



## Maple Valley Fire and Life Safety

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

### **Document 12-020**

### **Minutes of the Regular Meeting of the Board of Fire Commissioners, August 2, 2012**

Attending: Commissioners DeBay, McGee, Scott, Walls and VanRuff; Deputy Fire Chief Cowan; District Secretary Michele de Leon, Member of the Public.

Excused Absence: Chief Doerflinger

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

Amendments to the Agenda: Deputy Chief Cowan reported that the adoption of Resolution R-2012-012 Authorizing the Payment of Ambulance Transport Bills from Tax Revenue will be tabled until the meeting on 8/16/12.

### **Minutes:**

**A MOTION was made, seconded and unanimously carried to approve the Minutes of the Regular Board of Fire Commissioners Meeting of 7/19/2012.**

### **Financial Report:**

The following report was reviewed for information:

- Expense Report – ½ August 2012

### **Correspondence:**

- None

### **Meetings:**

- Maple Valley City Council Meeting 7/23/12: Deputy Chief Cowan summarized the last three meetings with the City of Maple Valley regarding the Impact Fee Program and stated that there had been little opposition throughout the process. Administrative Knight has been working on implementing the Map Box calculations to be used when the program goes into effect, August 6<sup>th</sup>. Fire Marshal Webster will be drafting a letter regarding the Impact Fee's for some recently issued new construction permits. In addition, the district continues to work with the City regarding the Emergency Services Plan.

- Zone 3 Ops Meeting 7/24/12: Deputy Chief Cowan reported that the Zone is re-working the incident management system and informed the Board that South King Fire is considering joining the training consortium. Conversations took place at the Zone Meeting regarding Aid Car Specs and the possibility of developing common specs amongst the departments.
- Long Range Planning Meeting 7/25/12: Deputy Chief Cowan reported that the LRP Committee recently met and reviewed the Public Education and Operations Section. Deputy Chief Cowan is in the process of finalizing the recommended changes to the Operations Section of the Long Range Plan.
- Valley Communications Meeting 7/26/12: Deputy Chief Cowan reported that Chief Doerflinger attended this meeting and was informed that due to hardware and software purchases, and an increase in cost per call, that the cost to the District will go up approximately \$8,000 for 2013. Also, Enumclaw Fire is considering using Valley Communications for their dispatch services after Valley Communications goes live in November of 2013 with their upgraded system.
- KCEMS Task Force Meeting 7/26/12: Deputy Chief Cowan reported that Chief Doerflinger attended this meeting and obtained an updated Countywide Assessed Valuation Forecast. The Task Force moved to forward the Levy to King County Council with a recommendation of Primary or General Election in 2013. Kirkland Fire Department is in opposition to this because they want the ability to have their own Medic Unit.
- College Prep Meeting (not on agenda): Deputy Chief Cowan reported that he will be attending an upcoming meeting and the group is developing their mission statement.
- Officer Meeting 8/1/12 (not on agenda): Deputy Chief Cowan reported that he has sought input from the Battalion Chiefs regarding the Uniform Policy and will be updating that policy and the department's Succession Planning Process.
- King County Fire Commissioners Meeting (not on agenda): Commissioner Walls reported that she attended this meeting and topics of discussion included the EMS Levy and ways to develop interest and get people involved in the group. The WFCFA Annual Conference will be held in Yakima October 24<sup>th</sup> through October 27<sup>th</sup> and Commissioner Walls would like to attend.
- Accreditation Board Meeting (not on agenda): Commissioner Scott reported that he attended this meeting and noted that several departments equal in size to Maple Valley Fire are being accredited.

