manager Faye Barker and other staff and members of the public (see attached list)

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

Chairman Granlund welcomed all those in attendance.

Minutes:

The Minutes from the regular Board of Fire Commissioners Meeting of June 18, 2009 were reviewed and approved as presented by MOTION, Seconded and unanimously carried by the Board.

Financial Report:

Expense Report – July 2009: Chief Lemon explained that a budget amendment will be presented for review at the next Commissioner meeting.

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

Revenue Report – June 2009: Chief Lemon reported that collections are as expected.

King County Investment Pool – June 2009: This report was reviewed for information.

Correspondence:

- City of Maple Valley Agenda(s) – Chief Lemon noted two items of interest to the District, the annexation of Maple Ridge into the city limits has taken place. The City Manager has been authorized to enter into negotiations with Yarrow Bay.
- 07/09/09 – City of Maple Valley Annexation of Maple Ridge is on file and available for review.
- 07/10/09 City of Renton Thank You – A thank you for mutual aid with a multiple alarm fire was reviewed for information.
- Thank You Maple Valley Food Bank – for the firefighter's efforts in collecting food and funds for the food bank.

Meetings:

Chief Lemon reported on a luncheon meeting with David Johnston, City Manager of Maple Valley. They discussed the surface water fees of the properties within the city and fire protection services for the city.

Public Comment:

Victoria Jonas, speaking as a private citizen, thanked the Commissioners and staff for their hard work and dedication in ensuring that our community is safe, 24/7. She thanked Chief Lemon for being such a wonderful example for his community volunteerism and all that he does.

Erin Weaver, Citizens Advisory Committee member, expressed the pleasure of working with the department and Commissioner Granlund on the Committee. She is impressed with the kindness and professionalism of staff. Working with the Committee has been a wonderful experience.

Business:

AG43-1111 Non-Emergency Overtime Call Bank – Update: This will start the two week review of the updated AG. It should be ready for adoption at the next Regular meeting on 8/20/09.

Resolution R-2009-010 Declaring Surplus Computer Equipment: There is no value in the three old servers and it has been recommended they be surplus items. **A MOTION was made, Seconded and unanimously carried by the Board to approve R-2009-010.**

Resolution R-2009-008 Declaring Surplus Refrigerator: Deputy Chief Rude explained that the refrigerator was no longer useable. **A MOTION was made, Seconded and unanimously carried by the Board to Approve R-2009-008 declaring as surplus the Refrigerator.**

Resolution R-2009-009 Declaring Surplus Refrigerator For Sale: **A MOTION was made, Seconded and unanimously carried by the Board to approve R-2009-009 putting the surplus refrigerator for sale.**

Resolution R-2009-011 Declaring Surplus Miscellaneous Equipment: **A MOTION was made, Seconded and unanimously carried by the Board to approve R-2009-011, declaring as surplus four XV6800 PDA Cell Phones.**

Resolution R-2009-012 Declaring Surplus Equipment For Sale: **A MOTION was made, Seconded and unanimously carried by the Board to approve R-2009-012, declaring for sale, four XV6800 PDA Cell Phones.**

Open Public Meetings Act: This item is tabled pending input from legal counsel.

Billing for Emergency Response Work: Chief Lemon requested direction from the Board on updating the SOG regarding charging for services. Chief Lemon recommended to charge by incident, as is done with the Covington Contract. The Board will take the time to review this item and requested Chief Lemon to talk again with Chief Tessen from King County Fire District 47 and get his input.

2008 Year End Report: Chief Lemon had received comments from Commissioner Scott and inquired if there were additional comments. The Final Draft will be ready for approval on 8/20/09.

EMS Contract: The King County EMS contract was provided for the Commissioners to review. This is more involved than previous contracts. Staff reviewed the contract. **A MOTION was made, seconded and unanimously carried by the Board to approve the contract with King County EMS.** Chief Lemon was directed to sign the contract.

2009/2010 Elections – Fire Levy lid Lift: Chief Lemon introduced Kathy Williams, Chair of the Citizens Advisory Committee. Ms. Williams thanked Chief Lemon for organizing the group and thanked Commissioner Granlund for his participation. The process was explained and a recommendation was decided upon. The Committee's recommendation is for the Board of Commissioners to move ahead with the study to determine whether or not the Benefit Service Charge would be feasible to the District. The Committee would still like to see a levy lid lift pass, if it would be enough. In conjunction, the committee is also recommending that a public relations program start sooner than later, reminding the community of what the personnel do, response times and participation in the community by the District staff. The cost of the study as presented is \$12,500.

Discussion was held regarding who would do the study, and it was explained that Fire Service Consulting, Inc. was the company that did the presentation.

On behalf of the District, Commissioner Granlund thanked the Citizens Advisory Committee for their dedication and time. It was a productive committee and a lot of good questions were brought forward for discussion.

Warren Iverson, Co-Chair of the Citizens Advisory Committee also spoke regarding the Committee. Mr. Iverson also spoke to the Maple Valley Area Council. He stated that the Maple Valley Area Council made a motion to support the expense and funding of this study. The Maple Valley Area Council will be interested in the information provided by this study.

Long Range Plan: Chief Lemon explained that input from Commissioner Scott had been received and will be incorporated into the document.

Performance Evaluation for the Fire Chief: This will be tabled at this time.

Personnel:

Career/Volunteer Staff: Chief Doerflinger reported that everyone is healthy at this time.

