



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 December 16, 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, and Russell Calcote; Deputy Chief Mark Jones, Finance Manager Lavina Brennecke, Division Chief Pat Pawlak, and District Secretary Jessica Steward. Commissioner Craig Hooper had an excused absence.

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

Commissioner Walls was reelected to the Board for a 6-year term.

5. Public Comment

There was no public comment.

6. Consent Agenda

A MOTION was made by Commissioner Hayman and SECONDED by Commissioner Calcote to approve the Consent Agenda. (MOTION CARRIED 4-0)

7. Report Outs

PSRFA Status Update:

- Wrapping up end of year finances. Ending official implementation phase of ERP and will continue user acceptance testing.
- Launched Employee Resource Center which replaces the Intranet and serves as a one stop shop for documents, forms, and various organizational content.
- Purchase of five new pumpers is moving along, trying to beat January 15th, 2022 price increase on steel.
- Continuing work on new Station 70, reviewing updated drawings and dialing in pricing. The city of Kent will be given a one-year notice to vacate in January 2022.

Financial Report:

- Finance is extremely busy as the year is closed out. Lavina shared a report on impact fees received December 2019-May 2021. Fees can only be used for specific spending attributed to growth and improvement in the area, with a limit of 10 years to use them and will be moved into a special revenue fund which will be done early next year.

Local 1747:

- No Report.

8. Correspondence

- The November invoice showing the current rollover balance from Quinn and Quinn, P.S. was reviewed.
- An email from the WFCFA was reviewed; they are offering the 2021 Annual Conference Class Recordings for purchase at \$100/session or \$300 for all. District Secretary Steward suggested sharing the \$300 cost with the RFA Governance Board if they are interested. This offer will be presented at the next RFA Board meeting for consideration.

9. Unfinished Business

There was no unfinished business.

10. New Business**Risk Assessment Update**

Over the next few months, Chief Jones will be sharing strategic risk information for the District. The Board discussed asset preservation at the last meeting; the next meeting Chief Jones will present operation/response risk, then financial risk. There is \$8 million left for capital improvements and asset preservation. Total cost would be \$1.1 million to make all of the improvements as recommended by Chief Pawlak and Commissioner Herbert during their facilities tour. The RFA Facilities division currently provides maintenance and cost sharing for general maintenance, but the items identified in the station tour are above and beyond and were inherited when the contract for service was put into place. Commissioner Hayman asked if we need to put buffers in place in case the expenses are greater than anticipated, Chief Jones said we put a buffer of 10-15% in the estimate. The RFA has the authority to spend the funds per the ILA, and the Commissioners were in unanimous agreement to move forward. Chief Pawlak will provide a regular monthly report out starting at the first meeting of second quarter. Facilities is still working on a landscaping contract to be implemented by January 2022.

11. Executive Session

There was no Executive Session.

12. Good of the Order/Events

There was no Good of the Order/Events.

13. Adjournment

Chairperson Walls adjourned the meeting at 6:34 p.m.

Chairperson Camille Walls

Commissioner Ben Hayman

Vice Chairperson John Herbert

Commissioner Russell Calcote

Commissioner Craig Hooper

Jessica Steward, District Secretary