



Maple Valley Fire and Life Safety

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

Document 13-001

Minutes of the Regular Meeting of the Board of Fire Commissioners, January 3, 2013

Attending: Commissioners DeBay, McGee, Scott, Walls and VanRuff; Fire Chief Doerflinger; Deputy Fire Chief Cowan; District Secretary Michele de Leon; Battalion Chief O'Brien; Captain Whitmore; Lieutenant Madden; Firefighters Knowles and Johnson.

Excused Absence: none

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

Amendments to the Agenda: Added Legislative Day to Correspondence.

Minutes:

A MOTION was made, seconded and unanimously carried to approve the Regular Meeting Minutes of 12/20/2012.

Financial Report:

The following reports were reviewed for information:

- Expense Report – ½ January 2013

Correspondence:

- Thank You – Parks & Recreation: Chief Doerflinger read the thank you card. Lieutenant Madden informed the Board that the Holiday Engine collected \$8,451 and 16,000 lbs. of food for the food bank.
- Save the Date 2/1/13 Chamber President's Dinner & Auction: Chief Doerflinger informed the Board of the invite.
- Legislative Day 2/20/13 (added to agenda): Chief Doerflinger and Commissioner VanRuff will be attending this year.

Meetings:

- Tahoma School District Safety Committee Meeting: Chief Doerflinger reported that he attended this meeting and the committee is reviewing security procedures. Sherriff Urquhart was present and stated that the Sherriff's Office does not dictate security procedures and is up to each school district to determine their own procedures. Tahoma School District is reviewing their procedures/facilities and will continue look

into making the school district more secure in regards to events similar to Newtown. Additional meetings are forthcoming, Chief Doerflinger will continue to participate.

Public Comment:

- None

Business:

- AG 43-1119 Flag Use Policy: Deputy Chief Cowan stated that he and Firefighter Morrow collaboratively developed this policy. This begins the two week review period.
- Washington State Rating Bureau: Chief Doerflinger reviewed the information provided to the Board and summarized the plan regarding Volunteer Firefighters and getting each station re-certified. Deputy Chief Cowan briefed the Board of the expected expenses in developing the Volunteer Program. The Board of Fire Commissioners concurred with the plans discussed.
- 2013 Choice Strategy Contract: **A MOTION was made, seconded and unanimously carried to authorize Chief Doerflinger to enter into this contract.**
- 2013 Systems Design Contract: **A MOTION was made, seconded and unanimously carried to authorize Chief Doerflinger to enter into this contract.**
- Transport Billing Increase: Chief Doerflinger informed the Board that a standard 3% increase to transport billing will take effect unless a resolution is prepared stating that no increase would take place. It was determined to move forward with the standard increase of 3%.
- Liz Loomis Public Relations: Chief Doerflinger informed the Board that he spoke with three fire chiefs and Liz Loomis Public Relations came highly recommended by all. **A MOTION was made, seconded and unanimously carried to authorize Chief Doerflinger to negotiate the terms of this agreement and enter into a contract with Liz Loomis.**
- Deputy Chief Position: Chief Doerflinger stated this would be discussed in executive session.

Personnel

Career/Volunteer Staff

- Deputy Chief Cowan reported that one Firefighter is out on LTD and is expected to return to duty early February.
- Deputy Chief Cowan stated that we have reserved 8 spots in the Buckley Academy for volunteer firefighter training.

Operations:

Training

- Captain Whitmore distributed a summary of training events and briefed the board on current events with the Training Consortium, which has recently changed its name to the South King County Training Consortium. Burien/North Highline has recently joined and the consortium consists of 402 personnel. Deputy Chief Cowan reported that one of the goals of the group in 2013 is to work on regionalizing manuals.

Incidents

- Deputy Chief Cowan distributed a summary of 2012 and reported that calls were up 8.1% higher than 2011. Approximately 70% of those calls were EMS and Station 81 was the busiest. Total calls for the year was 2,630.

Support Services

Fire Marshal's Office

- Chief Doerflinger reported that Inspector Mike Holder has completed 50 of the 54 unincorporated inspections with Fire Marshal Webster. A total of \$4,300 for inspections was billed.

Public Education

- Nothing to report.

Apparatus & Equipment

- Deputy Chief Cowan reported that the compressor has been installed and is almost functional. The aid car process has closed and Braun Northwest was the only bidder. The tender should be here in the next week or two. The process of ordering Bunker Gear has begun.

Facilities

- Chief Doerflinger reported that Station 86 has a water leak and is being repaired along with a couple other minor repairs.

Events:

- Department Banquet 3/2/13: Chief Doerflinger reported that the Department Banquet has been scheduled for March 2nd.

Public Comment:

- PJ Knowles

A MOTION was made, seconded and unanimously carried to approve vouchers #01053 through #01053 for \$90,618.34; #01054 through #01059 for \$61,485.98; Payroll for \$156,609.58; Payroll Taxes for \$32,424.02; Retirement for \$28,291.55; Deferred Comp for \$7,448.50.

With no further regular business before the Board, the meeting was adjourned to Executive Session at 6:55 p.m. for approximately 30 minutes.

RCW 42.30.110(1)(c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price.

RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

The Executive Session ended at 7:25 p.m. and the regular meeting was resumed.

A MOTION was made, seconded and unanimously carried to promote Battalion Chief O'Brien to Deputy Fire Chief contingent on DC Matt Cowan's departure.

With no further regular business before the Board, **A MOTION was made, seconded and unanimously carried to close the meeting at 7:30 pm.**

Chairperson William VanRuff

Commissioner Mike Scott

Commissioner Gabriel DeBay

Commissioner Camille Walls

Commissioner Brian McGee

Michele de Leon, District Secretary