



# 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 November 18, 2021

### 1. Call Meeting to Order

The Maple Valley Fire and Life Safety Board of Fire Commissioners Meeting was called to order by Board Chairperson Camille Walls at 6:00 p.m. In attendance were Commissioners John Herbert, Ben Hayman, Craig Hooper and Russell Calcote; Deputy Chief Mark Jones, Finance Manager Lavina Brennecke, HR Specialist Jennifer Zager, Division Chief Pat Pawlak, Local 1747 President PJ Knowles, 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

- Division Chief Penwell's Risk Assessment Presentation was removed from Announcements, Proclamations, and Presentations. It will be given at a later date.
- Resolution No. R-2021-002 and Resolution No. R-2021-003 had revisions to the tax levy amounts based on updated tax levy information (see attached email correspondence from District Secretary Steward).

A MOTION was made by Board Chair Walls and SECONDED by Vice Chairperson Herbert to approve the agenda modifications. (MOTION CARRIED 5-0)

### 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 Hooper to approve the Consent Agenda. (MOTION CARRIED 5-0)

### 7. Report Outs

#### ***PSRFA Status Update:***

- A vaccine clinic for children 5-11 was held for two nights at Tahoma High School. About 1,000 doses were given in an hour time span. The second dose will be given on December 1st.

- Deputy Chief Rich Burke of Eastside Fire & Rescue, who is currently running the South King County Fire Training Consortium, will retire on January 1st, 2022. Admin Division Chief Jimmy Webb will assume the role and begin the transition on December 12th. District Chief Dan Conroy will promote to Deputy Chief and oversee the Strategic Resource Management division. Chief Jones will focus on the Fire Garage Consortium and Facilities.
- Chief Jones shared a spreadsheet detailing the mileage on rigs in response to Board Chair Walls' inquiry at the last meeting. He reviewed which rigs will be surplus or will need to be soon. Smaller, more fuel efficient and cost-effective vehicles are being purchased and upfitting is only based on minimum need.

**Financial Report:**

- Finance Director Brennecke reviewed the 2022 Preliminary Budget version 2 and its explanation of changes from version 1. She also explained the different types of fund balances. Asset preservation was briefly discussed.  
A MOTION was made by Vice Chairperson Herbert and SECONDED by Commissioner Calcote to approve the 2022 preliminary budget (version 2) as presented. (MOTION CARRIED 5-0)

**Local 1747:**

- Three-year Firefighter/Captain and Nurse CBA contracts are complete.
- Two new Union E-board members will be brought on starting in January.
- Board Chairperson Walls inquired if any Operations members were lost due to the vaccine mandate. Union President Knowles shared that all members were offered accommodations.

**8. Correspondence**

There was no correspondence.

**9. Unfinished Business**

There was no unfinished business.

**10. New Business**

Resolution No. R-2021-002 Property Tax Levy Increase for 2022

A MOTION was made by Vice Chairperson Herbert and SECONDED by Board Chairperson Walls to approve Resolution No. R-2021-002 Property Tax Levy Increase for 2022. (MOTION CARRIED 5-0)

Resolution No. R-2021-003 Annual Property Tax Resolution for 2021 To Be Collected in 2022

A MOTION was made by Commissioner Hayman and SECONDED by Commissioner Hooper to approve Resolution No. R-2021-003 Annual Property Tax Resolution for 2021 To Be Collected in 2022. (MOTION CARRIED 5-0)

Draft District #43 Fund Balance Policy

It was determined that the District would benefit from having its own distinct fund balance policy, separate from the RFA's fund balance policy. Chief Jones and Finance

Director Brennecke created a fund balance policy specific to Maple Valley/District #43. The draft policy was reviewed with the Commissioners. A MOTION was made by Commissioner Calcote and SECONDED by Commissioner Hayman to approve and implement District #43 Fund Balance Policy. (MOTION CARRIED 5-0)

Renewal Documents for Maple Valley Fire & Life Safety’s VFIS Package Policy

The renewal documents for Maple Valley Fire & Life Safety’s VFIS package policy were presented, including the VFIS invoice in the amount of \$15,708. The automobiles previously listed in the policy were moved onto the RFA’s policy.

A MOTION was made by Vice Chairperson Herbert and Commissioner Hooper to approve payment of the VFIS invoice in the amount of \$15,708. (MOTION CARRIED 5-0)

Quinn and Quinn, P.S. Legal Services Contract for 2022

The Legal Services “zero contract” for 2022 was presented. The District only used \$423 in 2021 and still has \$536 in carryover dollars left.

A MOTION was made by Commissioner Hooper and SECONDED by Commissioner Hayman to approve the Quinn and Quinn, P.S. Legal Services Contract for 2022. (MOTION CARRIED 5-0)

Commissioner Logo Attire

Deputy Chief Jones and District Secretary Steward have created an online non-uniform clothing store on the Galls website. Items include the approved colors and logos from the new branding manual. District Secretary Steward will reach out to gather sizing and item preference in the coming weeks.

**11. Executive Session**

There was no Executive Session.

**12. Good of the Order/Events**

The city of Maple Valley sent out invitations to each Commissioner for their private Holiday Event on December 2<sup>nd</sup> that precedes the annual Hometown Holidays festivities.

**13. Adjournment**

Chairperson Walls adjourned the meeting at 7:17 p.m.

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Chairperson Camille Walls

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Commissioner Ben Hayman

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Vice Chairperson John Herbert

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Commissioner Russell Calcote

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Commissioner Craig Hooper

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Jessica Steward, District Secretary