**Public Comment:** David Fields

**Business:**

- Exit Interview-Janine Johnson: Deputy Chief Cowan stated that this would be covered in Executive Session.
- Resolution R-2012-012 Authorizing the Payment of Ambulance Transport Bills From Tax Revenue: Deputy Chief Cowan stated that this Resolution will be tabled until the next meeting.
- Washington Survey and Rating Bureau: Deputy Chief Cowan reported that we are waiting for our initial meeting and briefed the Board on the process of demonstrating water-flow.
- Records Destruction Authorization: **A MOTION was made, seconded and unanimously carried to Destroy the following records:**

Description	Dates	Disposition Authority	Retention Period	Date of Disposal
Burn Permits	2002	GS53-04-06	3 Years	8/2012
Invoices	2000-2003	GS2011-184	6 Years	8/2012
General Ledgers	2000-2003	GS2011-184	6 Years	8/2012
Cash Receipts	2000-2003	GS2011-184	6 Years	8/2012
Time Sheets	2000-2003	GS53-04-22	2 Years	8/2012
Vouchers	2000-2001	GS2011-184	6 Years	8/2012

**Personnel:**

Career/Volunteer Staff:

- Deputy Chief Cowan reported that there are currently 3 employees on disability, which are two on-duty injuries and one off-duty injury. There is one additional pending off-duty injury. One of the on-duty injured employees will be returning to work on Light Duty in August.

**Operations:**

**Training**

- Deputy Chief Cowan reported that the department will be participating in the upcoming UASI Drill; which is a federally funded training drill scheduled for August 29<sup>th</sup>. The training focusses on disaster evacuation and specifically the simulation will address flooding and trapped civilians. Training Captain Whitmore will be in contact with the local media regarding coverage.
- Deputy Chief Cowan reported that the staff has been working on Training Tracker training.

**Incidents**

- Deputy Chief Cowan reported that call volume is up 4.7% and there have been 116 incidents since the last meeting and 70% of those were EMS calls. Mutual Aid was given 77 times and received 21 times so far this year.

### **Operations**

- Locking Hydrants: Deputy Chief Cowan stated that Covington Water District has been installing a locking mechanism on hydrants to eliminate the theft of water and to guard against bio-terrorism. The wrenches are located on all engines. Deputy Chief Cowan also noted that the installation of this device should not cause significant delay in obtaining water in an emergency.

### **Support Services:**

#### **Fire Marshal**

- ILA with the City of Maple Valley: Deputy Chief Cowan reported that the ILA has not been signed yet with the City of Maple Valley due to the Mayor being out of town.

#### **Public Education**

- Public Education: Deputy Chief Cowan reported that Public Educator Johnson would be present at the next meeting to receive a plaque from the District.

#### **Facilities**

- Deputy Chief Cowan stated that the tender should tentatively be delivered at the end of September and the Rescue Vehicle is currently being modified by US Fire & Equipment.
- Deputy Chief Cowan stated that he is finalizing bid specifications for capital purchases including; power gurneys, SCBA radio communications upgrade, and an air compressor system and filling station at 81. In addition, the department has received 3 chainsaws and 2 circular saws on a regional federal grant. Thanks go out to Firefighter Carpenter for his assistance in helping secure the units.
- Deputy Chief Cowan reported that he has a meeting scheduled next week to finalize the issues with the Station 81 HVAC prior to closing out the project.

### **Events:**

- Office Manager de Leon reported that the Kids Fest was held on August 28<sup>th</sup>. Commissioner VanRuff stated he had no knowledge the event was happening. Office Manager de Leon will update the Public Education Event Calendar and ensure the Board has an updated copy.

**Public Comment:** none

**A MOTION was made, seconded and unanimously carried to approve vouchers #07096 for \$2,806.89; #08001 through #08033 for \$84,688.33; Review & Approve #08034 through #08038**

**for \$19,511.51; Review & Approve #08039 through #08057 for \$4,411.60; Payroll for \$162,788.74; Retirement for \$29,782.24; Deferred Comp for \$7,898.50; Taxes for \$35,923.72.**

With no further regular business before the Board, the meeting was adjourned to Executive Session at 7:05 p.m. for approximately 10 minutes.

***Executive Session: 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 Executive Session concluded at 7:15 p.m. and the regular meeting was resumed.

With no further business before the Board, the meeting was adjourned at 7:15 p.m.

**A MOTION was made, seconded and unanimously carried to close the meeting at 7:15 pm.**

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Chairperson William VanRuff

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Commissioner Mike Scott

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Commissioner Gabriel DeBay

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Commissioner Camille Walls

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Commissioner Brian McGee

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Michele de Leon, District Secretary