

**Maple Valley Fire and Life Safety
Department Correspondence**

Document 07-061

MINUTES OF THE BOARD OF FIRE COMMISSIONERS, MAY 3, 2007

Attending: Commissioners Granlund, Maxwell and McGee; Chief Tim Lemon; Assistant Chief Brad Doerflinger; Fire Marshal Dave Pargas; B/C Dave Bille; Firefighters Knowles, Goll, Ford, Morrow and Ager; Admin. Office Manager Faye Barker; Receptionist Betty Stonesifer

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

Minutes:

The Minutes from the regular Board of Fire Commissioner Meeting of April 19, 2007 were approved as presented by Motion of Commissioner McGee, seconded by Commissioner Granlund, MOTION PASSED.

Financial Reports: None

Correspondence:

- ✓ City of Maple Valley Agenda – Chief Lemon reported on the discussion held during the City meeting regarding the change of the maximum square feet and the stories allowed for commercial buildings in the city limits.
- ✓ City of Covington Agendas
- ✓ 04/26/07, Cascade Regional Water Supply System – Notice of availability and distribution of final environmental impact statement was received for the Cascade Regional Water Supply System. Commissioner Granlund reported that a ninety six inch water main will be installed coming through Fairwood and Maple Valley towards the Issaquah Hobart Road, crossing the Cedar River.
- ✓ Thank You Card, Maplewood Pony Club

Meetings:

- ◆ 04/20/07, Washington State Fire Service Training (WSFST) Recruit Graduation: Chief Lemon and A/C Doerflinger attended the graduation. FF Ford designed the plaque for the class. The Board of Commissioners extended their congratulations to the new firefighters for completing the academy.
- ◆ 04/24/07, Meeting with Maple Valley City Manager: Chief Lemon was introduced to the new Assistant City Manager Philip Morley. A list of items was discussed at the meeting, including fire protection fees.

- ◆ 04/26/07, Meeting with Fire Chief's Al Church and Jim Schneider, King County Emergency Medical Services Levy: Chief Lemon briefed the Commissioners on the regional EMS levy. A group of King County Chief's are watching this item closely and addressing this issue with the King County Council members. The Chief's have told the Council members that they support the six year special levy, which was researched and developed as the option by the stake holders. A draft letter will be sent to the city council requesting their support of the funding option that was chosen by the stake holders.

Commissioner Maxwell discussed the County Council developing a "Ferry District," which is now able to levy taxes without a vote of the people. Chief Lemon will have more information on how this will affect our tax collection and rates that are charged against properties in our district.

- ◆ 04/26/07, Valley Comm. Operations Meeting: A/C Doerflinger reported that a study to upgrade to the CAD system is being done with implementation possibly in 2010.
- ◆ 04/26/07, King County Zone 3 Fire Chief's Meeting: Copies of the Minutes were distributed for the Board's information.
- ◆ 05/03/07, Special King County Emergency Medical Services Levy Meeting: A number of the stake holders that developed the six year EMS Levy at \$0.30 per 1000 of AV met to discuss their concerns and a plan of action to address King County's proposal to consider a County Lid Lift option.

Public Comment: None

Business:

Volunteer Accident/Sickness Policy (VFIS): This is a renewal of the existing policy, with no change in rates for this year. The Board concurred to pay this renewal that is already in the budget.

Administrative Guidelines(AG): Chief Lemon requested that the following AG's be left in draft form pending further review by staff. Some content changes are being researched.

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 Usage – Draft

AG 43-1103 Anti-Harassment - Draft

AG 43-1102 Shared Leave - Draft

AG 43-1290 Maintenance Staff – Approval: Chief Lemon is seeking Board approval on this new job description. There were some minor modifications made, but no changes in content. Commissioner Granlund made a MOTION to approve AG 43-1290, Commissioner McGee seconded the MOTION, MOTION PASSED.

