



Maple Valley Fire and Life Safety

Board of Fire Commissioners

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

Regular Board Meeting Minutes October 21, 2021

1. Call Meeting to Order

The Maple Valley Fire and Life Safety Board of Fire Commissioners Meeting was called to order by Board Vice Chairperson John Herbert at 6:00 p.m. In attendance were Commissioners Camille Walls, Ben Hayman, Craig Hooper and Russell Calcote; Deputy Chief Mark Jones, Finance Manager Lavina Brennecke, Division Chief Pat Pawlak, and District Secretary Jessica Steward.

2. Pledge of Allegiance

Due to the webinar format of the meeting, the Pledge of Allegiance was not recited.

3. Agenda Modifications

There were no agenda modifications.

4. Announcements, Proclamations, and Presentations

There were no announcements, proclamations, or presentations.

5. Public Comment

There was no public comment.

6. Consent Agenda

A MOTION was made by Commissioner Calcote and SECONDED by Commissioner Hayman to approve the Consent Agenda. (MOTION CARRIED 5-0)

7. Report Outs

PSRFA Status Update:

- The deadline for the vaccine mandate was Monday, 10/18. Accommodations were made for everyone with approved exemptions.
- Working on the design of new Station 70. The committee met today to discuss the station's amenities. This will be the model station design that could then be used repeatedly to save time and money.
- Due to the rising cost of aluminum and steel, a price increase of 5-7% on apparatus is expected starting January 2022. The organization will try to place a large order for pumpers before then.

- Wrapping up the budget and preparing to close out spending. The 2020 Annual Report was mailed out today to all Commissioners.

Financial Report:

- Finance Director Brennecke reviewed the Q3 budget report. She noted that some of the items under Total Admin & Support are placeholders. Spending is currently at 70%. The projected cash balances were also reviewed.

Local 1747:

- No report.

8. Correspondence

There was no correspondence.

9. Unfinished Business

There was no unfinished business.

10. New Business

Financial Policies

Chief Jones discussed the overall financial plan for the district. There will be \$16 million in the fund balance at the end of this year. Policies need to be established for money that will be set aside into a reserve fund, and a rainy-day fund if the Board wants. Chief Jones referenced a previous policy from Chief Dorflinger that earmarked 4%. We have single source funding from property taxes, so setting aside extra is smart given the potential for fluctuating taxes. The remaining funds could be put into asset preservation, apparatus and equipment (a risk assessment presentation will be given at the next meeting), and future stations. At some point a property should be identified for a new station. Discussed the 2006 Sutphen reserve apparatus, industry standard is to sell apparatus at 15 years age. Chief Jones is researching options for a brush truck and new or used reserve apparatus. Wildland urban interface fires are a risk now. Best financial practice would be to allocate funds vs. having a bulk amount in one fund. Commissioner Walls requested to see mileage reports for the reserve rigs, which Chief Jones will compile and present. Commissioner Herbert asked about rotating apparatus for mileage balance - this is not a typical practice except with aid cars. The Board was in support of a fund balance of \$5 million with a rainy day fund. Best practices say 30% plus extra 5 for insurance would be plenty. Vice Chair Herbert supported the 30%. Commissioner Hayman would feel more comfortable with a higher amount. A plan to put money back if it goes under the 30% will be identified in the policy. Chief Jones will put together a draft policy with 30%. This item will move forward as unfinished business at the next meeting.

Maple Valley Fire & Life Safety District #43 Revenue Source Public Hearing

The Revenue Source Public Hearing was opened at 6:53 p.m. by Vice Chairperson Herbert.

- A presentation was given by Finance Director Brennecke on the 2022 preliminary budget as it was presented in the agenda packet. Commissioner Hooper requested to see more documentation on the line items that had a significant increase. Finance Director Brennecke will research and provide it at the next meeting.

- Public Comment was invited. No members of the public were in attendance, and there was no public comment.

The Public Hearing was closed at 7:07 p.m. by Vice Chairperson Herbert.

Station Tour Update

- Vice Chairperson Herbert and Division Chief Pawlak inspected all stations, both active and reserve. There were many deferred maintenance issues identified (*reference Excel spreadsheet included with the minutes*). Asphalt maintenance, doorbell/front door security, and “healthy in/healthy out” practices including removing carpet and cloth upholstered seating are at the forefront. Commissioner Hayman asked if the crews had reported the issues or if they were identified by other sources. Chief Pawlak explained it has been a combination of crew reports, vendor reports, and the facilities team. Discussed implementing a maintenance/asset preservation schedule. Chief Jones put the cost of all repairs into the capital plan and the Board will be able to review and choose to do some or all projects necessary. Vice Chairperson Herbert, Commissioner Hayman, and Commissioner Calcote all commented they support doing all projects.
- Tow signs will be posted at Station 85 in case another abandoned vehicle issue occurs.
- A landscaping company is being secured to do an initial cleanup and then ongoing maintenance at all stations.

11. Executive Session

There was no Executive Session.

12. Good of the Order/Events

There was no Good of the Order.

13. Adjournment

Commissioner Herbert adjourned the meeting at 7:34 p.m.

Chairperson Camille Walls

Commissioner Ben Hayman

Vice Chairperson John Herbert

Commissioner Russell Calcote

Commissioner Craig Hooper

Jessica Steward, District Secretary