



Maple Valley Fire and Life Safety

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

Document 12-027

Minutes of the Regular Meeting of the Board of Fire Commissioners, November 1, 2012

Attending: Commissioners McGee, Scott and Walls; Fire Chief Doerflinger; Deputy Fire Chief Cowan; District Secretary Michele de Leon; Firefighters Ager, Erickson, Knowles, Morrow and Sapp, David Fields.

Excused Absence: Commissioners DeBay and VanRuff.

Vice Chairperson Scott called the meeting to order at 6:05 pm.

Amendments to the Agenda: none

Minutes:

A MOTION was made, seconded and unanimously carried to approve the Minutes of the Regular Board of Fire Commissioners Meeting of 10/18/2012.

Financial Report:

The following reports were reviewed for information:

- Expense Report – ½ November 2012
- Bond Issuance

Correspondence:

- Letter from Auditor 10/30/12: Chief Doerflinger informed the Board about the Letter from the Auditor's office regarding the status of the 2011 Audit and inviting the Board of Commissioners to attend the exit interview. Vice Chairperson Mike Scott and District Secretary de Leon signed the Management Letter for the Auditor's Office. District Secretary de Leon reported that the 2011 Annual Financial Report was amended to reflect the issuance of the bonds in 2012 per State Audit Standards. Any material event which occurs before the Annual Financial Report is audited must be disclosed in the notes. Furthermore, material event was defined as anything representing 10% of the annual budget that affects the assets, revenues or expenses.
- Northwest Leadership Seminar: Chief Doerflinger reported that the Northwest Leadership Seminar will be held March 6 -8th; however, due to budget constraints there will be no out of state travel in 2013.

Meetings:

- Budget Committee Meeting 10/31/12: Chief Doerflinger reported that the Budget Committee developed a balanced budget for 2013 by reviewing each line item in detail and postponing the transfer of HRA funds. It was noted that the process of the committee developing this budget worked efficiently and effectively. Resolutions will be filed by December 1st.
- Firewise Meeting 10/30/12: Chief Doerflinger provided information at the Firewise Meeting held at Station 85, which is a community formed group of individuals developing a plan in the event of wildfire.
- Zone 3 Fire Chief's Meeting 10/25/12: Chief Doerflinger reported that the Radio Bond Issue for November of 2014 includes subscriber units, full implementation is scheduled for 2020, once funding is approved. District 20 currently has an excess levy on the ballot. The King County EMS Levy is slated to go to voters in August or November of 2013.
- Washington State Fire Commissioners Conference: Commissioner Walls briefed the Board on the WFCFA Conference she attended and distributed information for the Chiefs and Office Manager.

Public Comment:

- David Fields

Business:

- AG 43-1111 Non-Emergency Overtime Callback: Deputy Chief Cowan reported that the two week review period has concluded and the policy is ready for adoption. **A MOTION was made, seconded and unanimously passed approving AG 43-1111 Non-Emergency Overtime Callback.**
- Washington Survey & Rating Bureau: Chief Doerflinger reported that he and Deputy Chief Cowan have been working with the bureau for the District Rating. Maple Valley Fire & Life Safety is currently rated a 4 in city limits and a 5 in rural areas of the district. The rating process has posed challenges for the district because the bureau does not recognize EMT Volunteers working shifts at the outlying stations. Their protocol only credits a volunteers who live within 5 miles of the station or live-in volunteers. A committee has been formed to develop a plan to meet the bureau's rating standards and a proposal will be presented at the next Board of Commissioner's Meeting.
- Citizen Advisory Committee (CAC): Chief Doerflinger distributed and reviewed a current roster of the Citizen Advisory Committee members. The first meeting is scheduled for November 7th at 7:00 pm – Station 80.

- Newspaper Articles: Chief Doerflinger distributed copies of the Newspaper Articles for the Board's review.

Personnel

Career/Volunteer Staff:

- Deputy Chief Cowan reported that there are currently 2 employees on Long Term Disability and 1 employee working light duty. The employee working light duty is expected to return to full duty in December, one employee on LTD is expected to return to full duty December 9th and the other employee is expected to return to work in early February 2013.

Operations:

Training

- Deputy Chief Cowan reported that there has been a change in ROC Protocols that started today. It was also stated that North Highline and Burien Fire will be joining the Training Consortium January 1, 2013.

Incidents

- Deputy Chief Cowan reported that there have been 90 calls since the last meeting, 78% of those calls were EMS calls. Calls are up 9% from last year. Mutual Aid was received 33 times this year and given 161 times this year.
- Chief Doerflinger reported that he met with Chief Higgins from District 47 to discuss station orders. DC Cowan has helped Dist 47 in modifying their station orders so that Enumclaw Fire is now the first mutual aid request for the southern portion of Dist 47.

Support Services:

- Fire Marshal's Office: Nothing reported
- Public Education: Deputy Chief Cowan thanked Firefighter Knowles for handling several public education events, tours and assisting at Tricks or Trucks. Firefighter Knowles will be instructing CPR in the school next week.

Apparatus and Equipment

- 1986 Pierce Tender: Deputy Chief Cowan reported US Fire is unable to purchase the Tender and the District will be re-advertising and soliciting bids for the sale.
- Sutphen Tender: Deputy Chief Cowan reported that Bruce Backer, Rich Rock and Kelley Jensen have recently returned from New York and stated that there were some changes requested on the new tender. The delivery date is delayed due to hurricane Sandy, but is tentatively scheduled for December.
- Rescue Vehicle: Deputy Chief Cowan reported that the Rescue Vehicle had a head gasket repair done and is scheduled to be shipped within approximately one week.

Facilities: Nothing reported

Events:

- Make A Difference Day 10/27/12: Deputy Chief Cowan thanked Firefighters Erickson and Craft for organizing and ensuring that Make A Difference Day was a successful community event.
- Career Development: Deputy Chief Cowan reported that he will be presenting career development information at the Tahoma Junior High 11/2/12.

Public Comment:

- James Morrow

A MOTION was made, seconded and unanimously carried to approve vouchers #11001 through #11033 for \$146,247.26; #11034 through #11039 for \$48,072.01; #11040 through #11054 for \$6,890.64; Payroll for \$153,017.34; Retirement for \$28,100.12; Deferred Comp for \$7,948.50; Taxes for \$32,209.34

With no further regular business before the Board, **A MOTION was made, seconded and unanimously carried to close the meeting at 7:00 pm.**

Chairperson William VanRuff

Commissioner Mike Scott

Commissioner Gabriel DeBay

Commissioner Camille Walls

Commissioner Brian McGee

Michele de Leon, District Secretary