



Maple Valley Fire and Life Safety

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

Document 12-002

Minutes of the Regular Meeting of the Board of Fire Commissioners, February 2, 2012

Attending: Commissioners DeBay, McGee, Scott, Walls and VanRuff; Chief Doerflinger; Deputy Chief Cowan; Office Manager de Leon.

Chairperson VanRuff called the meeting to order at 6:30 pm.

Minutes:

A MOTION was made, seconded and unanimously carried to approve the Minutes of the Regular Board of Fire Commissioners Meeting of 1/5/2012.

Financial Report:

The following reports were reviewed for information:

- Expense Report – January 2012
- Expense Report – ½ February 2012
- Revenue Report – December 2011
- Cash Reconciliation – December 2011
- King County Investment Pool – December 2011

Correspondence:

- NW Leadership Seminar: Chief Doerflinger and Commissioner McGee will be attending this Conference March 7-9. Commissioner VanRuff will check his schedule and confirm whether he is able to attend.
- WFCA Saturday Seminars – Chelan: Commissioner DeBay will be attending the conference in Chelan and will need a room the night of June 2nd. Commissioner Walls will be checking her schedule to see if she is able to attend the conference in Ocean Shores.
- King County Dept. of Assessments 1/25/2012: Chief Doerflinger reported that we would have been prorated if we had not protected our .25 per 1,000 by Resolution. He contacted Iris and was informed that the Flood District has passed legislation to protect their levy rate. In addition, the Hospital District was prorated 7 cents per 1,000.

Meetings:

- Auditor Exit Interview 1/11/2012: Commissioner McGee commented that the district has had no findings and has received letters of recognition for this.
- LMC & Negotiations 1/12/2012: Chief Doerflinger reported that a grievance has been filed and this will be discussed in executive session.
- Finance Committee Meeting 1/24/2012: Chief Doerflinger reported that Jim Blumenthal met with the Finance Committee and reviewed our current bond status. Commissioner Walls briefed the Board on the meeting. Discussion took place regarding the bond market and Chief Doerflinger informed the Board that we are waiting until after March 28th, which is the date the next King County Economist Report will be released, to begin the process of issuing the last \$1.5 Million in Bonds. Furthermore, the Long Range Planning Committee will be reconvening February 16th at 8:00 am – Station 80 to review the Capital Projects List.
- Legislative Day 1/25/2012: Commissioner Walls reported on the fire service related issues that are outlined in the pamphlet provided by the Washington Fire Commissioners Association and Washington Fire Chiefs. Commissioner DeBay reported that he recently spent 3 days in Olympia speaking to legislators regarding the merger of the LEOFF I and LEOFF II Retirement Boards. Furthermore, Commissioner DeBay reported on the pending legislation regarding licensing fees for EMTs and Paramedics.
- Valley Communications 1/26/2012: Chief Doerflinger reported that he was nominated and appointed to the Valley Communications Operations Board for the next two years.
- Meeting with Chief Tessen, District 47 (not on agenda): Chief Doerflinger reported that Maple Valley Fire responded to 31 calls in District 47s area in 2011. Chief Doerflinger suggested to Chief Tessen that District 28 be added to their run cards. Discussion took place regarding responses, run card and station orders.
- Regional public safety meeting at ECC (not on agenda): Deputy Chief Cowan reported that he attended this meeting and the communications equipment upgrades and funding were discussed.
- Zone 3 Ops Meeting (not on agenda): Deputy Chief Cowan reported that the Zone is working on key station move up program for Battalion Chiefs.
- Maple Valley Fire & Life Safety Officers Meeting (not on agenda): Deputy Chief Cowan reported on the recent storm and protocol. Also the role of PSE was briefly discussed.
- Meeting with Chief Barlow (not on agenda): Deputy Chief Cowan met with Chief Barlow to work on improving operations and training between the two Districts.
- KCFC Association (not on agenda): Commissioner Walls reported she attended this meeting and shared the following upcoming meetings:

- March 21st – Shoreline Fire
 - May 23rd – Seattle Fire Station 10
 - July 18th – Vashon Fire
 - September 19th – South King Fire & Rescue
 - November 21st – Burien Fire
 - April – Legislative Conference – Yakima
 - National Disaster Conference – Bothell Fire
- Grant Writing Class (not on agenda): Commissioner DeBay reported that he recently attended a class on grant writing. Discussion regarding the SAFER Grant took place and the possibility and timing of applying for this grant. Deputy Chief Cowan stated that he will be looking into retention and recruitment of volunteer firefighters.

Public Comment: None

Business:

- Job Description Facilities & Fleet Manager: **A MOTION was made, seconded and unanimously carried to approve the Facilities & Fleet Manager Job Description.**
- Resolution R-2012-004 Lake Young's Annexation: **A MOTION was made, seconded and unanimously carried to approve Resolution R-2012-004 Lake Young's Annexation.**
- Commissioner Email Access: **MOTION was made, seconded and unanimously carried to approve the purchase of 5 IPADs for the commissioners to use.**

Personnel:

Career/Volunteer Staff:

- Deputy Chief Cowan reported that there have been several minor on-duty injuries and two off-duty injuries.

Operations:

- Deputy Chief Cowan reported that there was minor damage to the Engine wheel well and windshield damage to the Chief's vehicle during the recent storm. Furthermore, Deputy Chief Cowan stated that in hindsight, he would have called a crew back on overtime to staff the Brush Truck for tree removal. The district had over 60 calls on January 19th.
- Deputy Chief Cowan reported that we had a records retention class on January 25th and he will be working with IT regarding electronic records.
- Deputy Chief Cowan reported that he is working on station orders and will be adding a Ladder Truck to Commercial and Residential fires.

Support Services:

- Deputy Chief Cowan reported that Multi-Care in Covington is opening their new emergency department. As of now, we will not be transporting to this facility until Dr. Eisenberg approves the use of the facility as a destination for patients that we see.
- Deputy Chief Cowan reported that the Aid Car specs are almost done and he is scheduling the pre-construction meeting for the tender purchase.

Events:

- Maple Valley Fire Banquet 3/24/12.

Public Comment: None

A MOTION was made, seconded and unanimously carried to approve vouchers #01061 through #01094 for \$64,040.59; #01095 through #01096 for \$370.26; Payroll for \$164,929.04; Retirement for \$28,153.60; Deferred Compensation for \$6,873.50; Payroll Taxes for \$34,961.22; vouchers #02001 through #02050 for \$36,227.41; vouchers #02051 through #02053 for \$269,800.97; Payroll for \$156,263.79; Retirement for \$28,170.23; Deferred Compensation for \$6,873.50; Payroll Taxes for \$32,828.58.

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.

With no further regular business before the Board, the meeting was adjourned to Executive Session per RCW 42.30-140(4)(a) at 7:45 pm for approximately 20 minutes.

The regular meeting resumed at 8:05pm.

A MOTION was made, seconded and unanimously carried to close the meeting at 8:05 pm.

Chairperson William VanRuff

Commissioner Mike Scott

Commissioner Gabriel DeBay

Commissioner Camille Walls

Commissioner Brian McGee

Michele de Leon, District Secretary