



## Maple Valley Fire and Life Safety

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

### Document 18-008

### Minutes of the Regular Meeting of the Board of Fire Commissioners, June 21, 2018.

#### Attending:

Chairperson Bodlovic; Commissioners Hayman, Herbert and Hooper; Chief Tyerman; Deputy Chief DiDonato; Finance Manager Diss; Battalion Chief Bille; Firefighters Elhard, Rock and Gerarden.

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

Pledge of Allegiance

Amendments to Agenda: None

#### Minutes:

**A MOTION was made, seconded and unanimously carried to approve the Special Meeting Minutes of 5/31/18.**

#### Financial Report:

Chief Tyerman reviewed the following financial information with the Board.

- June Expense Summary
- May Revenue Summary
- May Cash Reconciliation

#### Correspondence:

- Thank You from Officer Greg Victor: Chief Tyerman read a Thank You for Firefighters McCormick and Goll and the Maple Valley Fire Department.
- Fire Chief Video Update: Chief Tyerman and the Board of Fire Commissioners on the following topics:
  - GEMT: Possibly looking to have Enumclaw Fire handle future GEMT Funding Requirements, ESO and Transport Billing.
  - GIS Study & Stations/ Future Safety Building: Discussion regarding property owned by MV Fire and the Station's current market valuations.
  - Merger to PSRFA: MV Operational Employees will be transitioned over to PSRFA October 1<sup>st</sup>. HRA Arsanto was hired by PSRFA June 18<sup>th</sup>, Administrative Assistant Knight is retiring June 28<sup>th</sup>, Chief Tyerman will become a PSRFA Employee August 1<sup>st</sup>, FM Webster is currently negotiating a contract with PSRFA, Brian Shore will remain a MV Fire Employee through December 31<sup>st</sup> when he retires.

**Meetings:**

- IT Meeting 6/20/18: Chief Tyerman briefed the Board on the IT Meeting with PSRFA. The Maple Valley Fire Website will be re-routed to PSRFA in October. The IT Group is looking to develop automated Burn Permits.

**Public Comment:** None

**Business:**

- Resolution R-2018-006 to Appoint District Secretary: **A MOTION was made, seconded and unanimously carried to approve Resolution R-2018-006 to Appoint District Secretary.**
- Resolution R-2018-007 to Appoint Auditing Officers: **A MOTION was made, seconded and unanimously carried to approve Resolution R-2018-007 to Appoint Auditing Officers.**
- Resolution R-2018-008 to Appoint Agent of Record: **A MOTION was made, seconded and unanimously carried to approve Resolution R-2018-008 to Appoint Agent of Record.**
- Resolution R-2018-009 to Establish a Commercial Visa Account: **A MOTION was made, seconded and unanimously carried to approve Resolution R-2018-009 to Establish a Commercial Visa Account.**
- Resolution R-2018-010 Alternative Fuel Exemption: **A MOTION was made, seconded and unanimously carried to approve Resolution R-2018-010 Alternative Fuel Exemption.**
- Resolution R-2018-011 Sole Source – SCBA: **A MOTION was made, seconded and unanimously carried to approve Resolution R-2018-011 Sole Source – SCBA.**
- Contract with Wakefield & Associates: **A MOTION was made, seconded and unanimously carried to enter into contract with Wakefield & Associates for collection services.**
- AG 43-1131 Cash Receipting: **A MOTION was made, seconded and unanimously carried to approve AG 43-1131 Cash Receipting.**
- Records Destruction Authorization: Chairperson Bodlovic and District Secretary Diss signed and approved the Records Destruction pending legal confirmation for MIRF destruction retention period of 8 years.
- King County Accounts Payable Authorization Update: The Board of Fire Commissioners signed the Accounts Payable Authorization Update for King County.

**Operations:**

- Personnel:
  - Deputy Chief DiDonato reported that a timeline has been established and bidding procedures are in place to begin late July. FIT Testing is currently on-going. There are 2 employees on LTD (Long Term Disability) and 1 employee on L & I. In addition, there was an injury at the recent house fire; the firefighter was transported and released.

- Incident Report:
  - Deputy Chief DiDonato reported on two recent house fires and a motorcycle fatality. Call volume is down approximately 80 calls compared to last year this time.

**Support Services:**

- Fire Marshal's Office: The apartments across the street from Station 80 will begin being occupied June 23<sup>rd</sup>.
- Public Education: Nothing to report.
- Apparatus & Equipment: Aid 84 is current at Braun Northwest for repairs.
- Facilities: The staff vehicle hoist has been removed from the Shop at Station 81 and the PSRFA mechanic will be working there with Bruce Backer.

**Events:**

- June 27<sup>th</sup> Retirement Party – Christine Knight
- Recruit Class #5 Graduation – Beau Wilkins

**Public Comment: None**

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

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|---------|--|
| 5/30/18 | Review & Approve #05062 through #05091 for \$32,100.69(General Fund)<br>Review & Approve #05092 through #05093 for \$3,465.02 (Capital Fund)<br>Review & Approve Payroll for \$224,479.82<br>Review & Approve Retirement for \$58,763.85<br>Review & Approve Payroll Taxes for \$50,477.02 |
| 6/15/18 | Review & Approve #06001 through #06033 for \$111,015.84(General Fund)<br>Review & Approve #06034 through #06050 for \$8,852.23(General Fund)<br>Review & Approve Payroll for \$202,386.01<br>Review & Approve Retirement for \$60,052.96<br>Review & Approve Payroll Taxes for \$42,947.46 |
| 6/30/18 | Review & Approve #06051 though #06081 for \$46,950.79(General Fund)<br>Review & Approve #06082 for \$2,102.32 (Capital Fund)<br>Review & Approve Payroll for \$198,718.68<br>Review & Approve Retirement for \$59,814.15<br>Review & Approve Payroll Taxes for \$40,841.20                 |

With no further regular business before the Board, **A MOTION was made, seconded and unanimously carried to close the meeting 7:15pm.**

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Chairperson Chris Bodlovic

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Commissioner Ben Hayman

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Commissioner John Herbert

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Commissioner Craig Hooper

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Commissioner Camille Walls

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Michele Diss, District Secretary