

Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 07-054

MINUTES OF THE BOARD OF FIRE COMMISSIONERS, APRIL 19, 2007.

Attending: Commissioners Jeff Granlund, Brian McGee, and Fred Maxwell; Chief Tim Lemon; Assistant Chief Brad Doerflinger; Fire Marshal Dave Pargas; Lieutenant Jeff Adams; Firefighter Mike Ager; Administrative Secretary Michele deLeon.

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

Minutes:

The Minutes from the regular Board of Fire Commissioner Meeting of April 5, 2007 were approved as presented by Motion of Commissioner McGee, seconded by Commissioner Granlund, MOTION PASSED.

Financial Reports: Revenue Report March 2007: Reviewed for information.

Expense Report April 2007: Reviewed for information.

BLS Transport Revenue Report March 2007: Reviewed for information.

King County Investment News Letter March 2007: Reviewed for information.

Correspondence:

- City of Maple Valley Agenda:
- City of Covington Agendas:
- 03/22/07, Washington State Boundary Review Board
- 03/30/07, Letter, Auditor State of Washington: Chief Lemon stated that this letter outlines new audit standards.
- 04/12/07, Thank you, Tahoma Baseball 2007

Meetings:

- 04/09/07 Systems Design Meeting: Commissioner Maxwell stated that he, Chief Lemon and Office Manager Barker met with Lisa from Systems Design to discuss transport collection policies and procedures. Commissioner Maxwell stated that the transport collection supervisor, Lisa, confirmed that their policies and procedures are consistent with the district's policies and procedures. Commissioner Maxwell also briefly

touched on a recent article regarding transport fees in the Voice of the Valley.

- 04/10/07 LMC Meeting: Chief Lemon stated that the wellness program is the only significant issue at this time.
- Maple Valley Black Diamond Chamber of Commerce Luncheon: Chief Lemon reported that he attended this luncheon and Bruce Hudson was the keynote speaker.

Public Comment: None

Business:

Chief Lemon presented draft copies of the following up-dates to current policies and/or new policies for the Board's review.

AG 43-1108 Nepotism - Draft:

AG 43-1107 Sexual Harassment – Draft:

AG 43-1106 Protecting Employees Against Retaliation - Draft:

AG 43-1105 Reporting Improper Governmental Action - Draft:

AG 43-1104 Alcohol and Drug Use - Draft:

AG 43-1103 Anti-Harassment - Draft:

AG 43-1102 Shared Leave – Draft: Chief Lemon stated that this is a new policy to consider for those individuals that have expended all Annual Leave and Sick Leave due to a catastrophic illness/injury or military duty.

Fire District Funding Model: Chief Lemon stated that the 6-year lid lift initiative is going before the governor for signature.

AG 43-1290 Maintenance Facility/Apparatus/Equipment - Approval: Chief Lemon stated that he is waiting for more information and would like to table AG 43-1290 until our next meeting. The Board of Fire Commissioners concurred.

SOG 43-2003 Post Incident Analysis – Approval: Commissioner Granlund made a Motion to approve SOG 43-2003 Post Incident Analysis, Commissioner McGee seconded the Motion, MOTION APPROVED.

SOG 43-2505 Standby Team and Rapid Intervention Team – Approval: Commissioner McGee made a Motion to approve SOG 43-2505 Standby Team and Rapid Intervention Team, Commissioner Granlund seconded the Motion, MOTION APPROVED.

Resolution R-07-04 Newborn Transfer – Approval: Commissioner Granlund made a Motion to approve Resolution R-07-04 Newborn Transfer, Commissioner McGee seconded the Motion, MOTION APPROVED.

SOG 43-2204 Newborn Transfer – Approval: Commissioner McGee made a Motion to approve SOG 43-2204 Newborn Transfer, Commissioner Granlund seconded the Motion, MOTION APPROVED.

Transport Billing Program Q & A: Fire Marshal Pargas distributed a survey card updated by Janine Johnson that Michael Seery had originally developed.

Covington Contract Termination and Division of Assets: Chief Lemon distributed information from Clark Snure's office. Discussion followed regarding the district's assessed valuation numbers. Currently Covington represented 12.378% of our Assessed Valuation in 1997. Chief Lemon presented a spreadsheet that he has developed and stated the approximate value of assets to be divided. Commissioner Maxwell inquired about hiring an independent appraiser. Discussion followed and Chief Lemon will be communicating with Chief Schnieder of Kent. Commissioner McGee inquired about the legal counsel, should the two districts be unable to negotiate a settlement.

Legislative Report Up-date: Chief Lemon distributed for the Boards information.

