



# Maple Valley Fire and Life Safety

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

## **Document 16-002**

### **Minutes of the Regular Meeting of the Board of Fire Commissioners, January 21, 2016**

Attending: Chairperson Walls; Commissioners Bodlovic, Herbert, MacIvennie and VanRuff; Chief Doerflinger; Deputy Chief O'Brien; Office Manager de Leon; FF Knowles, Page, Hansen, Seery and Cleveland; LT Erickson; BC Bille; Warren Iverson

Pledge of Allegiance

Chairperson Walls called the regular meeting to order at 6:00 p.m.

Amendments to Agenda: Chief Doerflinger asked to add "contract with Eide Bailly" under business.

#### **Minutes:**

**A MOTION was made, seconded and unanimously carried to approve the Regular Meeting Minutes of 1/7/2016.**

#### **Financial Report:**

The following reports were reviewed for information:

- January Expense Summary
- January Overtime Summary
- December Cash Balance & Reconciliation
- December Revenue
- December Transport Billing
- Impact Fees

#### **Correspondence:**

- Thank You – Lee Family: Chief Doerflinger read a thank you letter received thanking BC Bille, Chaplain Ellis and FF's Ager, Graziani, Rock, and Hammock for the care and compassion given to their ill relative.
- Thank You – The Alliance Bible Church: Chief Doerflinger read a thank you letter sent to Christine Knight for her assistance in a thank you card project.

#### **Meetings:**

- Steering Committee – January 13<sup>th</sup>: Chief Doerflinger reported that the Steering Committee had reconvened to discuss the Board's decision on the Merger and plans to peruse a FBC. The Steering Committee was asked if they would recommend an August 2016 vote or an April 2017 vote. After discussion the committee unanimously recommended to run the FBC measure in August of 2016.

- KC Fire Commissioners & Fire Chiefs Installation Banquet – January 20<sup>th</sup>: Commissioners Wall, Herbert, VanRuff and Chief Doerflinger attended. Commissioner Herbert reported that County Executive Dow Constantine was the Key Note Speaker and also reported on other items of interest including; legislation this year directed at reducing the impacts of the 1% revenue limit, the potential impacts of the McCleary decision and potential levy swap and that Dr. Mickey Eisenberg had received the 2015 leadership award. Chief Doerflinger reported that Commissioner Herbert was sworn in twice that night, to both E-Boards, Chiefs and Commissioners.

**Public comment:**

- Warren Iverson

**Business:**

- Fire Benefit Charge (FBC) Process and Plan: Chief Doerflinger distributed a plan for the next 6 months in regards to the FBC process. Also distributed was the model organizational chart developed if the FBC passes in August. Chief Doerflinger asked for concurrence from the Board on the organizational chart so that he can begin to determine the revenue that will be needed and that the FBC formula can be developed. After discussion the Board gave it's concurrence to the organizational chart and plan as presented.
- Liz Loomis Public Affairs - Contract: Chief Doerflinger distributed a contract and scope of work document to the Board for consideration. The estimated cost of the contract is \$28,000 plus costs associated with printing and mailing informational flyers, estimated total costs are between \$35,000 to \$40,000. Following discussion, **a MOTION was made, seconded and unanimously passed authorizing Chief Doerflinger to enter into contract with Liz Loomis Public Affairs.**
- Promotional Process: Chief Doerflinger reported on the Fire Chief's selection process. He recommended using the firm of Prothman out of Issaquah to perform the search. The Board asked to have a presentation to the entire Board on the process and the associated costs. Chief Doerflinger will arrange for a presentation at a future Board meeting.
- Deputy Chief Selection: Chief Doerflinger asked to address this agenda item after the scheduled executive session.
- Contract with Eide Bailly: OM deLeon recommended using Eide Bailly CPA to prepare and file forms 1094-C and 1095-C to comply with the Affordable Care Act requirements. Following discussion, **a MOTION was made, seconded and unanimously passed authorizing Chief Doerflinger to enter into contract with Eide Bailly for the total costs of \$4500.**

**Personnel:**

**Career/Volunteer Staff**

- Deputy Chief O'Brien reported that there are five recent L & I injuries.

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- Buckley Academy: Deputy Chief O'Brien reported that there is currently a strong group of 10 Volunteers attending the Buckley Academy.

### **Operations:**

#### **Training**

- E Logic: Deputy Chief O'Brien reported that the consortium is moving away from training tracker and to E Logic and that training is ongoing.

#### **Incident Report**

- Annual Operational Summary: Deputy Chief O'Brien distributed the 2015 annual operational summary and reviewed the information with the Board.

### **Support Services:**

**Fire Marshal's Office:** Nothing to report.

**Public Education:** Nothing to report.

### **Apparatus & Equipment**

- FEMA Grant: Firefighter Jensen has submitted the grant application for extrication equipment, valued at approximately \$107,000.

**Facilities** – Nothing to report.

### **Events:**

#### **Public Comment:**

- Dave Bille
- Warren Iverson
- Drew Erickson

### **Vouchers:**

**A MOTION was made, seconded and unanimously carried to Approve #01066 through #01111 for \$93,495.51; #01112 through #01113 for \$10,873.50; Payroll for \$177,162.47; Retirement for \$43,211.92.**

The regular meeting adjourned at 7:25 to Executive Session for approximately 15 minutes.

***RCW 42.30.110(1)(g)*** To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Executive Session ended at 7:40 pm and the regular meeting resumed.

Returning back to business, Chief Doerflinger made a recommendation that Battalion Chief DiDonato be appointed Deputy Chief effective March 1, 2016 pending personal service contract

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mutual acceptance. **A MOTION was made, seconded and unanimously passed appointed Jeff DiDonato to Deputy Chief pending contract negotiations and acceptance.** Commissioner Walls and VanRuff will work with BC DiDonato on the contract.

With no further regular business before the Board, **A MOTION was made, seconded and unanimously carried to close the meeting at 7:45 pm.**

**Adjourn:**

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Chairperson Camille Walls

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Commissioner Bill VanRuff

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Commissioner Gordon MacIvennie

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Commissioner Chris Bodlovic

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Commissioner John Herbert

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Michele de Leon, District Secretary