

# Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 09-121

Minutes of the Regular Meeting of the Board of Fire Commissioners, November 5, 2009

Attending: Commissioners McGee, Scott and Van Ruff; Interim Chief Doerflinger; Deputy Chief Rude, several staff members, CERT Captains Jerry Lemon, Kathy Wooley, Paul Bokor and Kerwin Manual and Office Manager Barker

Chairman McGee called the meeting to order at 6:05 p.m.

The Pledge of Allegiance was held.

Chief Doerflinger requested a change of order to the Agenda and two presentations were given.

Public Education Specialist Johnson introduced the CERT Captains to the Board. She explained the donations that the CERT Captains have given for the CERT Trailer and the time they volunteer. At this time a public thank you was given for the time and effort given to the community and the District.

Deputy Chief Rude gave a certificate to Firefighter Michael Johnson on his achievement of Firefighter First Class. Congratulations were given.

## Minutes:

Board of Commissioner Meeting Minutes of October 15, 2009: **A MOTION was made, seconded and unanimously carried to approve the Regular Meeting Minutes as presented.**

Special Board of Commissioner Meeting Minutes of October 15, 2009

Special Board of Commissioner Meeting Minutes of October 23, 2009

Special Board of Commissioner Meeting Minutes of October 24, 2009

**A MOTION was made, seconded and unanimously carried to approve the three Special Meeting Minutes as presented.**

## Financial Report:

- Expense Report – November 2009
- 2010 Budget: The preliminary budget for 2010 was distributed to the Board for their review before the Open Public Budget meeting on 11/19/09.
- King County Investment Pool Letter, September 2009

**Correspondence:**

- City Maple Valley Agenda(s)
- Emergency Medical Services, 2009 Annual Report
- Valley Communications Center, 2010 Adopted Budget
- Northwest Leadership Seminar
- FEMA Payment for St. 84 damage from 12/08 storm

**Meetings:**

- Leadership Transition Team: Chief Doerflinger reported that an executive summary should be received within a few weeks.

Commissioner McGee had requested staff assemble a list of local associations and community groups. A list was provided for the Board's information.

**Public Comment:**

The following citizens of Maple Valley Fire & Life Safety provided public comment.

Camille Walls  
Kerwin Manuel

**Business:**

Resolution R-2009-22 District Secretary Appointment: Chief Doerflinger had made a recommendation for the Board to appoint Office Manager Faye Barker as District Secretary. Resolution R-2009-22 was reviewed and **A MOTION was made, seconded and unanimously approved to sign R-2009-22 and appoint Office Manager Faye Barker as District Secretary.** Office Manager was then given the Oath of Office and sworn in.

Salary & Benefit Policy: Changes to the update of this policy were discussed.

2008 Year-End Report: The Commissioners requested that the report be re-done and distributed to them for review.

Systems Design Contract Renewal for 2010: Systems Design is the BLS billing company. There is no change to their fees for 2010. **A MOTION was made, seconded and unanimously approved to enter into the 2010 contract with Systems Design.**

BLS Transport – Waiver Authorization: A financial assistance request was received for BLS Transport. The Board gave approval for the Waiver Authorization.

CERT Members Acknowledgement – Janine Johnson: This was taken out of order, and the acknowledgement was done at the beginning of the meeting.

**Personnel:**

Career/Volunteer Staff

- DL&I – One individual is off duty on a Labor & Industry injury.
- LTD – One individual is on long term disability.
- There was a minor injury to a volunteer during live fire training.

**Operations:**

Major Emergency Incident Report:

Training:

- Live fire training has been completed with the three shifts.
- The Captain's assessment center will be held on November 18 & 19.

**Support Services:**

Fire Marshal's Office:

- Level of Service Contribution (LOSC) – Fire Marshal Webster updated the Board on the activity regarding the new Fred Meyer Complex. After discussion, the Board concurred with the Fire Marshal to withhold the building permit at this time.

Public Education:

- Public Education Specialist Johnson reviewed the list of activities for the Board. She also thanked the firefighters for their participation in the activities.

Apparatus and Equipment:

- The Fleet Manager will be out for approximately a month because of an injury.

Facilities:

- The Station 84 drainage system is being installed.
- The Station 81 remodel meeting was held and plans are moving forward.

**Events:**

Tricks or Trucks 10/31/09 – District participation was discussed.

**Meetings:**

- Commissioner McGee reported on attending the Fire Marshal Oversight Committee meeting. Fire sprinkler systems were discussed.
- Commissioner McGee attended the King County Fire Commissioners Executive Board meeting. A reminder was given that the Fire Commissioner's Installation Banquet is scheduled for 1/20/10 and will be held at the River Rock restaurant on Maple Valley Highway. The next King County Fire Commissioner meeting is 11/18/09 in Shoreline.

**Vouchers:**

- 10/30/09 Payroll for \$166,971.62
- 10/30/09 Taxes for \$33,097.16
- 10/30/09 Deferred Compensation for \$10,589.50
- 10/30/09 Retirement for \$27,594.28
- Review & Approve #11001 through #11055 for \$173,970.09 (General Fund Expense)
- Review & Approve #11056 through #11058 for \$5,159.92 (Capital Fund Expense)
- Review & Approve #11059 through #11077 for \$7,374.54 (General Fund Expense)
- 11/13/09 Payroll for \$162,360.09
- 11/13/09 Taxes for \$32,075.44
- 11/13/09 Deferred Compensation for \$10,589.50
- 11/13/09 Retirement for \$26,605.85

**Executive Session:**

The Board of Commissioners recessed the regular meeting at 7:45 p.m. to convene an Executive Session pursuant to: *RCW 42.30.140(4a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement.* The Board announced that the Executive Session would be in session for approximately thirty minutes.

The Board announced at 8:10 p.m. that executive session would continue for another fifty minutes.

The Board announced at 9:00 p.m. that executive session would continue for another fifty minutes.

With no further business to come before the Board, the meeting was adjourned at 9:50 p.m.

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Chairman Brian McGee

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Faye Barker  
District Secretary

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Commissioner Mike Scott

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Commissioner W.K. Van Ruff

Minutes Prepared by Faye Barker