



## Maple Valley Fire and Life Safety

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

Document 11-022

Minutes of the Regular Meeting of the Board of Fire Commissioners, August 4, 2011

Attending: Commissioners Rydberg, Scott, VanRuff and Walls; Chief Doerflinger; Deputy Chief Cowan; Interim Office Manager deLeon; Firefighters Askevold, Coffin, Fox, Galassi, McCormick, Morrow and Plett; Volunteer Firefighter Monte Wolfskill and Greg Roulst.

Not in attendance: Commissioner McGee (excused)

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

### **Minutes:**

**A MOTION was made, seconded and unanimously carried to approve the Minutes, of the Regular Board of Fire Commissioners Meeting of 7/7/2011.**

### **Financial Report:**

The following reports were reviewed for information:

- Expense Report – July
- Expense Report – ½ August
- Revenue Report – June
- Account Reconciliation - June

### **Correspondence:**

Thank you – Faye Barker: A thank you card was received thanking the Board of Fire Commissioners.

### **Meetings:**

Healthy Community Coalition 7/13/11: Chief Doerflinger briefed the Board of Commissioners on this meeting and the draft purpose statement. The next meeting is scheduled for September.

Quilt Presentation 7/23/11: Chief Doerflinger shared with the Board, the Quilt provided to the District from the Covington Quilters Guild in honor of the 10<sup>th</sup> Anniversary of 9/11.

National Night Out 8/2/11: Chief Doerflinger reported on participating in National Night Out.

King County Fire Commissioners Association: Chairperson Walls reported on the KCFCA Meeting and current topics of discussion which are the ByLaws and King County EMS Levy. In addition, the next bi-monthly meeting will be held in September and all are welcome to attend.

**Public Comment:** Greg Roulst

**Business:**

- Interlocal Agreement with Kent Fire: As previously requested by Commissioner Rydberg, Section 10.2 was amended to reflect recommended dispute alternatives. **A MOTION was made to adopt the Interlocal Agreement with Kent Fire, MOTION seconded and unanimously carried.**
- King County Trust & Agency: This form was updated and presented to the Board for signatures.
- Yearly Newsletter: Chief Doerflinger presented the Board with costs and options for newsletter printing. Following discussion, the Board concurred to publish 3 times a year in the Voice of the Valley and Covington Reporter.
- Budget Amendment: Chief Doerflinger presented the Budget Amendment and outlined the changes. **A MOTION was made to approve the Budget Amendment, MOTION seconded and unanimously carried.**
- 2012 Carryover Study: Chief Doerflinger presented the 2012 Carryover Study Presentation demonstrating the current and recommended methodology for determining carryover. The Board of Commissioners concurred to adopt the new methodology of using a percentage based calculation to determine needed carryover. This determination will be incorporated into the next annual budgeting process.
- Capital Facilities & Equipment Plan / Mitigation & LOSC Policy: **A MOTION was made to adopt the Capital Facilities & Equipment Plan and Mitigation & LOSC Policy for content only, MOTION seconded and unanimously carried.** Deputy Chief Cowan explained that there may be formatting changes forthcoming.
- Commissioner Performance Review: Chief Doerflinger provided the Board information regarding the process and company last used to conduct performance reviews. The Board concurred to move forward in the process.

**Personnel:**

Career/Volunteer Staff: Deputy Chief Cowan reported that there is one more off duty injury and two firefighters are back to work.

**Operations:**

Major Emergency Incident Report: Deputy Chief Cowan reported that 58 of the 101 calls were EMS. In addition there were several major calls including: Overturned dump truck, 2 alarm fire in Kent, Apartment Fire, car vs. tree, truck vs. tree, residential fire at four corners and a motorcycle vs. deer. Calls are up 5.9% from last year this time. The explorers were utilized on the residential fire with a favorable response time. The Board of Fire Commissioners expressed their interest in meeting the explorers and receiving updates on the program.

Deputy Chief Cowan reported that there are 3 upcoming promotional tests and there is a need for observers if the Commissioners would be interested.

Aid 81 Accident Update: Bruce Backer is planning to get the Aid Car within the next week.

Training: Deputy Chief Cowan has received favorable feedback regarding the consortium.

**Support Services:**

Fire Marshal's Office: The upcoming increase in workload was discussed.

Public Education: A list of current events was provided to the Board for information.

Apparatus & Equipment: Deputy Chief Cowan reported that a new chassis will be available in the fall; therefore the next aid car purchase will be delayed to allow for evaluation. The committee is moving forward with the tender purchase. The purchase of extrication tools has been delayed due to potential upgrades needed for the MDC units and the costs that may incur.

Deputy Chief Cowan reported that he has resigned as Fire Chief with Snoqualmie Pass.

**Events:**

8/20/11 Maple Valley Fire & Life Safety Open House: Chief Doerflinger reported that there is a need for more volunteers. Commissioner Rydberg volunteered to help and offered the assistance of her son to cook at the open house.

- NAEFO Conference (not on agenda): Chairperson Walls informed the Board that she was interested in attending this conference in Las Vegas in September. Following discussion, **A MOTION was made to authorize out of state travel for Camille Walls and authorize up to \$700.00 to start the registration process and travel reservations, MOTION seconded and unanimously carried.** Chairperson Walls will provide an exact cost at the next meeting.

**Public Comment:** None

**Vouchers:** Review #07052 through#07084 for \$67,260.76  
Review #07085 through #07086 for \$2,154.74  
Payroll for \$162,403.90  
Payroll Taxes for \$34,482.10  
Retirement for \$28,715.88  
Deferred Comp for \$7,098.50  
  
Review & Approve #08001 through #08033 for \$74,703.89  
Review & Approve #08034 through #08047 for \$4,905.32  
Payroll for \$159,945.82  
Payroll Taxes for \$35,141.20  
Retirement for \$29,305.91  
Deferred Comp for \$6,873.50

With no further regular business before the Board, the meeting was adjourned to Executive Session at 7:30 p.m. for approximately 15 minutes.

**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 regular meeting was called to order at 7:45 p.m.

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

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Chairperson Camille Walls

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Commissioner Jennifer Rydberg

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Commissioner Brian McGee

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Commissioner William VanRuff

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Commissioner Mike Scott

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Brad Doerflinger, District Secretary  
Minutes Prepared by Michele de Leon