Covington Contract Termination and Division of Assets: Chief Lemon met with Chief Schneider, Kent Fire Department. The decision was made between them to meet and review the information concerning the Division of Assets. Chief Lemon distributed the profile of the values that will be discussed. Assets of what was owned in 1998 were listed and properties were addressed on their actual value in 1998. Chief Lemon explained the formula that he used to assign value to the apparatus.

FF. Knowles entered the meeting at this time.

Discussion followed and Chief Lemon indicated that he and Chief Schneider will set a meeting date to discuss the division of assets.

No-Man's Land (Status Report): The meeting that was scheduled with the insurance was cancelled and will be re-scheduled.

Long Range Plan Up-date: The Training Draft was distributed to the Board for their review. A target date of completion is for the end of August.

- Administration Division -draft
- Capital Improvements - draft
- Operations Division – draft
- Prevention – draft
- Public Education – draft
- Facilities – draft
- Training - draft

Personnel:

Recruit Firefighters: The graduation of our five new career firefighters from the Academy was discussed earlier. We also have eight volunteer firefighters at the state weekend academy. When the volunteers complete the state weekend academy, they will return having completed their Firefighter I requirements. The cost of them attending this academy is cost neutral, when compared to the expense of the district running our own academy.

Personnel Injury Report(s): This will be discussed in the executive session.

Assistant Chief Hiring Process (Executive Session): Ten applications were received. The deadline to accept applications was 4/30/07.

Operations:

Major Incident Report: Chief Lemon reported on the two fires that occurred:

- First House Fire was located 26923 206th Avenue SE, Covington WA: Maple Valley Fire and Life Safety was dispatched to a shack fire at 4:53 hours the morning of April 20, 2007. E83 arrived in the area and reported a 30x30 attached garage with heavy involvement. The 911 alarm was up-graded to a full residential fire response to include B81, E80, E75, A81 and CH81. As units arrived on scene, E83's crew made

- entry and held the fire at the fire wall between the garage and living space. Due to the size of the over-all structure and the difficult attic fire over the garage extending into the attic space over the living area of the house, a 2nd alarm was requested adding E93, E98, E92, M6, MSO1. The fire was held to the garage area with some extension into the attic space next to the garage. The garage had a fishing boat, misc. belongings and an office space for a construction company in it. Under the leadership of Lt. John Madden on E83 and Lt. Matt Cowan as B81, fire personnel were able to make an excellent stop and save the house. Unfortunately the garage and much of its contents were a total lose. The fire is under investigation by Kent Fire Investigation Unit.
- The Second House Fire was located 28024 188th Avenue SE, WA. Maple Valley Fire & Life Safety responded to a house fire down in the Winterwood area early Sunday morning. Upon the first units arrival the roof and attic were fully involved on a 5000 square foot house. A deck gun was put into use along with a 2½” attack line. After the large body of fire was knocked down we entered the residence and finished the fire off. We had a full first alarm and two more engine companies for staffing. A Lt. received what appears to be a minor hand injury but he will be fine.

Wellness/Fitness Initiative: A/C Doerflinger and Union President P J Knowles have been working on this proposal. The company they have been working with was not able to send the solid information that is needed. The presentation will be postponed until the next Commissioner meeting.

MVFLS & KCFPD 47 Officer Meeting, 5/2/07: A/C Doerflinger met with four officers from KCFPD 47. The meeting stems from the single wide mobile home fire that was a block out of our district and no Maple Valley units were dispatched. Working together with their officers, they changed the station orders and a number of the response criteria for call types in the CAD.

Commissioner Maxwell thanked Betty for her assistance to the Fire Marshal in updating the data base that is used for inspections.

Fire Marshal:

Fire Inspections: The Engine Company inspections are on-going and the Haz-Mat inspections have been started by the Fire Marshal's Office.

Impact Fees Up-Date Status Report: Nothing to report at this time.

