



## Maple Valley Fire and Life Safety

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

### Document 17-011

### Minutes of the Regular Meeting of the Board of Fire Commissioners, July 20, 2017

Attending: Chairperson Herbert; Commissioners Hayman, Hooper and Walls; Chief Tyerman; Deputy Chief DiDonato; Office Manager de Leon; IT Manager Fevold; Captain Graziani; Firefighter Knowles.

Excused Absence: Commissioner Bodlovic

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

Pledge of Allegiance

#### Minutes:

**A MOTION was made, seconded and unanimously carried to approve the Regular Meeting Minutes of 6/15/17.**

**Amendments to Agenda:** Chairperson Herbert added IT update from Steve Fevold and Chief Tyerman added Visa Purchasing and FBC.

#### Financial Report:

The following reports were reviewed for information:

- July Budget Summary
- June Revenue Summary
- June Cash Reconciliation

#### Correspondence:

- Lake Wilderness Villa Homeowners Association Thank You: Chief Tyerman and Administrative Assistant Knight.
- Tukwila Fire Department Thank You: Captain Bingaman.
- City of Maple Valley – FBC Support Resolution: Chief Tyerman reported that the City held a special meeting and passed Resolution R-17-1164, expressing their support for the ballot measure. Chairman Herbert also added that Maple Valley Fire can also support other entity measures but must follow proper protocol and allow equal time for the pro and con of the measure.

**Meetings:** None

**Public Comment:** None

**Business:**

- IT Update (added to agenda): IT Manager Fevold briefed the board on the status of ESO, Phone System and Antivirus Software.
- Resolution R-2017-005 6 Year Lid Lift: **A MOTION was made, seconded and unanimously passed, approving Resolution R-2017-005 6 Year Lid Lift.** If the FBC passes in August, this Resolution shall be null and void.
- Explanatory Statement: **A MOTION was made, seconded and following discussion it was unanimously approved, pending the addition of the words “Due to the failure of the Fire Benefit Charge in August.”**
- Pro and Con Committee Appointment: District Secretary de Leon asked if anyone on the Board or public would be interested in participating on either the Pro or Con Committee. The district will file the appointments with Department of Elections by August 1<sup>st</sup>.
- Accounts Payable Authorized Signature Form: District Secretary de Leon informed the Board that King County has asked for an updated signature form to list our dba and legal name.
- Resolution R-2017-006 to Appoint Auditing Officers for the purpose of authorizing the issuance of warrants: District Secretary de Leon informed that board that this Resolution was updated to allow the Chiefs and District Secretary to issue warrants prior to the authorization by the Board now that there will only be one meeting per month. The Auditing Officers have all obtained Official Bonds for \$50,000 in accordance with RCW 42.24.180. **A MOTION was made, seconded and unanimously passed, approving Resolution R-2016 to Appoint Auditing Officers for the purpose of authorizing the issuance of warrants.**
- SOG 43-5000 Asset Inventory Tracking & Management: Chief Tyerman informed the Board of the update to SOG 43-5000 which allows the Chief to declare items with a value of \$5,000 or less surplus. **A MOTION was made, seconded and unanimously passed, approving SOG 43-5000 Asset Inventory Tracking & Management.**
- HRA Audit: Chief Tyerman and District Secretary de Leon briefed the Board on the findings of the audit done by Robert Half Financial Services last week. Unfortunately, the auditor was unable to reconcile the account due to lack of data available from Choice Strategies. It was determined that the Medical Committee would be reconvene and find another company to administer this program.
- Lexipol: Deputy Chief DiDonato reported that he and Administrative Assistant Knight have completed the initial training. This cloud based software will host the district policies and procedures and has the functionality to streamline

updates as RCW's and WAC's change. There will also be Daily Training Bulletin's issued (DTBs) to help keep personnel informed.

- Station Tour: To be discussed later.
- DRS Audit: Chief Tyerman reported that this issue is status quo and that DRS is outside the 120 day response window.

## **Personnel:**

### **Career/Volunteer Staff**

- L & I Report: Deputy Chief DiDonato reported that there are currently no personnel on L & I Disability and 1 on Long Term Disability.
- Captain Lercher Reassignment: Chief Tyerman reported that Captain Lercher has been reassigned to days to assist with the Logistics Feasibility Study. Early indications from Chief Jones are positive and the final report is expected to be issued by year end. This program has the potential to save a significant amount of money and labor hours, as 6 departments would potentially collaborate and pool resources to fulfill their logistical needs.
- Firefighter Askevold Reassignment: Chief Tyerman reported that Firefighter Askevold has been assigned a Long Term Acting Captain through December 31<sup>st</sup> to fill Captain Lercher's position.
- Battalion Chief Testing: Deputy Chief DiDonato reported that the assessment lab was completed 7/19/17. Captains Madden, Bingaman and Erickson all participated. Currently, the process is in the one week appeal period. Next week will be the work performance rating then the final scores will be determined.

