



Maple Valley Fire and Life Safety

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

Document 15-022

Minutes of the Special Meeting of the Board of Fire Commissioners, December 16, 2015

Attending: Commissioners Walls, VanRuff and MacIvennie; Deputy Chief O'Brien; Office Manager de Leon; Assistant Audit Manager Nitta; Auditor Grayfer.

Commissioner VanRuff called the regular meeting to order at 11:15 a.m.

Pledge of Allegiance

Auditor Grayfer highlighted the Financial Statements Audit and Accountability Audit Reports for the Boards information and reported that the SAO Office will be issuing their final report next week and no findings were identified.

Auditor Grayfer reported on two specific areas identified during the audit.

1. Unemployment Compensation Policies and Procedures
2. Financial Statement difference between Notes and Statement C-4

Office Manager de Leon explained that a policy would be developed regarding Unemployment Compensation. The \$2,669 difference in the Notes and Statement C-4 was due to the cost recovery transactions not being included in the notes section of the financial report and that it would be corrected for the 2015 Annual Financial Report.

Auditor Grayfer reported that the 2015 Audit would be approximately \$10,427 plus travel. The hourly rate will be \$93.10 per hour.

Assistant Audit Manager Nitta reported that the auditor's office will attempt to schedule the next audit earlier in the year so the district can provide audited financials to Moody's.

With no further regular business before the Board, **A MOTION was made, seconded and unanimously carried to close the meeting at 11:30 a.m.**

Chairperson Camille Walls

Commissioner Gordon MacIvennie

Commissioner Chris Bodlovic

Commissioner Bill VanRuff

Commissioner John Herbert

Michele de Leon, District Secretary