Captains Test: Deputy Chief Rude explained that dates have been set and are waiting for the evaluation of the written test.

AG43-1221, Captains Job Description: This is the final draft and is the start of the two week review period.

VRF Thomas Jenkins Resignation: VRF Jenkins resigned and we currently have seventeen Volunteer Resident Firefighters.

Operations:

Major Emergency Incident Report: Deputy Chief Doerflinger reviewed the incidents for July and reported that there were 324 incidents – one of the District's busiest months. Deputy Chief reported on a semi-vs. motorcycle accident and a house fire during which a firefighter was injured. That firefighter missed a few shifts and has returned to duty.

Quarterly Report: Deputy Chief Doerflinger distributed the report to the Board. He explained that the District has purchased Fire Rules Software which will help staff provide more detailed data.

Progressive Phone Dialer: Deputy Chief Doerflinger explained that the District has implemented Rapid Reach phone dialer, which will go along with the new over time policy. Firefighter Morrow was the author of the policy that can be used for emergency and non-emergency call back. This can be used by the Duty Chief or the Battalion Chief.

Training: There is nothing to report at this time.

Support Services:

Fire Marshal's Office:

- There have been twelve new construction inspections and twelve new plan reviews.
- Reports of a number of brush fires, due to fireworks are being investigated.
- Fire Marshal Webster received his renewal for Inspector I & II and Plans Examiner.

Public Education:

- The activity reports for June and July were provided.
- The CERT captains have completed a pin map that shows where CERT members are located in our community.

Emergency Preparedness:

- Hazard Mitigation Plan Annex - Deputy Chief Rude explained that we are required by FEMA to have an updated plan that will be reviewed every year, and renewed every five years.
- Cooling Centers - Deputy Chief Rude reported that several Cooling Centers were opened in Maple Valley during the Heat Spell. They provided a cool place to go for those that didn't have another alternative.

Apparatus & Equipment:

- Engine Specifications - Deputy Chief Rude explained that the engine specifications were almost completed. They are hoping to be able to piggy-back onto the state bid with Mountain View Fire & Rescue.
- E80 Engine Failure - E80 engine failure repair is under warranty. T81 is back in service.

Facilities:

- Station 84 Drainage – Staff is still working on this item.
- Station 81 Remodel – Deputy Chief Rude explained that a copy of the plans is available for review.
- FEMA Reimbursement – A payment for approximately \$5000. was received from FEMA for the flood event.

Events:

11/06/09 Medic One Foundation Dinner/Auction: If the Board is interested in attending they should let staff know so registrations can be made.

Commissioner McGee said that it will take Commissioner action to approve the benefit service charge study. He commented that it seems that it is the only option to be considered for a funding mechanism in short term. The Committee has done most of the work on this. Commissioner Granlund commented we have to spend the money to get the data so it can be determined if it will work for the District. **A MOTION was made, seconded and approved unanimously by the Board to approve the Contract to have the benefit service charge study done.**

Vouchers:

Pay 7-15-09	Review #07001 through #07046 for \$101,978.40 (General Expense Fund) Review #07047 through #07069 for \$7,363.00 (Resident Reimb) Review #07070 through #07074 for \$7,133.77 (Cap Imp Fund) Payroll for \$170,208.39 Payroll Taxes for \$35,673.34 Retirement for \$31,301.74 Deferred Compensation for \$10,964.50
Pay 7-30-09	Review #07075 through #07106 for \$134,570.76 (General Expense Fund) Review #07107 through #07108 for \$6,541.48 (Cap Imp Fund) Review #07109 through #07110 for \$192.02 (General Expense Fund) Review #07111 for \$13,363.81 (Cap Imp Fund) Payroll for \$168,661.04 Payroll Taxes for \$33,145.66 Retirement for \$28,715.81 Deferred Compensation for \$10,889.50
Pay 8-14-09	Review & Approve #8001 through #8029 for \$13,716.11 (General Expense Fund) Review & Approve #8030 for \$8,362.50 (Cap Imp Fund) Review & Approve #8031 through #8048 for \$6,944.66 Payroll for \$165,831.87 Payroll Taxes for \$33,545.86 Retirement for \$28,145.20 Deferred Compensation for \$10,889.50

The Board of Fire Commissioners adjourned at 7:00 for an Executive Session for approximately 1½ hours.

Executive Session: RCW 42.30.140 Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings and discussions relating to the interpretation or application of a labor agreement; or...that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken the governing body during the course of any collective bargaining, professional negotiations, or grievance or medication proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

After open session was reconvened, Commissioner McGee made a **MOTION that the District not renew the Chief's Personal Service contract, scheduled to expire on its terms on December 31, 2009 and that the Chief be placed on voluntary administrative leave through August 15, 2009, to afford the District and Chief an opportunity to negotiate a separation of employment on mutually acceptable terms.**

Commissioner Scott seconded the MOTION, which carried by a vote of 2 – 1, with Commissioner Granlund voting against the motion.

Commissioner Granlund noted for the record that he was opposed to the decision not to renew the Chief's contract and he announced that he intended to resign as a Commissioner by submitting an official letter of resignation to the Board of Commissioners the following morning.

With no further business to come before the Board of Fire Commissioners, the meeting was adjourned at 8:45 p.m.

Chairman Jeff Granlund

Brad Doerflinger
Fire Chief/District Secretary

Commissioner Brian McGee

Commissioner Mike Scott

Minutes Prepared by Faye Barker