## **Operations:**

- Incident Report: Deputy Chief DiDonato reported that the 4<sup>th</sup> of July was fairly quiet in terms of incidents. There was one 3 x 3 grass fire which started from a bottle rocket.

## **Support Services**

### **Fire Marshal's Office**

- Chief Tyerman reported that a CVS Pharmacy is expected to be built at Wilderness Village at the Witte and Maple Valley Highway.

### **Public Education**

- Nothing to report.

### **Apparatus & Equipment**

- Nothing to report.

### **Facilities**

- Nothing to report.

### **Added to Agenda**

- Visa Card: Chief Tyerman reported that the limit on our Visa Card has become an issue; as e-commerce has become more prevalent. The district will be looking into implementing a P-Card for purchasing.
- Life Jacket Booths: Chief Tyerman reported that booths are now located at Pipe Lake, Lake Wilderness and Lake Forest Estates. 4 Life Jackets were lost on July 4<sup>th</sup>. During Chief's meeting with Cedar Downs HOA, they indicated that they would also like a life jacket booth. A big thank you was extended to Captain Askevold for his assistance in implementing this program. And gratitude was extended to the Union and Benevolent Fund for their contributions.
- FBC Update: Chief Tyerman reported that between he and Administrative Assistant Knight they have been to 15 HOA Meetings. The District hosted Open House Events last week at Station's 82, 83, 84 and 85. King County Councilmember Reagan Dunn was present at the Station 82 Open House and has publicly announced his support of the FBC.
- Station Tours: Chief Tyerman asked the Board if they would be interested in a tour of the stations before or after the next Board Meeting. It was also suggested to hold the Board Meetings at some of the other stations.
- Chief Tyerman posed the question to the Board – *are you getting the information you need and are there things we should be doing that we currently are not or vice versa things we are doing that are not necessary?* Discussion ensued and it was suggested that the Board receive monthly status updates from the Fire Marshal's Office, Public Education, etc. Also, the Board would like to receive the Board Meeting Packets earlier to allow time to review before the meeting.

**Events:** Nothing to report.

**Public Comment:** PJ Knowles

**Vouchers: A MOTION was made, seconded and unanimously passed to approve the following:**

- 6/30/17      Revised Vouchers from 6/15/17 #06067 through #06097 for \$32,030.76  
                  replacing vouchers #06067 through #06097 for \$333,538.74  
                  Review & Approve Payroll for \$187,105.33  
                  Review & Approve Retirement for \$50,962.72  
                  Review & Approve Payroll Taxes for \$44,436.72
- 7/14/17      Review & Approve #07001 through #07054 for \$129,643.05 (General Fund)  
                  Review & Approve #07055 through #07061 for \$38,974.96 (Capital Fund)  
                  Review & Approve #07062 through #07083 for \$4,613.79 (General Fund)

Review & Approve Payroll for \$178,854.13  
Review & Approve Retirement for \$49,096.74  
Review & Approve Payroll Taxes for \$41,815.10

7/28/17      Review & Approve #07084 through 07116 for \$87,637.53 (General Fund)  
Review & Approve Payroll for \$179,982.35  
Review & Approve Retirement for \$51,476.57  
Review & Approve Payroll Taxes for \$41,721.18

**Following a 5 minute break, the Regular Meeting adjourned to Executive Session at 7:55 for approximately 20 minutes. Executive Session was extended 10 minutes at 8:20 pm.**

**Executive Session: *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 8:30 pm and the Regular Meeting resumed.**

**Chairman Herbert briefly reviewed Chief Tyerman's performance appraisal. A MOTION was made, seconded and unanimously passed, authorizing the pay increase for Chief Tyerman effective August 1<sup>st</sup>, per contract.**

**With no further regular business before the Board, A MOTION was made, seconded and unanimously carried to close the meeting at 8:35 pm.**

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Chairperson John Herbert

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Commissioner Ben Hayman

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Commissioner Chris Bodlovic

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Commissioner Craig Hooper

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Commissioner Camille Walls

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Michele de Leon, District Secretary