No-Man's Land (Status Report): Chief Lemon reported that this project is on-going.

Long Range Plan Up-date:

- Administrative Division – Draft:
- Capital Improvements – Draft:
- Operations Division – Draft:
- Prevention – Draft:
- Public Education – Draft:
- Facilities – Draft:

Chief Lemon stated that the Long Rang Plan Apparatus and Training Sections are forthcoming. Commissioner Maxwell asked that a meeting be scheduled by the first part of August to ensure the Long Range Plan is complete by the end of the year.

Personnel:

Recruit Firefighters – WSFTC, North Bend Fire Academy: The recruit firefighters will graduate from the Academy tomorrow 4/20/07 at 10:00 am. Following graduation, the new hires will spend two weeks on day-shift with Training and then be assigned to shift. Chief Lemon asked that anyone wanting to attend should contact Assistant Chief Doerflinger.

Facilities Apparatus Manager: Chief Lemon reported that Facilities Apparatus Manager Jensen will be submitting paperwork in May for his retirement and then will be rehired by the fire district in June as an at-will employee to conduct maintenance work for the fire district.

Operations:

Major Emergency Incident Report: Fire Marshal Pargas reported on an arson fire in Tall Timbers. Kent Fire Department will be conducting the investigation.

Fire Prevention:

Fire Inspections: Fire Marshal Pargas stated that commercial inspections assignments have been distributed to the engine companies. Fire Marshal Pargas also commended Betty Stonesifer for her diligence in organizing and updating the occupancy files and Sunpro. Commissioner Maxwell extended sincere thanks on behalf of the Board of Commissioners.

Impact Fees Up-date Status Report: Fire Marshal Pargas will have an updated status report at the next Board Meeting on May 3rd. Michael Mathias is continuing work on developing Commercial Impact Fees.

Public Education: Fire Marshal Pargas distributed a Thank You Card for Janine Johnson. Fire Marshal Pargas also distributed Janine Johnson's schedule for April. Commissioner Granlund inquired about First Aid / CPR training for Maple Valley Junior Football Coaches.

MV ECC: Fire Marshal Pargas reported that he attended the monthly ECC Meeting. The next CERT class is scheduled to begin on September 13th.

King County Fire Investigation Report: Fire Marshal Pargas distributed a copy of the King County Fire Investigation Unit report for the Board's information.

Zone 3 Fire Marshal's Group: Fire Marshal Pargas stated that he is in the process of developing a matrix for up-dates to the 2006 IFC Code Adoption.

Vehicles & Equipment:

Aid Car Out to Bid: Chief Lemon stated that the Call for Bid closes on April 30th at 5:00 pm.

Aid 80 Repairs: Chief Lemon stated that Aid 80 has been repaired. The district paid for the repairs to AMR totaling approximately \$1,500.00.

Facilities: None

Community Issues:

04/25/07 Administrative Day - Lunch: Chief Lemon stated that the Administrative Group will be going to lunch on April 25th in recognition of Administrative Day.

04/27,28/07 Hooked on Fishing: Fire Marshal Pargas stated that they are considering having CERT people assist at the event.

05/12/07 Vine Maple Place Fund Raiser: Fire Marshal Pargas stated that the Fund Raiser Auction will be held on May 12 and is looking for volunteers to serve food/drinks.

5/18/07 Muckleshoot Health Fair: Fire Marshal Pargas stated that Janine Johnson has coordinated the Muckleshoot Health Fair and will be doing tours through the Safety Trailer.

06/8,9/07 Maple Valley Days: Fire Marshal Pargas stated that he and Janine Johnson have attended the Maple Valley Days meetings.

Vouchers: Review & Approve #40890 through #40933 for \$69,159.24 (Gen Exp Fund)
 Review & Approve #40934 through #40936 for \$6,168.15 (Cap Imp Fund)
 Review & Approve #5104 for \$597.50 (Flexible Spending Account)
 Review & Approve #5106 for \$3,017.16 (Union Dues)
 Review & Approve #5107 for \$310.46
 Review & Approve #5108 through #5110 for \$387.86
 Review & Approve #5112 through #5137 for \$7,080.38
 Payroll for \$131,582.04
 Retirement for \$22,597.37
 Deferred Compensation for \$7,916.50
 Taxes for \$27,034.80

The Board of Commissioners recessed the regular meeting at 7:10 p.m.

With no further business to come before the Board of Fire Commissioners, the meeting was adjourned at 7:11 p.m.

Chairman Fred Maxwell

Timothy W. Lemon
Fire Chief/District Secretary

Commissioner Jeff Granlund

Commissioner Brian McGee

Minutes Prepared by Michele de Leon