

# Maple Valley Fire and Life Safety Department Correspondence

Document 07-046

MINUTES OF THE BOARD OF FIRE COMMISSIONERS, APRIL 5, 2007

Attending: Commissioners Granlund, Maxwell and McGee; Chief Tim Lemon; Assistant Chief Brad Doerflinger; B/C O'Brien; Lt. Terry Brown; Firefighters Knowles, and Rock; Consultant Michael Mathias; Admin. 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 March 15, 2007 were approved as presented by Motion of Commissioner Granlund, seconded by Commissioner McGee, MOTION PASSED.

**Financial Reports:** None

## Correspondence:

- ✓ City of Maple Valley Agenda – The 10<sup>th</sup> anniversary celebration for the city is scheduled for 8/31/07 at Lake Wilderness Park. The deck at the lodge is not safe and is closed to access. The city is working on getting it fixed.
- ✓ City of Covington Agendas
- ✓ 03/23/07, KC Elections Commissioner Position 2 – Commissioner Position #2 is up for election this fall.
- ✓ 03/28/07, Baldwin Resource Group (BRG) – Gordon MacIvennie has started his own insurance company in Maple Valley. He will continue to handle the fire district's liability insurance.
- ✓ Don Heyrich from Perkins Coie, is moving on to opening his own law office in Seattle.

## Meetings:

- ◆ 03/21/07, Maple Valley/Black Diamond Chamber Luncheon – Eric Holdeman gave a presentation on behalf of the King County ECC regarding businesses being prepared for a disaster.
- ◆ 03/22/07, Valley Comm/King County Zone 3 Fire Chiefs – Chief Lemon attended this meeting.
- ◆ 03/26/07, Lunch with Mayor Iddings – Chief Lemon reported on a lunch meeting with Mayor Iddings, and discussion was held on how the city is doing concerning growth.

- ◆ 04/02/07, Area Council of Maple Valley – Commissioner Maxwell and Chief Lemon attended this meeting. Commissioner Maxwell explained the purpose of attending this meeting, which was to discuss the District's policies on transport billing and to answer questions that have come up since the program has been implemented.

**Public Comment:** None

**Business:**

Fire District Funding Model: Chief Lemon commented that the 6-year lid lift legislation seems to be moving forward through the legislature. An alternative funding model would be a benefit charge. Discussion was held regarding whether or not this district should research this funding option.

FF Knowles entered the meeting at this time.

It was decided that Chief Lemon will research this alternative funding model and have different options for the Board to consider.

King County Emergency Medical Services Medic One/Emergency Services Levy: The formal report was received. This will be on file in the office, for review by interested parties. The King County Fire Chiefs Association is sending a letter to King County Emergency Medical Services that the levy should be no less than \$ .30/\$1000.

Administrative Guide (AG) 43-1290 Facility/Apparatus/Equipment Maintenance Staff: Larry Jensen is considering a retire/rehire status. A new job description that realigns the duties was distributed for the Board to review. This is the beginning of the two week review period.

Standard Operating Guideline (SOG) 43-2003 Post Incident Analysis (PIA) – Draft: Procedures have already been implemented, with good results; this is the formal adoption procedure. Chief Lemon advised that Assistant Chief Brad Doerflinger has done a good job in the development and implementation of this SOG. The PIA has been used about ten times. This is the beginning of the two week review period.

Standard Operating Guideline (SOG) 43-2505 Standby Team and Rapid Intervention Team: The Board received the first draft of this document a few months ago. This document has been revised during this time and this is the final format. Training Chief DiDonato and Assistant Chief Doerflinger did an excellent job revising this SOG and getting it into its final format. This is the beginning of the two week review period.

Resolution R-07-04 Newborn Transfer: This resolution sets forth the policy for fire district personnel to receive a new born baby that is not wanted by the parents. This resolution is in draft form and Chief Lemon is asking the Board to review it before adopting it at the next regular meeting of the Board of Fire Commissioners.

Standard Operating Guideline (SOG) 43-2204 Newborn Transfer: This was distributed to the Board for the two week review period. This SOG includes an Appendix questionnaire for the parents, providing they are willing to answer it.

Transport Billing Program: Commissioner Maxwell and Chief Lemon have had a couple of customer inquiries regarding the billing procedures. As a result, Commissioner Maxwell would like the Board to consider approval of a customer feedback program. This would provide an opportunity for feedback from patients regarding the quality and satisfaction of our emergency service, and our billing agency. Chief Lemon will have a prototype at the next meeting.

Covington Contract Termination and Division of Assets: A response from Snure's office with questions about the appraisal of the building, office supplies and value of apparatus was received. Chief Lemon will be in contact with them responding to their inquiries.

