



Maple Valley Fire and Life Safety

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

Document 11-018

Minutes of the Regular Meeting of the Board of Fire Commissioners, July 7, 2011

Attending: Commissioners Rydberg, Scott, VanRuff and Walls; Chief Doerflinger; Deputy Chief Cowan; District Secretary Barker; several staff members and the public

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

Chief Doerflinger requested to take out of order the discussion of the resignation of Faye Barker as of 7/15/11. A recess was called and coffee and cake were enjoyed by those present.

Minutes:

A MOTION was made, seconded and unanimously carried to approve the Minutes, of the Regular Meeting of 6/16/2011.

Financial Report:

Expense Report – July: This was reviewed for information. A budget amendment will be available for the August meeting that will balance the line items.

Commissioner meeting of 7/21/11: Chief Doerflinger and Deputy Chief Cowan are not available to attend the regular scheduled meeting of 7/21/11. After some discussion a **MOTION was made to cancel the meeting of 7/21/11. The MOTION was seconded and unanimously carried.**

King County Investment Pool – May: This was reviewed for information.

Assessed Valuation (AV) Report: Chief Doerflinger explained that the District had been told to expect a negative 3% AV for 2012. The one area report that was done for this year is Area 56, which includes the City of Maple Valley, reflects a negative AV of -7.3%. Discussion was held regarding the future budget. Chief plans to present to the Board a study on the carry over calculations for the meeting in August. The training budget was discussed and concern expressed about making sure staff would be able to continue to attend training opportunities.

Correspondence:

Thank you – Janine Johnson: A thank you was received for Pub Ed Specialist Johnson's assistance during an aid call at Maple Valley Days.

Thank you – Michele deLeon: A thank you was received from Enumclaw Fire Department for the assistance Administrative Assistant deLeon has given with their BARS accounting questions.

CERT Member Donation: Staff was contacted by a citizen that reported their car had been stolen, with car seats inside. After contact was made with CERT members, two certified car seats were donated by CERT members Mike & Aileen O'Leary.

Business:

- AG 43-1117 Public Use of Station Meeting Rooms: This is the end of the two week review period. **A MOTION was made, seconded and unanimously carried to adopt AG 43-1117 including Appendix 01, Facility Use Agreement.**
- Commissioner Evaluation: Commissioner Scott explained his idea was a 360° review of peers and administrative staff. A sample of past evaluations will be provided for their review.
- Interlocal Agreement with Kent Fire: Commissioner Scott recused himself from this discussion. The provisions are basically to participate in the consortium; the District provides a Captain and \$25,000 a year for administrative support. Commissioner Rydberg requested Chief Doerflinger review Section 10.2 of the agreement. More information will be provided before this is approved.
- Resignation of Faye Barker: Discussion of the position was held. Chief Doerflinger explained that one of the duties being distributed would be the District Secretary position. Chief Doerflinger suggested that he be named as District Secretary until the decision is made, of who will be assigned the position. The intention of the Board is for this appointment to be temporary.
- Resolution R-2011-009 District Secretary: **A MOTION was made to approve appointment of Chief Doerflinger as interim District Secretary, seconded and a tie vote occurred. District Secretary Barker voted to approve the Resolution appointing Chief Doerflinger as District Secretary.**
- Oath of Office for District Secretary: Oath of Office was given to Chief Doerflinger by Chairperson Walls.

Personnel:

Career/Volunteer Staff: One firefighter has returned from long term disability and one firefighter is still out on an on-duty injury.

Operations:

Major Emergency Incident Report: There was a house fire yesterday. Deputy Chief Cowan reported that there were two injuries from fireworks and six minor calls related to fireworks. One dumpster fire resulted from fireworks. Since the last meeting, there have been 162 incidents and we are about 7 ½ % above incident numbers from last year.

Aid 81 Accident Update: Aid 81 has been repaired and they are currently waiting for a side mirror to arrive.

Training: Blue card training is close to being completed. Deputy Chief Cowan has received positive feedback regarding the consortium.

Support Services:

Fire Marshal's Office: The Covington Water District is in process of putting locks on the hydrants in their area. Chief Doerflinger has an appointment with Ty Peterson from the City of Maple Valley to discuss the change in fees for business inspections and plan reviews.

Apparatus & Equipment: Deputy Chief Cowan thanked Firefighter Goll, and Administrative Assistants Fine and Knight for their hard work to complete the Surplus Sale. The Apparatus Committee is finishing the specs for a new tender and it will go on a "Call for Bids" soon.

Facilities: Deputy Chief Cowan met with the architects and the construction company regarding the final invoices on the remodel of St. 81. This project is expected to be approximately \$20,000 under budget, and some of those funds will be spent on landscaping changes at the station.

The Board commented on participating in the bid process to see how it is done.

Events:

8/20/11 Maple Valley Fire & Life Safety Open House

Public Comment:

Christine Knight

Discussion was held regarding the assessed valuation and the tax information. Staff will research the cost of adding an insert in the local papers and provide this at the next meeting.

Vouchers: Review & Approve #07001 through #07036 for \$77,055.41 (General Expense Fund)
 Review & Approve #07037 through #07051 for \$4,634.14 (General Expense Fund)
 Payroll \$157,090.26
 Taxes \$33,960.16
 Retirement \$28,115.61
 Deferred Comp \$7,098.50

With no further regular business before the Board, the meeting was adjourned to Executive Session at 7:25 p.m. for approximately 30 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 7:55 p.m.

A MOTION was made, seconded and unanimously carried to assign Administrative Assistant deLeon to the interim position of office manager with a 10% increase in wage. This will begin on 7/16/11.

With no further business before the Board, the meeting was adjourned at 7:57 p.m.

Chairperson Camille Walls

Commissioner Jennifer Rydberg

Commissioner Brian McGee

Commissioner William VanRuff

Commissioner Mike Scott

Brad Doerflinger, District Secretary

Minutes Prepared by Faye Barker