



Maple Valley Fire and Life Safety

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

Document 16-006

Minutes of the Regular Meeting of the Board of Fire Commissioners, April 7, 2016

Attending: Commissioners Bodlovic, Herbert, Walls; Chief Doerflinger; Deputy Chief DiDonato; Office Manager de Leon; Battalion Chief Handley; Lieutenant Lercher; Firefighters Knowles and McCormick; Deputy Chief Walgren.

Excused Absence: Commissioner Gordon MacIvvennie and Bill VanRuff

Pledge of Allegiance

Commissioner Herbert called the regular meeting to order at 6:00 p.m.

Amendments to Agenda: Added On Scene newsletter under Business.

Minutes:

A MOTION was made, seconded and unanimously carried to approve the Regular Meeting Minutes of 3/24/2016.

Financial Report:

The following reports were reviewed for information:

- April Expense Summary: Chief Doerflinger noted some mis-coding that will be corrected and adjust the line item budget overage.
- April Overtime Summary: Deputy Chief DiDonato stated that the Overtime expense was a bit higher this period due to a higher amount of sick leave used and some extrication and swift water training as well as the Officer's Meeting.

Correspondence:

- Washington State Auditor's Office: Chief Doerflinger reviewed correspondence from the State Auditor's Office which states we will be receiving a partial refund for travel time and the rate will decrease for the next audit. There is still a House Bill in process that would allow independent auditors to be hired by municipalities.

Meetings:

- Meeting with Kent RFA 3/31/16 (IT Consortium): Chief Doerflinger, Deputy Chief DiDonato, Chief Schneider and IT Director Don Gentry met regarding IT Services. The group is going to consider starting a process similar to the training consortium and more information will be forthcoming in future meetings. Chief DiDonato and Don Gentry presented 3 options to consider with moving forward, Chief Doerflinger and Chief Schneider agreed on one of the 3 options. Chief

Doerflinger is waiting for some cost numbers from the Kent RFA. Chief Doerflinger also met with William Stoeck and he has agreed to stay on as a consultant if there is a transition. A white paper will be brought forth soon. Commissioner Herbert asked about logistics and office space and Commissioner Bodlovic requested this be addressed in a white paper.

Public comment: none

Business:

- Accounts Payable Authorization Signature Form Update: The Accounts Payable Authorization Signature Form was updated to remove Deputy Chief O'Brien and add Deputy Chief DiDonato. All members are required to re-sign the updated form. Commissioner Wall's signature was requested due to absence at the last meeting.
- Fire Benefit Charge Update and Discussion: Chief Doerflinger reviewed the reports distributed to the Board regarding the \$1.78 equivalency and 1.00 per thousand assessed valuation. This would produce a Revenue of approximately \$9.7 Million. The breakdown of categories that comprise the parcels in the district was reviewed. Commercial currently represents 4.2%. The majority (99.8%) of home owners would see an increase of less than \$200 per year. 41% of business owners would realize a reduction in taxes due to buildings being newer and relative low square footage. Chief Doerflinger also reviewed vacant lots, of which there are 1,293 in the district and the 505 parcels that report a structure but are missing square footage. Firefighter Downs is working on retrieving the square footage on those properties so they can be included in the FBC. A Resolution will be presented at the next Board Meeting to place the FBC on the Ballot in August.
- AG 43-1009 Voucher Certification & Authorization: **A MOTION was made, seconded and unanimously carried to approve AG 43-1009 Voucher Certification & Authorization.**
- On Scene: Chief Doerflinger reported that the On Scene Publication is complete and provided a copy for review.

Personnel:

Career/Volunteer Staff

- L & I Report: Deputy Chief DiDonato reported that there are currently 4 employees out on L & I. One will return to work Monday to do two weeks on days at the Training Consortium. The other two are estimated to return to work the end of April.

Operations:

- **Zone 3 Fire Explorer Annual Report:** Deputy Chief DiDonato reviewed the Zone 3 Fire Explorer Annual Report for the Board's information.
- **Transport Opportunities Report:** Deputy Chief DiDonato reported on missed opportunities for transport; a question brought forth at the previous meeting from Commissioner Bodlovic. Deputy Chief DiDonato reported that 111 transports could potentially be the missed opportunities; however, there are many factors that need considered before that number is considered actual. Deputy Chief DiDonato reviewed each of those 111 incidents to determine factors for apparatus response - 77% had an engine respond and that could be due to prior transport, multiple calls, training, etc. Out of all 111, 26 calls for the 5 quarter period could even be possibly transported and of that 7 calls could not be determined due to extenuating circumstances. Deputy Chief DiDonato further stated that it will be interesting to see what happens when or if a new staffing model is adopted.

Training Report

- **Swift Water Rescue Initial Class:** Deputy Chief DiDonato reported that Firefighter Erickson is teaching Swift Water Rescue and Firefighter Conner Elhard took the class.

Incident Report

- 3/28/16 Attic Fire @21814 SE 249

Support Services:

Fire Marshal's Office: nothing to report.

Public Education: The February Public Education Event Summary was reviewed for information.

Apparatus & Equipment: nothing to report.

Facilities: nothing to report.

Events: Fishing Derby April 22-23 – Deputy Chief DiDonato is taking over Chief's previous position of kicking off the Fishing Derby at midnight.

Public Comment:

Vouchers: A MOTION was made, seconded and unanimously carried to approve #04001 through #04027 for \$79,617.20; #04028 through #04030 for \$6,282.16; #04031 for \$4,000.00; #04032 through #04050 for \$3,969.46; #04051 for \$4,000.00; Payroll for \$175,406.90; Payroll Taxes for \$41,169.36; Retirement for \$45,428.82.

A MOTION was made, seconded and unanimously carried to Approve to close the meeting at 6:45 pm.

Chairperson Camille Walls

Commissioner Bill VanRuff

Commissioner Gordon MacIvennie

Commissioner Chris Bodlovic

Commissioner John Herbert

Michele de Leon, District Secretary