



Maple Valley Fire and Life Safety

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

Document 11-025

Minutes of the Regular Meeting of the Board of Fire Commissioners, September 15, 2011

Attending: Commissioners Scott, Walls and Van Ruff; Chief Doerflinger; Captain Whitmore; Firefighters Morrow and Galassi and Administrative Assistant Fine

Excused absence: Commissioners McGee and Rydberg

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 9/1/2011.

Financial Report:

The following reports were reviewed for information:

- Expense Report – ½ September
- Revenue Report – August
- Cash Reconciliation - August

Correspondence:

Medic One Foundation Auction: Chief Doerflinger provided this information and invitation to the Board Members.

Election Certificates: Chief Doerflinger received the official totals from King County and shared with the Board. Discussion on the cost of the elections was held.

Meetings:

Maple Valley EOC: Chief Doerflinger attended the Maple Valley EOC meeting. The Emergency Fair is upcoming at Rock Creek Elementary and the members of the Board of Fire Commissioners were invited to attend.

Maple Valley Community Coalition: Chief Doerflinger met with the coalition and reported on the progress and what is expected. Next month the City of Maple Valley Police, King County Police and Maple Valley Fire & Life Safety will be presenting a report of financial conditions within their respective organizations.

Chief Doerflinger commended Firefighter Carpenter for speaking at the Maple Valley Rotary Meeting on the subject of 9/11 which received a standing ovation.

Commissioner Walls reported on attending the King County Fire Chiefs Association meeting. The next meeting will be a joint Fire District and Emergency Management meeting held September 21st at Station 26, with special guest speaker Barb Graff. There will be a Social at 6:00PM and the meeting will begin at 7:00PM. Nominations for the "Jim Jenkins Award" are being sought.

Chief Doerflinger reported that he had requested and been appointed to the BLS subcommittee under the King County Levy Advisory Board for the 2014 levy. Meetings will start in October of 2011.

Public Comment:

None

Business:

- Commissioner Performance Review: Chief Doerflinger distributed the Board's Performance Reviews and briefly went over what the contents were and how the assessments were made.
- Washington Coalition for Open Government 9/23/11: Tabled in Commissioner Rydberg's absence.
- Chief Evaluation: Chief Doerflinger reported to the Board that he made the formatting changes to the evaluation packet that was recommended by a member of the Board. Commissioner VanRuff stated what a tremendous job that Chief Doerflinger has done with his part in preparing this evaluation. The Board approved of the format of the Chief's evaluation.
- Petty Cash & Advance Travel Checking: Chief Doerflinger requested that the Board approve adding Administrative Assistant Ingrid Fine to the Department's Petty Cash and Advance Travel Account with U.S. Bank. **A MOTION was made, seconded and unanimously carried to approve adding Ingrid Fine to the list of signers (Brad Doerflinger, Matthew Cowan, Michele deLeon) on the account.**
- Newspaper Articles: Chief Doerflinger reported on the first of a series of Department articles that will be published on October 21st. Commissioner Rydberg has volunteered to write the Commissioner's article due by 13th of October to the Voice of The Valley and The Covington Reporter. The Board requested the opportunity to review the articles before going to print. Articles will be made available to the Board at the October 6th meeting.

Personnel:

Career/Volunteer Staff: Chief Doerflinger reported that all staff is in service.

Operations:

Training: Captain Whitmore gave a detailed report of his first three and a half months as Training Captain and with working with the Consortium. Zone 3 training was discussed.

He reported that the Department has had an audit by its insurance company, VFIS, who sent an agent in to review training documentation and there were three minor areas in which suggestions were made.

Some of the accomplishments have been having an extrication technician on each shift, quarterly IMS training to all of the crews and CPR review with Captain John Keizer from Kent.

There is going to be a huge MCI Intruder Drill at the end of the month which the Board is invited to attend as well as any of the Zone 3 training.

Captain Whitmore stated that he sees the need to equalize the training location so that Maple Valley is not always going to Kent for training rather meeting in a central location. There are currently approximately 270 firefighters in the consortium with approximately 14 stations over 140 square miles.

The Board of Commissioners thanked Captain Whitmore for all of his hard work.

Major Emergency Incident Report: Chief Doerflinger reported that call volume is up 5.37% for 2011 with 65% of calls being EMS. He also reported on the incident involving a car into a store at 4 corners.

Support Services:

Fire Marshal's Office: There is a public hearing on impact fees set for Monday September 26th. Staff will be there at the City Council Meeting.

Public Education:

Facilities: The upcoming vacancy of Precinct 3 was discussed.

Apparatus & Equipment: Bid opening for the new tender begins at 2:00 PM on the 22nd of September and it looks like we will have at least five bids.

Events:

8/20/11 Maple Valley Fire & Life Safety Open House: A list of the names of volunteers who helped at the Annual Open House was reviewed by the commissioners.

Public Comment: Ingrid Fine

Commissioner VanRuff inquired about getting the next call for bid or proposal into the local papers and not just the Seattle Times. The cost of this advertising will be looked into.

Vouchers: Review & Approve #09044 through #09071 for \$65,955.39 (General Fund)
Review Vouchers # 09040 through #09043 for \$47,323.88 (General Fund)

With no further business before the Board, the meeting was adjourned at 6:54 p.m.

Chairperson Camille Walls

Commissioner Jennifer Rydberg

Commissioner Brian McGee

Commissioner William VanRuff

Commissioner Mike Scott

Brad Doerflinger, District Secretary

Minutes Prepared by Ingrid Fine