



# Maple Valley Fire and Life Safety

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

Document 11-002

Minutes of the Regular Meeting of the Board of Fire Commissioners, January 20, 2011

Attending: Commissioners McGee, Scott, VanRuff and Walls, Chief Doerflinger, Deputy Chief Cowan, District Secretary Barker, members of staff

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

## **Amendments to Agenda:**

Administrative Guideline AG 43-1112 will be added to Business.

## **Minutes:**

Board of Commissioners Meeting Minutes of January 6, 2011: **A MOTION was made, seconded and unanimously carried to approve the Regular Minutes as presented.**

## **Financial Report:**

Expense Report – January 2011: This report was reviewed for information.

Revenue – December 2010: This report provides the 2010 year end revenue. Discussion was held regarding the delinquent property tax amounts.

King County Flood Control District Calculations: The official amounts from the county for the Interlocal Agreement with King County Flood Control have been received. The buy-down amount of \$498,000 has been separated out to its own line item and is reflected in the 2011 Budget book.

### **Budget Book Updates:**

- ❖ 2011 Tax Roll
- ❖ 2011 Budget
- ❖ 2011 Budget Narrative
- ❖ Capital Purchase Summary

The updates for the 2011 Budget Books were distributed and discussed. The final levy limit worksheet for 2011 was received from King County. This reflects an increase of about \$72,000 more revenue than information provided when the budget was approved in November 2010. This increase in revenue is due to more new construction than was reported in November.

2011 Budget Amendment: After review of the new information provided for the budget books, a **MOTION was made to approve the budget amendment for 2011, MOTION seconded, and unanimously carried.**

**Correspondence:**

Washington Fire Commissioners Association Saturday Seminar Series: The Commissioners were asked to let staff know if they can attend a seminar and arrangements will be made for them.

Washington State Auditor Letter: Chief Doerflinger read the letter received from Brian Sonntag, State Auditor, congratulating the District on an exemplary record of no audit findings in over 11 years. A press release was discussed.

Maple Valley Food Bank: A thank you was received from the Food Bank for providing a collection site.

Invitation to Valley Regional Fire Authority Open House: This is a rededication ceremony and open house for Station 32. It will be held on 1/29/11 from 11:00 – 3:00 p.m.

**Meetings:**

King County Fire Chief/Fire Commissioner Installation Banquet: Chief Doerflinger and Commissioner Walls attended the banquet. Commissioner Walls was sworn in as treasurer of King County Fire Commissioners Association.

**Public Comment:**

Terry Brown

**Business:**

- ❖ Memo of Understanding with Local 3062: **A MOTION was made, seconded and unanimously carried to approve the MOU for the Battalion Chief/Captain Promotions.** Chief Doerflinger stated the interviews had been completed and the pinning ceremony will be at the next Commissioner meeting of 2/3/11.
- ❖ Deputy Chief of Operations: Chief Doerflinger requested the Board's concurrence that he utilizes his discretion to change Deputy Chief Cowan to Deputy Chief of Operations rather than Deputy Chief of Support Services. The Support Services functions will be divided between the Chiefs and the Battalion Chiefs. The Board concurred with the change of title and duties.
- ❖ Non-Represented Staff Wage and Benefit Policy: Chief Doerflinger has received a response from the attorney reviewing the document. When that is completed, the Chief plans to review this document with the non-represented staff, before moving the policy into the review period.
- ❖ Administrative Guideline 43-1112, Distinguished Service & Awards Policy: This was distributed to the Board for their review. It is the beginning of the two week review period.

**Personnel:**

Career/Volunteer Staff: One firefighter is on light duty and one firefighter is off due to an off-duty injury.

**Operations:**

Major Emergency Incident Report: There have been 88 calls since the last meeting. 64% of these were EMS. There was one garage fire, three CPR's and some minor damage with the flooding. Eleven CERT members staffed the sand-bag operations and assisted with about 3000 sandbags.

2010 Performance Report: Captain Terry Brown prepared the annual 2010 Performance Report, which meets requirements of RCW 52.33. The Board thanked Captain Brown for his efforts.

Training: The Battalion Chiefs will be attending the Blue Card training with Kent Fire. The plan is to still join the Training Consortium in July.

**Support Services:**

Impact Fee Program Update: Deputy Chief Cowan attempted to get an update from the City regarding the Impact Fee Program. The District is still waiting for a response from the Department of Commerce.

Public Education: Another CERT class will be starting in February. Current CERT members have been working on the sand bag operations. The District obtained a PET oxygen mask through a grant.

Apparatus & Equipment: The new engine will be weighed and training is to begin soon.

**Facilities:**

- ❖ Station 81 Remodel: The HVAC problem was fixed. The substantial completion is done and staff is hoping to occupy the remodeled area next week.
- ❖ Surplus sale: The bidding process for the Explorer, aid car and Crown Victoria ends tomorrow. Firefighter Jensen is working on the surplus equipment list of items stored at St. 86.

**Events:**

2/2/2011 – Joint Legislative Day 2011

2/18/2011 – Maple Valley Fire & Life Safety Awards Banquet

3/16/2011 – King County Commissioner Meeting –Station 81

**Vouchers:**

Review #01074 for \$530.03 (General Expense Fund)

Review & Approve #01075 through #01109 for \$71,043.58 (General Expense Fund)

Review & Approve #01110 through #01116 for \$77,243.81 (Capital Expense Fund)

Payroll \$167,975.38

Taxes \$36,619.42

Retirement \$28,016.75

Deferred Comp \$6,753.50

With no further regular business before the Board, the meeting was adjourned to Executive Session at 7:10 p.m. for approximately 30 minutes.

**RCW42.30.140 (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;*

**RCW42.30.110(1)(b)** *To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;*

At 7:40 p.m. the executive session was ended and the regular session resumed.

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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Faye Barker, District Secretary