



## **Maple Valley Fire and Life Safety**

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

### **Document 12-024**

### **Minutes of the Regular Meeting of the Board of Fire Commissioners, September 20, 2012**

Attending: Commissioners DeBay, McGee, Scott and VanRuff and Walls; Fire Chief Doerflinger; Deputy Fire Chief Cowan; Office Manager de Leon; Captain Terry Brown; Lieutenant Scott Rogers; Firefighter PJ Knowles.

Excused Absence: Gabe DeBay called in that he would be late.

Chairperson VanRuff called the meeting to order at 6:00 pm.

Amendments to the Agenda: Removed Transport Billing from Financials.

### **Minutes:**

**A MOTION was made, seconded and unanimously carried to approve the Minutes of the Regular Board of Fire Commissioners Meeting of 9/6/2012.**

### **Financial Report:**

The following reports were reviewed for information:

- Expense Report –September 2012.
- Revenue Report – August 2012
- Cash Reconciliation – August 2012
- Daily Cash Balance
- Bond Issuance

### **Correspondence:**

- Thank you letters: Chief Doerflinger read a thank you card for Firefighters Erickson, Stasiak, McCormick, Askevold, Seery and Carpenter for their assistance at a motor vehicle accident.
- WFCFA Conference: Office Manager de Leon asked for and received confirmation that Commissioner Walls will be attending this conference.
- King County Metro-Annexation (not on agenda): Chief Doerflinger reported that the annexation action is now finalized and is public record.

**Meetings:**

- Community Coalition 9/12/12: Chief Doerflinger reported that he attended this meeting and the group is putting together a community volunteer night where each organization can provide information. In addition, the need for succession planning for volunteer organizations was discussed.
- LMC 9/12/12: Chief Doerflinger reported that the Administration has met with the E-Board and there are still 3 open items; which are the Overtime Policy, Long Term Actors and one item for executive session.
- Tahoma Junior High Intruder Drill Meeting 9/19/12: Deputy Chief Cowan reported that the drill is scheduled for October 3<sup>rd</sup> and a follow-up meeting is scheduled for next week to discuss the plans.
- Mike Maryanski (not on agenda): Chief Doerflinger reported that he met with the Superintendent of Tahoma School District, Mike Maryanski, to discuss property in the Donut Hole, which is currently being appraised.

Commissioner DeBay entered the meeting.

**Public Comment:**

**Business:**

- AG 43-1111 Overtime Callback Procedure Extension: Deputy Chief Cowan informed the board that the Administration is working through this policy with the union and will need to extend the approval for an unknown amount of time. This will be removed from subsequent agenda's until it is ready for approval.
- SOG 43-2006 Illegal Burn Cost Recovery: Deputy Chief Cowan distributed copies for the SOG for the Boards review. Deputy Chief Cowan stated that he will be working to develop a resolution and sample invoice.
- Minimum Staffing: Chief Doerflinger provided the Board with background information and statistics to assist in determining minimum staffing levels. Following discussion amongst the Board, **a MOTION was made, seconded and unanimously passed to reduce minimum staffing levels to 10 effective 9/21/12.**
- Newsletter Frequency: Chief Doerflinger reported that the articles for the newsletter are due by October 15<sup>th</sup>. Commissioner Walls will be writing one article about Firefighter activities and participation in the community. Chief Doerflinger will be writing an article to include information about minimum staffing levels and assessed valuation. Firefighter Knowles suggested posting the newsletter on the website and tracking how many people are viewing the information.

## **Personnel**

### Career/Volunteer Staff:

- One on LTD, Two on L & I, One on light duty

### **Operations:**

#### **Training**

- Deputy Chief Cowan reported that Engineer Training has been the emphasis through the consortium.

#### **Incidents**

- Deputy Chief Cowan reported that there have been 121 incidents since last meeting, which is 6.1% higher from the year to date last year. 68% of those calls were EMS. Mutual Aid was received 29 times this year and given 82 times this year.
- Deputy Chief Cowan reported on a mobile home fire and a significant MVA on Kent Kangley.

### **Support Services:**

- Chief Doerflinger reported that Mike Holder has begun working this week and inspections appear to be going well.
- Deputy Chief Cowan reported that PJ Knowles is organizing Public Education Events and developing lesson plans and curriculum to be used. It was also reported that the district is organizing Glucometry and Blood Pressure testing in possibly October for the Community.

#### **Apparatus and Equipment**

- Deputy Chief Cowan reported that Bruce Backer, Kelley Jensen, and Rich Rock will be travelling to New York to do the final inspection of the tender October 15<sup>th</sup> through October 17<sup>th</sup>.
- Deputy Chief Cowan reported that the Medics are almost complete with the specs for the aid car purchase.

#### **Facilities**

- Deputy Chief Cowan reported that bids for the Power Gurney and Stair Chair will be closing Tuesday 9/25. Firefighter Craft will be evaluating the bids.
- Deputy Chief Cowan stated that the Long Range Planning committee will reconvene and review the Capital purchases and establish the 2013 budget at the beginning of next year.

### **Events:**

- Open House – 9/15/2012: Chief Doerflinger reported that an estimated 400 people attended the open house. He thanked Firefighter Cary McCormick for his efforts in organizing the event and the 16 off duty firefighters and family members for their help in making this another successful open house.

- Dwight VanZanen Golf Tournament 9/17/12: Chief Doerflinger thanked Ryan Carpenter for organizing this event and informed that board that approximately \$6,000 was raised for the Maple Valley Firefighters Benevolent Fund.
- Make A Difference Day 10/27/12: Chief Doerflinger reported that Firefighter Craft is organizing this event.

**Public Comment:**

**A MOTION was made, seconded and unanimously carried to approve vouchers #09064 through #09095 for \$37,105.59; #09096 through #09101 for \$9,624.60; Payroll for \$159,310.37; Retirement for \$29,311.17; Deferred Comp for \$7,648.50; Taxes for \$34,284.72.**

**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.

With no further regular business before the Board, the meeting was adjourned to Executive Session per RCW 42.30-140(4)(a) at 7:00 pm for approximately 30 minutes.

Executive Session was adjourned at 7:30 pm and the regular meeting resumed.

**A MOTION was made, seconded and unanimously carried to close the meeting at 7:30 pm.**

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Chairperson William VanRuff

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Commissioner Mike Scott

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Commissioner Gabriel DeBay

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Commissioner Camille Walls

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Commissioner Brian McGee

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Michele de Leon, District Secretary