



Maple Valley Fire and Life Safety

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

Document 14-012

Minutes of the Regular Meeting of the Board of Fire Commissioners, May 8, 2014

Attending: Commissioners DeBay, McGee, Scott, Walls and VanRuff; Chief Doerflinger; Deputy Chief O'Brien; Battalion Chief DiDonato; Lieutenant Erickson; Firefighter Plett, District Secretary deLeon.

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

Amendments to Agenda: None.

Minutes:

A MOTION was made, seconded and unanimously carried to approve the Regular Meeting Minutes of 4/17/2014.

Financial Report:

The following reports were reviewed for information:

- May Expense Summary
- Overtime Study: Chief Doerflinger reported that approximately \$6,400 has been saved since the initiation of the new staffing plan.
- Daily Cash Balance

Correspondence:

- Kid's Safety Day- June 27, 2014: Chief Doerflinger reported that he received a flyer on the upcoming Kids Safety Day at the Museum of Flight. The District had previously participated when we had a Public Educator on staff.
- Washington State Boundary Review Board: Chief Doerflinger reported that he received a notice of intention to annex Summit Place into the City of Maple Valley.

Meetings:

- Kent RFA – IT Services 4/29/14: Chief Doerflinger reported that he met with Chief Schneider and the IT Director of Kent RFA regarding the possibility to contract for IT Services. Chief Doerflinger will be providing more information before a quote is obtained.
- PSERN (Puget Sound Emergency Radio Network) 4/30/14: Chief Doerflinger reported that he attended the Valley Communications Meeting as a Representative of the King County Fire Chiefs. There are concerns regarding the possible funding source pursued

by King County to replace radios. A lid lift would remove part of the .25 cent protection currently in place for several Fire Districts. King County Radio Communications Manager, David Mendel, will be presenting information at the King County Fire Chiefs Meeting on May 21st.

- Community Center 5/7/14: Chief Doerflinger met with Mark Parsley regarding CERT and discussed the newly installed generator at the Community Center.
- Long Range Planning 5/8/14: Chief Doerflinger reported that the Committee met today and reviewed apparatus and the capital projects sections. The entire LRP Update will be presented at the next Board of Fire Commissioners Meeting for review. Adoption of the update is planned for June 5th.
- Meeting with Training Battalion Chief Willits: Deputy Chief O'Brien reported that he met with Training Deputy Chief Willits regarding the standardization of equipment. They are determining what changes should take place. More information will be presented at the Maple Valley Fire Officer Meeting on May 15th.
- Meeting with KCFD #44 Chief Barlow: Deputy Chief O'Brien reported that he met with Chief Barlow to discuss run cards and response issues.

Public Comment: None

Business:

- King County Surface Water Management Fees: Chief Doerflinger stated that he is awaiting a position letter from King County and will be pursuing more information.
- Joint Meeting with King County Fire District #44: Commissioner McGee reported that he met with the new commissioner at District 44 and discussed the value of a 5 person Board and training opportunities with Zone 3.
- International Fire Chiefs Conference: **A MOTION was made, seconded and unanimously passed approving out of state travel for Chief Doerflinger and Deputy Chief O'Brien for the International Fire Chiefs Conference to be held in Dallas.**
- Annual Financial Report: Chief Doerflinger reported that the Annual Financial Report was submitted to the State Auditor's Office and is posted online.
- Mitigation & Level of Service Policy Update: Deputy Chief O'Brien reported that he is in the process of updating this policy and will attempt to provide a copy to the Board prior to the next meeting on May 22nd so the update can be adopted at that time. Once the Board of Fire Commissioners adopts the plan, it goes to the City Council for adoption by ordinance. Currently, 18 to 20% of capital needs are funded by Impact Fees, the consultant is recommending the Commissioners consider increasing this percentage. A study of funding levels by other fire departments will be provided to the Board.

Personnel:

Career/Volunteer Staff

- Deputy Chief O'Brien reported:
 - 1 employee on LTD scheduled to return the end of June.
 - 1 employee on Light Duty at least through the end of the year.
 - Buckley academy graduation will be June 7th.

Chief Doerflinger reported that he will provide information on hiring one Firefighter at the Board Meeting May 22nd.

Operations

- Training: Live Fire Training is taking place on May 8 & 9th. Career staff is currently doing hose testing. A FEMA Grant Application was submitted for hose replacement.
- Incident Report: Deputy Chief O'Brien reported that calls are up approximately 170 from this time last year.

Support Services

FIRE MARSHAL OFFICE

- Nothing to report.

PUBLIC EDUCATION

- Deputy Chief O'Brien reported that plans for Maple Valley Days participation are underway and Open House planning has begun.

APPARATUS & EQUIPMENT

- The new Battalion Chief Vehicle will be outfitted with the lighting package next week. Pumper Tender bid specs are currently being updated.

FACILITIES

- Nothing to report.

Events:

- Maple Valley Days - June 13-15th.
- Open House – September 13th.

Public Comment: None

A MOTION was made, seconded and unanimously carried to Approve #05001 through #05041 for \$105,555.43 (General Fund); #05042 through #05050 for \$7,504.86 (Capital Fund); #05051 through #05067 for \$2,411.41 (General Fund); Payroll for \$166,024.05; Payroll Taxes for \$37,994.82 and Retirement for \$37,994.82.

With no further regular business before the Board, **A MOTION was made, seconded and unanimously carried to close the meeting at 6:53 pm.**

Chairperson Camille Walls

Commissioner Mike Scott

Commissioner Gabriel DeBay

Commissioner Bill VanRuff

Commissioner Brian McGee

Michele de Leon, District Secretary