



Maple Valley Fire and Life Safety

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

Document 17-013

Minutes of the Regular Meeting of the Board of Fire Commissioners, September 21, 2017

Attending: Chairperson Herbert; Commissioners Bodlovic, Hooper, Hayman and Walls; Chief Tyerman; Deputy Chief DiDonato; Admin Assistant Knight; Battalion Chief Ken Whitmore; Captain Butler; Firefighters Knowles, Downs and Rock; Warren Iverson.

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 8/17/17.

Amendments to Agenda: Chief Tyerman added EMSAC under Meetings.

Financial Report:

The following reports were reviewed for information:

- September Expense Summary
- August Revenue Summary
- August Cash Reconciliation
- Preliminary 2018 Budget Forecast
- Impact Fees

Correspondence:

- Zone 3 2016 Annual Report: Chief Tyerman reviewed the annual report

Meetings:

- City Council Meeting 9/11/17: Chief Tyerman spoke at the City Council Meeting and presented information on the upcoming Lid Lift and status of the Department.
- Medical Committee Meeting 9/19/17: Firefighter Knowles briefed the Board of Commissioners on the meeting held 9/19/17 with Emily of Gallagher Benefit Solutions and Gordon MacIvennie. The department is exploring options of moving to a VEBA HRA account. The next medical committee meeting is scheduled for September 28th. The Board expressed interest in converting to a new account manager before funding 2018 medical HRA.
- EMSAC 9/20/17: Chief Tyerman briefed the Board on the EMSAC meeting which included discussions regarding the levy planning process, BLS core funding and

the future of mental wellness and health services. The future location of the mental wellness and health services is planned to be located at the South King County Fire Training Consortium.

- Fleet Maintenance 9/19/17: Chief Tyerman and Deputy Chief DiDonato have been discussing what changes can be made to alleviate the workload of Facilities & Apparatus Manager Backer. Preliminary discussions have included possibly joining a regional consortium with Puget Sound RFA for Fleet Services and Maintenance.
- King County Commissioners Meeting 9/20/17 (added to agenda): Commissioner Herbert attended this meeting regarding the underfunding of dispatch and data centers due to lack of land line taxes.

Public Comment: Warren Iverson

Business:

- Surface Water Management: Chief Tyerman reported that he has emailed King County Finance Director Ken Guy and has not received a response.
- WSRB: Chief Tyerman and Deputy Chief DiDonato met with the WSRB for the district re-rating. The results are expected within the next few weeks.
- Office Reorganization Plan: Chief Tyerman reported that the Administrative Team met on September 6th and identified the need for an HR Administrator and restructuring the current office duties. In addition, the district is in need of establishing a records management system; as there has been nothing done with records since approximately 2004.
- AG 43-1228 Human Resource Administrator Job Description: **A MOTION was made, seconded and unanimously carried to approve AG 43-1228 Human Resource Administrator Job Description.**
- State Audit – October 3rd: Chief Tyerman asked the board if there were two members interested in participating in the State Audit process beginning October 3rd. Commissioner Herbert confirmed his participation and a second will be determined.
- November Board Meeting: The Board of Commissioners discussed the pros and the cons of holding monthly versus semi-monthly meetings. It was emphasized the need to hold a Special Meeting when there is a time sensitive business matter to be discussed. It was decided to schedule a Special Meeting on November 29th.
- Tri-Med Contract: Chief Tyerman met with Matt Gau from TriMed to renegotiate the service contract and was settled on an increase of \$650 per month.

- Station 83 Closure: Deputy Chief DiDonato briefed the board on the impacts of Station 83 being closed. A minimum staffing study was distributed for the Boards review. Chief Tyerman reported that he is still frequently answering questions from the public about the station closure.
- 228th Property Discussion: Chief Tyerman announced the he and Commissioner Herbert are going to meet with the county on September 27th regarding the property at the “donut hole” being the possible location of a future Public Safety Building, which has been identified as an ideal location to meet the community needs.
- DRS: Chief Tyerman stated he received a letter from Kathy Weber DRS advising to give DRS time to make a decision under their current workload.
- Future Funding – Lid Lift (not on agenda): Chief Tyerman informed the Board that he has met with bordering fire districts and discussed the possibility of contracting for services regardless if the lid lift passes.

Personnel:

Career/Volunteer Staff

- Labor & Industries and LTD Report: Deputy Chief DiDonato reported that there are currently 2 personnel on Long Term Disability, 1 on light duty and 1 L & I.
- Captain Bingaman – EFO: Chief Tyerman announced that Captain Bingaman was accepted into the EFO Program.

Operations:

- Incident Report: Deputy Chief DiDonato reported on a childbirth that was delivered 2 and a half months premature, a mobile home fire, brush fires and an apartment complex mutual aid fire.

Support Services

Fire Marshal's Office

- Chief Tyerman distributed a list of the new Tahoma school names.
- The apartment complex off of 264th Street (Monarch) is scheduled to be open Spring 2018. The other apartment complex behind Safeway (Ascend) is scheduled to be completed shortly after. The senior care facility located off of 240th is scheduled to start construction in early spring.

Public Education

- Life Jacket Program was a success considering the jackets were used as intended and with minimal loss. Chief Tyerman thanks Firefighter Pete Askevold for his efforts constructing this program and to the Benevolent Fund for their financial support.
- Chief Tyerman was in attendance of the filming of Mike Rowe's show "Returning the Favor" in Black Diamond on August 28th honoring "Soup Lady" Ginger Passarelli. The episode is scheduled to be aired this fall.

Apparatus & Equipment

- Nothing to report.

Facilities

- Nothing to report.

Events:

Public Comment: Warren Iverson

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

9/15/17

Review & Approve #09001 through #09041 for \$105,492.52 (General Fund)
Review & Approve #09042 through #09044 for \$6,737.10 (Capital Fund)
Review & Approve #09045 through #09066 for \$4,157.16 (General Fund)
Review & Approve Payroll for \$166,508.66
Review & Approve Retirement for \$50,827.40
Review & Approve Payroll Taxes for \$37,240.70

9/29/17

Review & Approve #09067 through #09083 for \$24,673.09 (General Fund)
Review & Approve Payroll for \$161,055.82
Review & Approve Retirement for \$49,910.18
Review & Approve Payroll Taxes for \$34,172.88

The Regular Meeting adjourned to Executive Session at 8:15 pm 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.

RCW 42.30.140(4)(b) that portion of a meeting during which the governing body is planning or adopting a strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

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

With no further regular business before the Board, **A MOTION was made, seconded and unanimously carried to close the meeting 8:30 pm.**

Chairperson John Herbert

Commissioner Ben Hayman

Commissioner Chris Bodlovic

Commissioner Craig Hooper

Commissioner Camille Walls

Michele de Leon, District Secretary