Administrative Guide (AG) 43-1101, Charges for Services: This is the conclusion of the two week review period. Commissioner Granlund made a MOTION to approve AG 43-1101 as presented. Commissioner McGee seconded the MOTION, MOTION APPROVED.

Legislative Report Up-Date: The Commissioners receive the up-dated email report from Chief Lemon. Copies of the report were available at the meeting.

Public Employment Relations Commission (PERC) Training for Labor Management Committee (LMC): The LMC PERC Training is be scheduled for May.

No-Man's Land (Status Report): The SOG for Charges for Services was just approved. An inventory of the properties involved is complete, and an insurance company will be consulted to get the correct rates for insurance. A worksheet showing the insurance rates quoted will be provided to the citizens with the letters that will be mailed.

Long Range Plan Up-Date: The Public Education section and facilities section were provided to the Board for their review. Training Division and Apparatus are forthcoming.

Michael Mathias entered the meeting at this time.

**Personnel:**

Larry Jensen – Retirement: Information will be provided during Executive session.

Recruit Firefighters – Washington State Fire Training Center, North Bend Fire Academy: The recruits are going through their FF 1 testing starting this week. Graduation is on 4/20/07, if the Board is interested in attending, please contact A/C Doerflinger.

District Mechanic: Bruce Backer is back to work in a full duty capacity as of 4/3/07.

Firefighter on Light-Duty: FF Knowles will be reassigned to the Training Division next week for evaluation prior to being released back to shift work. FF. Knowles has been on light duty for an off the job injury and is going through return to work evaluation.

## **Operations:**

Major Emergency Incident Report: A/C Doerflinger reported that there had been a couple of medical air lifts recently. The Firefighters did an excellent job of extricating a patient involved in a one vehicle rollover in a convertible. It took crews 11 minutes to extricate the patient.

DOC07-0043, Aspirin for Acute Coronary Syndrome: (ACS) Pilot Program: This pilot program is through King County Emergency Medical Services and is being conducted in Maple Valley Fire & Life Safety and Eastside Fire and Rescue. The study is looking at the benefit of early administration of an aspirin in heart attack patients.

Peer Fitness Program: A/C Doerflinger has met with Health Force. He is continuing to research this program and develop a proposal.

## **Fire Prevention:**

FF Knowles reported that the new Chevron Station at Kent Kangley and 216<sup>th</sup> SE is setting the tanks tomorrow.

Fire Inspections: No report.

Impact Fees Up-Date Status Report: Michael Matthias reported on the status of his research on impact fees. Currently the fire district charges \$390 per unit residential fees. This is a voluntary payment from the builders. Commercial fees will be different. Mr. Matthias suggested the name be changed from an Impact Fee to a Level of Service Continuation fee, through the SEPA process at the state level. Discussion followed regarding the report.

Public Education: FF Knowles reported that a "ride to school" on a fire engine was conducted earlier today. The Citizen Emergency Response Team (CERT) class graduated 22 people last week.

## **Vehicles & Equipment:**

Aid Car: The aid car specs have been sent out for bids.

Aid 80: Is out of service and in for minor body repairs sustained in an accident last year when it sideswiped another ambulance at an emergency room entrance.

Engine 82: The rotation of new engines and reassignment of engines is complete. E82 is now in service and the old E82 is now Tender 82 (T82).

## **Facilities:**

B/C O'Brien entered the meeting at this time.

Satellite Stations: Remodel work has been completed at Station 83. Staff is getting ready to start the up-dates to Station 84.

Station 87: The property will need to be re-zoned before a fire station can be built at the site. Chief Lemon will be contacting our land attorneys to start the process.

**Community Issues:**

04/07/07, Easter Egg Hunt:

04/27, 28/2007 Hooked on Fishing: Commissioner Granlund requested that an aid car with a couple EMT's be on site from 1800 hours through 1200 hours the next date.

05/12/07, Vine Maple Place Fund Raiser: Members of the department have been requested to be servers for the dinner. This was a very successful fund raiser last year.

06/8, 9, 10/2007 Maple Valley Days:

**Vouchers:** Review #40809 through #40810 for \$4,336.49  
Review & Approve #40811 through #40882 for \$94,814.05 (Gen Exp Fund)  
Review & Approve #40883 through #40889 for \$5,406.02 (Cap Imp Fund)  
Review & Approve #5036 for \$572.50 (Flexible Spending Account)  
Review & Approve #5038 for \$3,017.16 (Union Dues)  
Review & Approve #5039 for \$591.35  
Payroll for \$146,846.04  
Retirement for \$25,474.26  
Deferred Compensation for \$7,716.50  
Taxes for \$30,968.61

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 15 minutes.

The Board adjourned the Executive Session at 7:15 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 7:15 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 Brian McGee

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Commissioner Jeff Granlund