

# Maple Valley Fire and Life Safety Department Correspondence

DOCUMENT 09-130

Minutes of the Regular Meeting of the Board of Fire Commissioners, December 17, 2009.

Attending: Commissioners McGee, Scott and Walls; Chief Doerflinger; Deputy Chief Rude, District Secretary Barker, CERT team members and several staff members,

Chairman McGee called the meeting to order at 6:00 p.m. The Pledge of Allegiance was done.

Certificate of Appreciation: Public Education Specialist Johnson introduced the 6<sup>th</sup> CERT Captain, Myk O'Leary. A Certificate of Appreciation was given at this time.

## Minutes:

Board of Commissioner Meeting Minutes of December 3, 2009: **A MOTION was made, seconded and unanimously carried to approve the Regular Meeting Minutes as presented.**

## Financial Report:

- Revenue Report – November 2009
- Transport Billing Report
- Budget Book Update  
Levy Limit Worksheet, Certified 2010 Tax Roll

## Correspondence:

- City Maple Valley Agenda(s)
- King County Disability Retirement Board Election

## Meetings:

- Zone 3 Logistics Committee: Deputy Chief Rude reported that the Committee has been working on a joint purchase process for turnout gear.
- Level of Service Contribution: Deputy Chief Rude had filed an appeal as requested by the Board of Commissioners. The City of Maple Valley has appealed our appeal and requested that all documentation be scratched.
- Valley Communications: Deputy Chief Rude attended a meeting regarding CAD mapping. This will require changing map book sections from one mile sections, to ¼ mile sections.
- King County Emergency Medical Service (EMS) Advisory Work Group: Commissioner Scott attended this meeting. Information on the EMS 2010 budget and auditor report was provided.
- EMT Pilot Program: Commissioner Scott reported on South King Fire and Kent Fire Department utilizing a community EMT Card to handle non-emergent Basic Life Support responses.

**Public Comment:**

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

Cary McCormick                      Gordy Plett

The Holiday engine schedule was discussed.

**Business:**

Commissioner Rules & Procedures: Chief Doerflinger provided guidelines for the Commissioners. Discussion was held and it was determined to review four sections of the guidelines at each meeting, creating our own document. This discussion will continue at the next meeting.

Signed Oath of Office Certificates: Commissioner Walls signed the forms at this time.

Leadership Transition: Chief Doerflinger reported that he has scheduled meetings for the Citizens Advisory Committee. The first meeting is 1/13/10 and will consist of Chief Doerflinger reporting the Leadership Transition goals and the 2010 budget. The second meeting on 1/20/10 Steve Marstrom, Fire Service Consulting, Inc. will present information on the Fire Benefit Charge. Commissioner McGee requested that the Board needs to meet to discuss a time line of the process for a new Fire Chief. He requested a letter of intent from the Chief Officers on whether or not they plan on competing for the position of Fire Chief. The Chief Officers should have something for the next meeting.

DRAFT 2008 Year-End Report: A Draft Year-End Report was presented at the last meeting for the Commissioners to review. With no changes discussed, the 2008 Year End Report will be published on the web site.

Transport Fee Annual Increase Option: The information on transport fees by other Districts and ambulance companies was provided to the Commissioners. After discussion, the Board concurred to let stand Resolution R-2006-002 allowing for an annual 3% increase in fees.

Resolution R-2009-027 Amend Client Agreement for Choice Care Card: This resolution will make each employee responsible to keep their own receipts in case of an IRS Audit. It removes the responsibility of Choice Care Card to audit receipts and purchases made by employees. **A MOTION was made, seconded and unanimously carried to approve Resolution R-2009-027, Amending the Client Agreement for Choice Care Card.**

Authorized Signature Form for King County Warrants: This form is provided annually by King County. The form was signed at this time.

Policy AG 43-1114 Salary and Benefits (Begin Two Week Review Period): Chief Doerflinger will provide this Policy to staff for the beginning of the two week review period.

Board Chairman for 2010: Commissioner McGee reminded the Board of Commissioners that at the first meeting in 2010, a new Chairman will be appointed.

Explanatory Statement for Voter Pamphlet: Discussion was held regarding the explanatory statement for the voter's pamphlet for the three to five member Board.

**Personnel:**

Career/Volunteer Staff

- D L & I – there are three employees on disability at this time.
- Two Volunteer Resident Firefighters have resigned. The Board expressed their congratulations to VRF Rozell, for his new employment at Central Pierce Fire & Rescue.
- Interviews will be held next week for the interim positions that were included in the budget.

**Operations:**

Major Emergency Incident Report

- Deputy Chief Rude reported on four building fires, several vehicle accidents and aid calls.

Training

- The training report was given.

**Support Services:**

Fire Marshal's Office

- Level of Service Contributions was discussed earlier in the meeting.

Public Education

- The report on activities was reviewed. A Grant was received for the cost of hand rails and risers for the Senior Program and the Community Fall Program. This Grant is shared with the Community Center and Physical Therapy.

Apparatus and Equipment

- In 2008 Zone 3 received a Grant to purchase Holmatro Hydraulic tools. This District portion of that grant was for three tools. Each tool is worth about \$3800.
- Deputy Chief Rude is still working with Sutphen and the performance bond issue.
- Engine 83 was returned to the shop. The steering mechanism is still not completely fixed.

Facilities

- Deputy Chief Rude reported on the meeting regarding the Station 81 remodel. Color charts will soon be available for staff to vote on their color choices.

**Events:**

1/20/10 Legislative Day in Olympia

1/20/10 King County Commissioners Installation Banquet, Maple Wood Golf Course

**Vouchers:**

Review #12050 through #12059 for \$17,269.94 (General Fund Expense)

Review & Approve #12060 through #12094 for \$34,486.32 (General Fund Expense)

Review & Approve #12095 for \$3,781.15 (Capital Fund Expense)

Review & Approve #12096 through #12098 for \$6,190.79 (General Fund Expense)

Payroll for \$167,584.45

Deferred Compensation for \$10,239.50

Retirement for \$27,572.34

**Executive Session:**

The Board of Commissioners recessed the regular meeting at 7:55 p.m. to convene an Executive Session pursuant to: *RCW 42.30.110(1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.* The Board announced that the Executive Session would be in session for approximately 30 minutes.

At 8:20 p.m. the Board announced that Executive Session would be extended another 15 minutes.

With no further business to come before the Board, the meeting was adjourned at 8:37 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 Camille Walls