



# Maple Valley Fire and Life Safety

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

## **Document 16-003**

### **Minutes of the Regular Meeting of the Board of Fire Commissioners, February 4, 2016**

Attending: Commissioners Bodlovic, Herbert, MacIvennie and VanRuff; Chief Doerflinger; Deputy Chief O'Brien; Battalion Chief DiDonato, Firefighters Graziani, Fitzpatrick and Knowles; Administrative Assistant Knight.

Excused Absence: Commissioner Camille Walls

Pledge of Allegiance

Commissioner Herbert called the regular meeting to order at 6:02 p.m.

Amendments to Agenda: Chief Doerflinger asked to add Election Costs to Financial Reports and March Commissioner Meetings to Business.

#### **Minutes:**

**A MOTION was made, seconded and unanimously carried to approve the Regular Meeting Minutes of 1/21/2016.**

Presentation: Prothman – Executive Fire Chief Search

#### **Financial Report:**

The following reports were reviewed for information:

- February Overtime Summary
- February Expense Summary
- Election Costs

#### **Correspondence:**

- Thank You – Dr. Rea: Chief Doerflinger read a thank you letter received from Dr. Tom Rea MD acknowledging efforts by Firefighters Graziani, Plett and Fox for their successful care of a cardiac arrest patient on November 17, 2015.

#### **Meetings:**

- Ops Chief Meeting – January 26th: Deputy Chief O'Brien reviewed the topics of the meeting including an ongoing discussion of the need for a talk group for large/multiple department incident responses. He reported that the Deputy Chief of Tukwila Fire stated that if they move forward with the merge efforts with Kent RFA, Tukwila will not be seeking voter approval for the April 2016 election as planned, and are now looking at Nov 2016 election to join in 1/1/2018.

**Public comment:** None

**Executive Session:**

The regular meeting adjourned at 6:35 to Executive Session for approximately 15 minutes.

***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.*

***RCW 42.30.140(4)(b)*** *that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.*

Executive Session ended at 6:50 pm and the Regular Meeting resumed.

**Business:**

- **R-2016-01 Transport Billing Paid by Tax Revenue: A MOTION was made, seconded and unanimously carried to approve R-2016-01 Authorizing Payment of Ambulance Transport Bills from Tax Revenue for \$30,123.24.**
- **R-2016-02 Declaration of Surplus: A MOTION was made, seconded and unanimously carried to approve Resolution R-2016-02 Declaration of Surplus Equipment.**
- **Letter of Agreement – Interface Systems (Neil Blindheim): Chief Doerflinger presented the letter for services for data collection and analyzation for the Fire Benefit Charge. A MOTION was made, seconded and unanimously carried to approve the Letter of Agreement with Interface Systems.**
- **Personal Service Contract – Steve Marstrom: Chief Doerflinger presented the contract for services as a Consultant. A MOTION was made, seconded and unanimously carried to approve the Personal Service Contract with Steve Marstrom.** Chief Doerflinger presented proposals for rates for the upcoming Fire Benefit Charge. The models identified rates needed to support hiring all positions previously indicated from the recommended organizational chart, and setting aside capital improvement funds and reserves. A second rate was provided to show costs of staffing additional stations as requested. After discussion the Board indicated that they would like to see scenarios for revenue generated by charging an equivalent to \$1.80, \$1.85, \$1.93 per \$1000 of assessed value.
- **Key Messages – Liz Loomis/FBC Measure: Chief Doerflinger handed out document constructed by he and Liz Loomis on the proposed key messages**

identified for the upcoming election for the Fire Benefit Charge. Commissioner Bodlovic asked if one of the key messages should identify that the FBC could improve services and not just maintain them. Chief Doerflinger will pose the question to Liz.

- Lieutenant, Captain and Battalion Chief Promotional Recommendations: Chief Doerflinger asked the Board to consider the contract with Battalion Chief DiDonato that was proposed during Executive Session. **A MOTION was made, seconded and unanimously carried to approve the personal service contract for Jeff DiDonato for the position of Deputy Chief effective March 1, 2016.** Chief Doerflinger reviewed the Chief's interview process that took place earlier in the week for the positions of Battalion Chief, Captain and Lieutenant. Chief Doerflinger stated that all participants of the process were absolutely qualified and the District is in good hands for the future, with that Chief Doerflinger recommended promotions to Firefighter Jon Graziani to Lieutenant, Lieutenant Madden to Captain, and Captain Whitmore to Battalion Chief. **A MOTION was made, seconded and unanimously carried to approve all the recommendations.** Pinning will take place at both the Annual Awards Banquet and a March Board Meeting. Chief Doerflinger handed out figures on Compensatory Time to be cashed out for the promoted personnel. **A MOTION was made, seconded and unanimously carried to approve buy-out of the Compensatory Time of the four promoted personnel.**
- Prothman Contract for Services: A discussion was held about the presentation made earlier by Marcus Kragness and Greg Prothman of the Prothman company. **A MOTION was made, seconded and unanimously carried to enter the proposed contract with Prothman for the recruitment services for the position of Fire Chief.**
- Upcoming March Meetings: Chief Doerflinger asked if the second regular Board Meeting in March can be moved to accommodate promotional pinning and their families. After further discussion it was decided that the second meeting in March will be moved from the date of the 17<sup>th</sup> to the 24<sup>th</sup>.

## Personnel:

### Career/Volunteer Staff

- Deputy Chief O'Brien reported that there are four L & I injuries.
- Buckley Academy: Deputy Chief O'Brien reported that the weekly status reports of the academy testing are coming in strong and that personnel dropped down one to 9 students.

## Operations:

### Training

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- EMS Tablets Update: Deputy Chief O'Brien announced that the go-live date is set for July 1<sup>st</sup>, 2016.
- Rescue Swimmers Training: Deputy Chief O'Brien reported that the Special Ops team has been underway at the local pool for dive times.

#### **Incident Report**

- No major incident calls to report on. The call count pace is about 60 calls down from last year at this time.

#### **Support Services:**

**Fire Marshal's Office:** nothing to report

**Public Education:** Chief Doerflinger reviewed the month of January public events hosted by the crews at Station 81.

#### **Apparatus & Equipment**

- Air Compressor repaired: Deputy Chief O'Brien reported that there are interests in the 2 surplus engines.

**Facilities** – Deputy Chief O'Brien reported that there was new carpet and minor drywall repair at Station 82 due to a skylight leak repair.

**Events:** Chief Doerflinger announced that the Annual Banquet is March 5, 2016 at the Lake Wilderness Lodge.

**Public Comment:** None

#### **Vouchers:**

**A MOTION was made, seconded and unanimously carried to Approve #02001 through #02038 for \$133,097.72 (General Fund); #02039 through #02041 for \$8,974.63 (Capital Fund); #02042 through #02064 for \$4,197.51 (General Fund); #02065 for \$10,126.04 (General Fund); Payroll for \$174,395.78; Retirement for \$44,516.20; Payroll Taxes for \$40,381.94**

Commissioner MacIvennie thanked Administrative Assistants Ingrid Fine and Christine Knight for their efforts during Office Manager de Leon's absence. The entire Board expressed their sincere gratitude.

With no further regular business before the Board, **A MOTION was made, seconded and unanimously carried to close the meeting at 8:05 pm.**

**Adjourn:**

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Chairperson Camille Walls

Commissioner Bill VanRuff

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Commissioner Gordon MacIvennie

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Commissioner Chris Bodlovic

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Commissioner John Herbert

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Michele de Leon, District Secretary