



## Maple Valley Fire and Life Safety

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

### Document 17-007

### Minutes of the Regular Meeting of the Board of Fire Commissioners, April 6, 2017

Attending: Chairperson Herbert; Commissioners Bodlovic, Hayman, Hooper and Walls; Deputy Chief DiDonato; Office Manager de Leon; Battalion Chief Whitmore; Captain's Graziani & Butler; Firefighters Keaveny, Page, Mish and Kelly; Volunteer Firefighters Koskovich, Briscoe, Kerry & Patrick Kelly; Tim & Sue Spooner; Corie Tunberg; Michael Rogoza; Ben Rogoza; Katie Storti.

Excused Absence: None.

Chairperson Herbert called the meeting to order at 6:00 pm.

Pledge of Allegiance

Chairperson Herbert swore in Firefighters Sandy Kelly and Corey Mish.

The meeting was recessed at 6:10 pm. for 5 minutes and resumed at 6:15 pm.

**Amendments to Agenda:** none

### Minutes:

**A MOTION was made, seconded and unanimously carried to approve the Regular Meeting Minutes of 2/16/17; Special Minutes of 3/9/17; Special Minutes of 3/29/17.**

### Financial Report:

The following reports were reviewed for information:

- April Budget Summary
- February Revenue Summary
- February Cash Reconciliation

### Correspondence:

- Thank You – Captains Madden, D. Gerarden; Firefighters Hansen, Knowles, Hunter & Craft: Deputy Chief DiDonato read the thank you from a family member of a patient.
- Thank You – Board of Fire Commissioners: Deputy Chief DiDonato read a thank you from Fire Marshal Webster.
- WSRB (added to agenda): Deputy Chief DiDonato reported that a letter was received today from the Washington Survey & Rating Bureau asking to schedule a time to rate the districts protection class. The Board of Commissioners advised

the administration to respond that we were just rated in 2013 and have complied with all programs to ensure a protection class of a 4/3.

**Meetings:**

- Zone 3 Ops Meeting (added to agenda): Deputy Chief DiDonato reported that he attended this meeting. Chairperson Herbert inquired about the use of Battalion Chief trucks replacing SUV's. Commissioner Hayman responded that Tukwila Fire has implemented this change which ensures that carcinogens are outside the cab of the vehicle.
- Valley Communications – Laura Ueland (added to agenda): Deputy Chief DiDonato reported that he met with Laura Ueland of Valley Communications and they will be doing retirement call-outs again.

**Public Comment:** None

**Business:**

- Joint Commissioners Meeting July 10<sup>th</sup> or 24<sup>th</sup>: Deputy Chief DiDonato reported that the City Council has invited the Board of Fire Commissioners to attend one of their meetings in July. The Board of Commissioners agreed that July 10<sup>th</sup> worked best for their schedules.
- AG 43-1224 Job Description – Volunteer Program Coordinator: Deputy Chief DiDonato presented AG 43-1224 Job Description – Volunteer Program Coordinator for the Board's review. Discussion regarding operational liabilities without maintenance of training and Blue Card requirements took place. It was decided that the Board of Commissioners would send their comments to Chief Tyerman and Deputy Chief DiDonato. This starts the two week review period prior to adoption.
- Website Contract: Deputy Chief DiDonato reported that 3 quotes were obtained by website development companies and it is recommended to enter into contract with AIM Applied Imagination Media to redesign and host the Maple Valley Fire website. **A MOTION was made, seconded and unanimously carried to approve the proposal with AIM.**
- DRS Appeal (added to agenda): Commissioner Bodlovic inquired about the timeline to appeal the audit findings from DRS. Deputy Chief DiDonato reported that the district has 120 days from the Final Audit Letter date of 2/17/17 to appeal and the district attorney is currently preparing the petition of redress. The Board of Commissioners expressed their desire to make this item a higher priority and keep this on the meeting agendas until it is resolved. Commissioner Hayman asked that the district keep the two employees impacted by the findings apprised of the process. Commissioner Bodlovic offered his assistance in the matter.

**Personnel:**

**Career/Volunteer Staff**

- L & I Report: Office Manager de Leon reported that there are currently two employees on Light Duty, one on active L & I and one on Long Term Disability.

**Operations:**

- Incident Report: Battalion Chief Whitmore and Captain Butler reported on Police encounter that happened 4/5/17 at Station 81.

**Support Services**

**Fire Marshal's Office**

- Nothing to report.

**Public Education**

- Nothing to report.

**Apparatus & Equipment**

- Deputy Chief DiDonato reported that Tender 85 is temporarily back in service.

**Facilities**

- Nothing to report.

**Events:**

- April 21 Retirement Party – 7 pm.
- April 21 Fishing Derby – midnight.

**Public Comment:** None

**Vouchers:** A MOTION was made, seconded and unanimously carried to approve vouchers #03071 through #03120 for \$46,986.14 (General Fund); #03121 through #03124 for \$7,318.98 (Capital Fund); Payroll for \$179,632.39; Retirement for \$49,632.97; Taxes for \$40,538.68; #04001 through #04038 for \$340,617.10 (General Fund); #04039 through #040432 for \$2,991.61 (Capital Fund); #04043 through #04056 for \$2,889.73 (General Fund); Payroll for \$210,629.31; Retirement for \$74,681.12; Taxes for \$58,881.06.

With no further regular business before the Board, **A MOTION was made, seconded and unanimously carried to close the meeting 7:08 pm.**

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Chairperson John Herbert

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Commissioner Chris Bodlovic

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Commissioner Camille Walls

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Commissioner Ben Hayman

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Commissioner Craig Hooper

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Michele de Leon, District Secretary