



Maple Valley Fire and Life Safety

*Protecting and Serving the City of Maple Valley,
and the Greater Maple Valley Area*

Document 11-031

Minutes of the Regular Meeting of the Board of Fire Commissioners, December 15, 2011

Attending: Commissioners DeBay, McGee, Scott, Walls and VanRuff; Chief Doerflinger; Deputy Chief Cowan; Battalion Chief Darby Handley; Administrative Assistant Knight; Firefighters Travis Sapp, Adam Downs, Ryan Butler, and Ken Goll; the Babbel and Freeman Families.

Chairperson Walls called the meeting to order at 6:00 p.m.

Chairperson Walls swore in Commissioner Elect Brian McGee.

Chief Doerflinger and Deputy Chief Cowan presented a Life Safety Certificate for Brad Babbel & Justin Freeman.

Amendments to Agenda: Removed Burn Permit Policy and added HB 2127 & HB 2141.

Minutes:

A MOTION was made, seconded and unanimously carried to approve the Minutes of the Regular Board of Fire Commissioners Meeting of 12/1/2011.

Financial Report:

The following reports were reviewed for information:

- Expense Report – December. Chief Doerflinger added that there should be roll over amounts as soon as the year end books are cleared.
- Revenue Report - November
- Cash Reconciliation Report – November

Correspondence:

- CFO Certification from CPS: Deputy Chief Matt Cowan received professional credentialing for Chief Fire Officer on November 15, 2011.
- 2012 Legislative Day: Chief Doerflinger announced that WFCA is Wednesday, January 25th at the capitol campus in Olympia. Commissioner Van Ruff requests to attend this year's event along with Chief Doerflinger. Those that wish to attend can make notification at the next regular scheduled meeting.

- WA Fire Commissioners Association: Chief Doerflinger presented the renewal notice for the upcoming 2012 year.
- Maple Valley Black Diamond Chamber of Commerce: Chief Doerflinger presented the membership annual renewal notice for the upcoming 2012 year. It was decided to renew the membership at the basic membership level.
- Fire Chiefs and Commissioners Banquet: The King County Fire Chiefs and Commissioners Associations will hold their joint installations banquet in Woodinville and that he will be sending the board members the email invitation out the following day.

Meetings:

- 12/01/11 Officer's Meeting (not on agenda): Deputy Chief Cowan reported that the fourth quarter officer's meeting was held on December 1st.
- 12/13/11 Negotiations: Chief Doerflinger reported that he and the negotiating team met with the Union on December 13th. This will be discussed further in executive session.
- 12/13/11 Budget/Finance Committee: Chief Doerflinger reported that the finance committee met and reviewed the current bond status and reserve funds.
- 12/13/11 Impact Fee Meeting with City of Maple Valley: Deputy Chief Cowan reported that he met with Ty Peterson at the City of Maple Valley to review the Impact Fee Program.
- 12/14/11 Multicare Improvements (not on agenda): Deputy Chief Cowan reported that the opening of the new edition is scheduled for 4/3/12.
- 12/14/11 LMC (not on agenda): The Labor Management Committee met on December 14th with only a few minor issues that were addressed.

Public Comment: none

Business:

- AG 43-1009 Voucher Certification and Approval: Chief Doerflinger presented the Board with a draft resolution and voucher certification approval. AG 43-1009 will now be in the 2 week review process.

- State Auditor Exit Interview 1/11/11: Chief Doerflinger reported that the exit interview is scheduled for 2:00pm on January 11th.
- CBT & Run Review Contract: **A MOTION was made, seconded and unanimously carried to approve the Contract with Jeff Merritt for CBT & Run Review classes for 2012.**
- Easement Agreement – Kite Development Realty Group: Chief Doerflinger reported that he is working with the City of Maple Valley to coordinate legal counsel regarding the easement agreement.
- Resolution R-2010-007 Rules of Procedure for the Board of Commissioners: Commissioner McGee presented update language concerning public information on behalf of the board. Chief Doerflinger agreed to amend the current resolution and would present at the next regular meeting.
- Burn Permit Policy: This was removed from the agenda.
- House Bill 2127 (added to the agenda): Commissioner DeBay stated that House Bill 2127 is in special session regarding state contribution to LEOFF II retirement and asked that the District stay apprised of upcoming legislative changes.
- House Bill 2141 (added to the agenda): Commissioner DeBay stated that HB 2141 is in special session regarding state licensing fees for emergency medical service providers. He asked that the District stay apprised of upcoming legislative changes.

Personnel:

Career/Volunteer Staff:

- Deputy Chief Cowan reported that there are currently no injuries.
- Deputy Chief Cowan reported the Training Division has been conducting elevator training classes with all crews.
- Deputy Chief Cowan reported that the new MDC's have been ordered and arriving soon.
- Deputy Chief Cowan reported that the FireRMS software will be upgraded to a newer version after a successful beta testing.

Incident Report: Deputy Chief Cowan reported that call runs are down 1.14% from last year and total at 2309 calls for the year to date.

Support Services:

- Apparatus Committee: Deputy Chief Cowan reported that the apparatus committee is still reviewing options for aid cars at this time. The contract for the new tender was modified and signed.
- Deputy Chief Cowan reported that the roof improvements have been completed at Station 81 and no signs of leaks.

Events:

- Jerry Woods Holiday Engine: Chief Doerflinger reported that the Jerry Woods Holiday Engine food bank collections have already exceeded last year's collections. The total to date is 6,025 lbs. food and \$1,659 in cash donations. There is one more weekend remaining to conclude the event for the year.

Public Comment: None

Vouchers: Reviewed #12040 through #12053 for \$4,886.27 (General Fund)
Reviewed & Approved #12054 through #12079 for \$78,172.38 (General Fund)
Reviewed & Approved #12080 through #12082 for \$88,940.47 (Capital Fund)
Reviewed & Approved #12083 through #12088 for \$5,572.09 (General Fund)

With no further regular business before the Board, the meeting was adjourned to Executive Session at 7:00 pm for approximately 30 minutes.

Executive Session: **RCW 42.30.140(4)(a)** Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement.

The regular meeting resumed at 7:30 pm and executive session was extended 10 minutes.

The regular meeting resumed at 7:42 pm.

A MOTION was made and seconded, resulting in a vote of 4 to 1 to approve the following base wage increase for 2012 for non-union staff:

- Chief Doerflinger: \$15,549.66
- Deputy Chief Cowan: \$2,391.00
- Fire Marshal Webster: \$7,584.19
- Office Manager de Leon: \$8,648.20, effective July 16, 2012 \$6,460.00
- Administrative Assistant Fine: \$4,051.45
- Administrative Assistant Knight: \$7,906.00
- Facilities & Fleet Manager Backer: \$7,508.00
- Public Educator Johnson: \$25.28 per hour

With no further business before the Board, the meeting was adjourned at 7:45 pm.

Chairperson Camille Walls

Commissioner Mike Scott

Commissioner Gabriel DeBay

Commissioner William VanRuff

Commissioner Brian McGee

Brad Doerflinger, District Secretary
Minutes Prepared by Christine Knight