



## Maple Valley Fire and Life Safety

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

Document 11-030

Minutes of the Regular Meeting of the Board of Fire Commissioners, December 1, 2011

Attending: Commissioners DeBay, McGee, Walls and VanRuff; Chief Doerflinger; Deputy Chief Cowan; Interim Office Manager deLeon; Captains Jerry Brown, Terry Brown, Ken Whitmore; Lieutenant Greg Lewis; Firefighters Mark Coffin, Jason Fox, Steve Galassi, Kelley Jensen, Cary McCormick, James Morrow, Gordon Plett, Rex Raney, members of the public.

Excused absence: Commissioner Scott

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

Chairperson Walls swore in Commissioner Elect Gabe DeBay.

### **Minutes:**

**A MOTION was made, seconded and unanimously carried to approve the Minutes of the Regular Board of Fire Commissioners Meeting of 11/17/2011.**

### **Financial Report:**

The following reports were reviewed for information:

- Expense Report – ½ December
- Certified Levy Worksheet 2012
- King County Investment Pool – October

### **Correspondence:**

- City of Maple Valley Application of Design Review
- Thank You Card – Hammock Family

### **Meetings:**

**Public Comment:** none

### **Business:**

- MOU Salary Savings Program: To be discussed during executive session.
- Commissioner Committees: Following discussion, it was decided that Commissioner DeBay would replace Commissioner Rydberg on the Long Range Plan and Insurance/Healthcare Committee. The selections are as follows:

Budget, Finance & Audit Committee	Commissioners McGee & Walls
Insurance & Healthcare Committee	Commissioners DeBay & VanRuff
Labor Negotiations Committee	Commissioners McGee & VanRuff
Long Range Plan Committee	Commissioners DeBay & Scott
Citizen Advisory Committee	Commissioners Scott & Walls

Chief Doerflinger stated that the Budget/Finance Committee and the Long Range Plan Committee will reconvene in January 2012.

- Fire Chief Performance Appraisal: Chief Doerflinger informed the Board that he had added comments to his appraisal. The Board of Commissioners read the comments and signed the appraisal.
- State Auditor: Chief Doerflinger informed the Board that the State Auditor is here auditing 2010 records and financial statements.
- 2012 Chairperson and Vice Chairperson: Chief Doerflinger reported that the chairperson selection would need to be done at the January 5<sup>th</sup> meeting.
- Resolution R-2010-007 Rules of Procedure for the Board of Fire Commissioners (not on agenda): Commissioner McGee asked that this document be emailed to the Board and reviewed at the next meeting.
- King County Authorized Signature Update (not on agenda): The Board of Commissioners authorized and signed the updated Signature Form for King County.

## Personnel:

### Career/Volunteer Staff:

- Deputy Chief Cowan presented the Board with the Battalion Chief, Captain and Lieutenant promotional list. **A MOTION was made, seconded and unanimously carried to approve the promotional lists as presented, which will become effective January 1, 2012.**
- Deputy Chief Cowan presented the Board with the updated shift schedule for 2012.

Deputy Chief Cowan informed the Board that the performance management program is being updated.

### Incident Report:

- Deputy Chief Cowan reported that there have been 87 calls since the last meeting. Call volume numbers are almost identical to 2010.
- Deputy Chief Cowan reported that he has coordinated with Valley Communications to add a unit as the 10 minute ticker.
- Deputy Chief Cowan reported that he has worked with NORCOM to add Maple Valley Fire to incidents at Tiger Mountain.

- Deputy Chief Cowan reported that Tri-Med has also been added as our primary ambulance company for incidents we are unable to transport.

**Support Services:**

**Events:**

Jerry Woods Holiday Fire Engine Food Drive.

**Public Comment:**

**Vouchers:** Review & Approve #12001 through #12037 for \$45,623.20 (General Fund)  
Review & Approve #12038 for \$13,566.31 (Capital Fund)

With no further regular business before the Board, the meeting was adjourned to Executive Session at 6:45 p.m. 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 was resumed at 7:15 p.m and adjourned to executive session for approximately 20 additional minutes.

The regular meeting resumed at 7:35 pm.

**A MOTION was made, seconded and unanimously carried to approve the Salary Savings MOU which will become effective January 1, 2012.**

With no further business before the Board, the meeting was adjourned at 7:38 p.m.

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Chairperson Camille Walls

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Commissioner Mike Scott

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Commissioner Gabriel DeBay

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Commissioner William VanRuff

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Commissioner Brian McGee

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Brad Doerflinger, District Secretary  
Minutes Prepared by Michele de Leon