King County Fire Marshal's Office Oversight Committee, 04/25/07: Commissioner McGee and Chief Lemon attended this meeting regarding over-sight for the King County Fire Marshal's Office. Revisions to the International Fire Codes and Building Codes were reviewed. Chief Lemon was re-elected as co-chair of the Committee. A copy of the meeting minutes was provided to the Board for their review. Commissioner McGee felt the work Chief Lemon has done on this committee regarding the concerns the King County Fire Chief's Association has had with the King County Fire Marshal's Offices is important and appreciated.

Public Education: Some of the CERT graduates helped staff “First Aid Stations” at the fishing derby.

Commissioner Granlund would like to help at the event at the Muckleshoot on 5/18/07.

Maple Valley Emergency Communication Center: The next meeting is scheduled for Tuesday.

Fire Marshal Pargas distributed a matrix of Fire Code revisions to the International Fire Codes to be adopted by the City of Maple Valley for the Board’s review.

Vehicles & Equipment:

Call for Bids – Aid Car: Three bids were received; one was rejected that did not comply with the specifications. The other two were from Bronze NW and Med Tech, both of which were over the budget amount. There was no recommendation at this time, and more information will be presented at the next meeting.

Sealed Bid (White Van): One bid was received in the amount of \$206. This was an open and public process, and the item was authorized as surplus. The Board accepted the only bid made. Commissioner McGee made a MOTION to accept the bid, Commissioner Granlund seconded the MOTION, and the MOTION PASSED.

Sealed Bid (Refrigerators): Three old refrigerators from Station 81 were declared surplus items in an open public process. Two bids were received, one of \$2.20 and one for \$5.01. A MOTION to accept the two bids was made by Commissioner Granlund, seconded by Commissioner McGee and the MOTION PASSED. Commissioner Granlund made a MOTION to donate the third refrigerator to the Lake Wilderness Park, Commissioner McGee seconded the MOTION, and the MOTION PASSED.

Wells Fargo Air Trailer: A bid was received for \$1255. for the air trailer. Contents and the trailer exceed that amount in value and Chief Lemon recommended that the bid be rejected. The Board concurred with the Chief and rejected the unsolicited bid.

Escape: The Fire Marshal’s new vehicle is at the dealership and will be picked up next week.

Facilities: No report

Community Issues:

4/25/07: Administrative Professionals Day: Chief Lemon stated that the ladies were taken to lunch at the “Rock” in Covington. Faye Barker, Michele de Leon, Ingrid Fine, AC Brad Doerflinger along with Chief Lemon were in attendance and had a nice relaxing lunch. Betty Stonesifer was unable to attend, due to a prior commitment.

4/27/07: Hooked on Fishing: The event was a huge success. There were nine people from the CERT class participating in staffing a "First Aid Station" and the fire district had an Aid Unit stand-by overnight, staffed by FF. Mitch Nolze and Brett Chopp and then replaced by FF. Ben Jack and James Koch. No major injuries or accidents were reported.

5/12/07: Vine Maple Place Fundraiser: Seven to ten people have signed up to help with this fund raiser as servers. The event will be held from 9:00 a.m. to noon on May 5, 2007. Commissioners Granlund and McGee will check their schedules to see if they can also help.

6/8, 9, 10/07: Maple Valley Days: On-going meetings have been attended.

6/29, 30/07: Relay for Life: There are about fourteen people signed up from the District to participate. FM Dave Pargas is the team Captain and district coordinator for this event.

Vouchers:

There were no vouchers for review at this time. The vouchers will be approved administratively for this pay period. A copy of the Blanket Vouchers will be available for review by the Commissioners at the next meeting.

The Board of Commissioners recessed the regular meeting at 7:10 p.m. to convene an Executive Session to discuss Personnel Issues. The Board announced that the Executive Session would be in session for approximately 30 minutes.

The Board adjourned the Executive Session at 7:40 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 7:40 p.m.

Chairman Fred Maxwell

Timothy W. Lemon
Fire Chief/District Secretary

Commissioner Brian McGee

Commissioner Jeff Granlund

Minutes Prepared by Faye Barker