



## Maple Valley Fire and Life Safety

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

### Document 13-033

### Minutes of the Regular Meeting of the Board of Fire Commissioners, December 19, 2013

Attending: Commissioners DeBay, McGee, Scott, VanRuff and Walls; Deputy Chief O'Brien; Battalion Chief Handley, Captains Lewis and Whitmore; Firefighters Downs, Knowles and Rock; District Secretary deLeon.

Chairperson Scott called the meeting to order at 6:00 pm.

District Secretary de Leon swore in Commissioner's Scott and VanRuff.

Amendments to Agenda: Chairperson Scott added a meeting with Fire Commissioner Bill Farrell under Meetings.

### Minutes:

**A MOTION was made, seconded and unanimously carried to approve the Regular Meeting Minutes of 12/5/2013.**

### Financial Report:

The following reports were reviewed for information:

- December Expense Summary
- November Revenue
- November Cash Balance & Reconciliation
- Transport Billing
- Impact Fees

### Correspondence:

- WFCA Legislative Day 2/11/14: Deputy Chief O'Brien informed the Board of the 2014 Legislative Day on 2/11/14. Commissioner VanRuff confirmed he would attend and Chairperson Scott will check his work schedule.
- 2014 Installation Banquet 1/15/14: Deputy Chief O'Brien informed the Board of the 2014 Installation Banquet. Commissioners DeBay, McGee and VanRuff confirmed they would be attending. Chairperson Scott tentatively confirmed yes.

### Meetings:

- Negotiations/Mediation 12/12/13, 12/17/13: Deputy Chief O'Brien deferred discussion to Executive Session.
- Meeting with Commissioner Bill Farrell: Chairperson Scott briefed the Board on his meeting with King County Fire District #44 Commissioner, Bill Farrell. Items of discussion included training, response procedures, customer service and future planning.

**Public Comment:**

- None

**Business:**

- January Meeting Dates: Office Manager de Leon informed the Board that due to the timing of both meetings in January, vouchers and payroll would not be ready for review at the meetings on the 2<sup>nd</sup> and 16<sup>th</sup>. The options are to move the meetings to the 9<sup>th</sup> and 23<sup>rd</sup> or to approve these items administratively. The Board of Fire Commissioners agreed to change the meeting dates to January 9<sup>th</sup> and 23<sup>rd</sup>. Commissioner Scott will not be at either meeting in January and Commissioner Walls will not be at the January 23<sup>rd</sup> meeting. The Long Range Planning Committee Meeting will be unchanged and held January 2<sup>nd</sup> at 4:00 pm – Station 81.
- 2012 Audit: Commissioner Walls commented on the meeting held on December 13<sup>th</sup> with the State Auditor's Office. The District was commended for not only having no findings but having no management letters or exit items, which are essentially suggestions for improvement. Commissioner McGee also commented on the district receiving another clean audit.
- 2014 Non-Represented Staff Wages: Deputy Chief O'Brien deferred discussion to Executive Session.
- Fire Marshal Webster – Personal Services Contract: Deputy Chief O'Brien deferred discussion to Executive Session.
- Resolution R-2013-020 Declaration of Surplus Equipment: **A MOTION was made to approve Resolution R-2013-020 Declaration of Surplus Equipment, motioned seconded and unanimously carried.**

**Personnel:**

**Career/Volunteer Staff**

- Deputy Chief O'Brien reported that there is 1 Firefighter still on Long Term Disability, 6 new volunteers scheduled to attend the Buckley Academy and 5 volunteers going through the Bridge Academy.

**Operations**

- Training: Deputy Chief O'Brien reported that personnel are currently doing Tiburon Training. Captain Whitmore will be moving back to shift and Captain Lewis will replace him. The Board thanked Captain Whitmore for doing an excellent job in training. Captain Whitmore distributed a Training Division Report for the Boards review.
- Incident Report: Deputy Chief O'Brien stated that the district has had 2,600 calls so far this year. There were 2,630 calls in 2012.

### Support Services

- Fire Marshal's Office: Nothing to report.
- Public Education: Deputy Chief O'Brien thanked the crews and citizens for volunteering their time to make the Holiday Engine a success.
- Apparatus & Equipment: Deputy Chief O'Brien reported that he is continuing to work with Pierce County #23 on the sale of two surplus engines.
- Facilities: Deputy Chief O'Brien informed the Board that he and Office Manager de Leon met with Maple Valley Signs and are waiting for the proofs and options for the outlying station signs. Deputy Chief O'Brien thanked Commissioner DeBay for the idea.

### Events:

#### Public Comment:

- None

**A MOTION was made, seconded and unanimously carried to Approve #11080 through #11116 for \$34,503.96; #11117 through #11121 for \$8,641.30; #12069 through #12109 for \$140,966.81; #12110 through #12114 for \$5,235.22, Payroll for \$158,379.56; Payroll Taxes for \$33,458.54 and Retirement for \$37,316.13.**

The regular meeting adjourned at 6:30 to Executive Session for approximately 30 minutes.

*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 labor agreement.*

Deputy Chief O'Brien and Office Manager de Leon were excused from Executive Session at 6:50.

Chairperson Scott extended Executive Session for approximately 30 minutes.

The Executive Session ended at 7:20 p.m. and the regular meeting was resumed.

**Commissioner DeBay made a MOTION to approve 2014 wages for non-represented staff as recommended by Chief Doerflinger and determined a wage increase of 3.99% for Chief Doerflinger, stating that these wages are the average of the comparables used, MOTION seconded and approved 4 to 1 vote.**

**Commissioner McGee made a MOTION to approve the Fire Marshal Contract for 2014-2016, MOTION seconded and approved by a vote of 4 to 1 abstained vote.**

**With no further regular business before the Board, A MOTION was made, seconded and unanimously carried to close the meeting at 7:25 pm.**

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Chairperson Mike Scott

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Commissioner Gabriel DeBay

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Commissioner William VanRuff

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Commissioner Camille Walls

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Commissioner Brian McGee

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Michele de Leon, District Secretary