



Maple Valley Fire and Life Safety

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

Document 18-003

Minutes of the Regular Meeting of the Board of Fire Commissioners, February 15, 2018

Attending:

Chairperson Bodlovic; Commissioners Hayman, Herbert, Hooper and Walls; Chief Morris; Deputy Chief DiDonato; Finance Manager de Leon; Human Resource Arsanto; Captain Graziani, Erickson, McCormick; Firefighter Fox, Knowles, Askevold.

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

Pledge of Allegiance

Amendments to Agenda:

Commissioner Walls requested to add National Association of Elected Fire Officials to the agenda.

Minutes:

A MOTION was made, seconded and unanimously carried to approve the Regular Meeting Minutes of 1/18/2018. The Special Meeting Minutes of 2/15/2018 were delayed until next meeting.

Discussion with Chief Morris:

Chief Tyerman asked Chief Morris from PSRFA to stop by for any questions regarding the partnership. An initial meeting with PSRFA and Maple Valley Fire Administration is scheduled for next week to start brainstorming. Commissioner Herbert asked about the past partnership transition with SeaTac. Chief said there are several great accomplishments from the partnership, especially the service aspect. The one challenge is communication. He recommends for the RFA to have a designated person for questions, etc. Commissioner Herbert asked if the initial contract financials are still accurate. Chief said the only cost change is CPI. SeaTac's contract is up for renewal in 2021, either party can terminate with a two-year notice. Commissioner Hooper asked about the additional expenses and true cost presented on the proposal (2/5/18 Special Meeting). The Chief believes the true cost is dependent on the services negotiated with the Fire District and the City of Maple Valley. For example, the Fire Marshal and his services to the city.

Commissioner Herbert asked if the District could buy more service on a pro-rated basis. Chief thinks there are many options, however, the method used to determine the cost analysis has to be a defensible method, not subsidizing. Majority of the cost will be labor.

Commissioner Hayman asked if SeaTac has a seat on their Board. They do have a seat, however it is a nonvoting seat. The commissioner wants to ensure this transition is as painless as possible so he would like to know what steps can we take now to help ensure positive progress? The

Chief thinks the training consortium has helped bridge the gap with progress. The other piece is the Administration, the brainstorming conversations will start next week. The Chief agrees this is an important aspect, as we want to bring certainty to all the employees. After signing the contract, the next step is implementation. The Chief would prefer to take this step incremental. Commissioner Hayman asked about the Chief's background.

Commissioner Walls asked about the changes in logo, trucks, etc. as the Citizens Advisory Committee voiced they do not want to lose their identity with Maple Valley. The Chief believes in building community trust, the community needs to be connected to their Fire Service. Creating unity within the department is essential as well. He believes this issue can be worked out. Commissioner Walls also asked about PSRFA's funding. They have three sources of funding; contracts, property tax, and FBC. They team up with the City of Renton for the FBC rates. Commissioner Walls expressed concerns about the funding if there is a recession. The Chief would like to have a contingency plan in place for these reasons. Decreasing the service levels would be the last conversation. Being transparent with all the workers is essential. Chairperson Bodlovic asked about the plan and the sequence of events, he is requesting the plan and mapping to be brought to the Board for discussion.

He requested every Board member to introduce themselves and their background to the Chief.

Financial Report:

Finance Manager de Leon reviewed the following financial information with the Board.

- February Expense Summary
- January Revenue Summary
- January Cash Reconciliation

Correspondence:

- Maple Valley Foodbank 1/2/2018 – Deputy Chief DiDonato reported the MVFLS is one of the largest contributors to the Maple Valley Foodbank and collections made through the Jerry Woods Holiday Engine have increased significantly over the past several years. In addition, the Jerry Woods dinner was last Sunday in appreciation of the participants. An award was given to Gordon Plett for the "Heart of the Engine." His involvement has been critical to the success of the program.
- NAEFO- (Added to the agenda) Commissioner Walls brought a flyer for the National Association of Elected Fire Officials to be reviewed by the Board. There are many benefits for the minimal cost of \$200 per a year. Chairperson Bodlovic would like to have a conversation with the other Board members about increasing their knowledge/education for the community.

Meetings: None to report.

Public Comment: PJ Knowles

Business:

- ILA Station Use: We are providing space and in exchange PSRFA will provide a second Mechanic to work in the shop with Bruce. The agreement was written by

Brian Snure and reviewed by Joe Quinn. A MOTION was made, seconded and unanimously carried to approve the ILA for Station Use with PSRFA.

- WSRB: Deputy Chief DiDonato reported that the rating has increased from a 3/4 to a 4/5. This document is a draft and we have 30 days to appeal. A meeting is scheduled for 2/26/18 with the WSRB. Deputy Chief DiDonato is looking for an explanation on some of the ratings. Commissioner Bodlovic asked how the public finds out about the rating increase. Can we announce it to the public? DC DiDonato believes station 82 wasn't included in part of the rating. Commissioner Hayman asked about the value of it terms of increasing the community's insurance premiums. Commissioner Bodlovic is looking for a metric to show the cost difference to the public versus approving the FBC. DC DiDonato would like to meet to discuss his concerns mainly training. DC DiDonato will follow up after the meeting.
- State Audit: Finance Manager de Leon reported that a copy of the 2016 State Audit closeout letter was sent to the Auditor's Office and further stated that the audit was without findings, issues or a management letters. The Auditor did provide recommendations for policy updates. The Board concurred that they would forego an exit interview.
- PSC Corrections: Finance Manger de Leon reported that during the DRS Audit, it was determined that contributions were owed to DRS for the cafeteria style benefit listed in three personal services contracts. Once the contracts are amended, the corrections and payment to DRS will be made. It was determined that Commissioners Hayman and Herbert would represent the Board in negotiating these changes.
- DRS Corrections: Finance Manager de Leon reported that she was contacted by Chief Cowen for restatement of three service credits from March, April and May of 1998 when he was on L & I. More information will follow once DRS determines the amounts and Finance Manager de Leon has an opportunity to completely research the issue and payroll records.
- Job Descriptions: Finance Manager de Leon presented job description from the August Administrative workshop for approval. **A MOTION was made, seconded and unanimously passed to approve the following:**

AG 43-1211 Job Description Finance Assistant

AG 43-1212 Job Description Administrative Assistant

AG 43-1228 Job Description HR Administrator

AG 43-1210 Job Description Finance Manager

Operations:

- Personnel:

- Volunteer Graduation: Deputy Chief DiDonato reported that graduation was this last Saturday.
 - Resource Planning: Human Resource Administrator Arsanto reported that a temporary employee has been hired and is scheduled to start next week as the Finance Assistant. The current Finance Assistant, Christine Knight, will be working on a special project until her retirement date of June 28th.
 - Zone 3 Tech Rescue: Deputy Chief DiDonato reported Zone 3 is looking at making changes to the technical response in hopes of improving effectiveness and efficiency. The operational change would need to be addressed through negotiations with LMC. Impact may be more training costs up front but should equal out over time. The two disciplines would be Rescue Systems 1 and Confined Space.
 - Volunteer Program: Deputy Chief DiDonato is in the process of rebranding the program. The volunteer's engagement has proved to be a challenge. Some of the changes are a weekly training day and increasing the compensation. More information will come as it is developed.
- Incident Report: Nothing to report.

Support Services:

- Fire Marshal's Office: Nothing to report.
- Public Education:
 - Life Jacket Program: Firefighter Askevold reported the program is kicking off at Lake Wilderness May- September this year. Discussion of the three stands, future plans and locations followed. The needed replacement of life jackets is thought to be minimal from last year. Firefighter Askevold will provide more information at a later date.
- Apparatus & Equipment: Nothing to report.
- Facilities:
 - Deputy Chief DiDonato stated that Station 82's roof will be replaced at an estimated cost of \$8500.
 - The carpet at the three career stations is scheduled to be cleaned within the next couple of weeks and regularly moving forward.

Events:

- Annual Banquet: Scheduled for March 24th
- Portland Leadership Conference: Scheduled for March 7-9th

Public Comment: PJ Knowles

Vouchers: A MOTION was made, seconded and unanimously passed to approve the following:

1/30/18 Review & Approve #01057 through #01098 for \$67,252.55 (General Fund)
Review & Approve #01043 through #01044 for \$11,543.82 (Capital Fund)
Review & Approve Payroll for \$182,652.96

Review & Approve Retirement for \$53,135.19
Review & Approve Payroll Taxes for \$41,396.32

2/15/18 Review & Approve #02001 through #02046 for \$114655.46 (General Fund)
Review & Approve #02047 through #02049 for \$2849.78 (Capital Fund)
Review & Approve #02050 through #02062 for \$1961.76 (General Fund)
Review & Approve Payroll for \$201,367.36
Review & Approve Retirement for \$76,417.54
Review & Approve Payroll Taxes for \$40,399.52

With no further regular business before the Board, **A MOTION was made, seconded and unanimously carried to close the meeting 8:04pm.**

Chairperson Chris Bodlovic

Commissioner Ben Hayman

Commissioner John Herbert

Commissioner Craig Hooper

Commissioner Camille Walls

Michele de Leon, District Secretary