



Maple Valley Fire and Life Safety

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

Document 17-003

Minutes of the Meeting of the Board of Fire Commissioners, February 2, 2017

Attending, Chairperson Herbert, Commissioners Bodlovic, Herbert, Hayman and Walls; Chief Tyerman; Chief Doerflinger; Deputy Chief DiDonato; Office Manager de Leon; List Attached.

Pledge of Allegiance

Chairperson Herbert called the meeting to order.

Chief Doerflinger addressed the public and presented an award to Chairperson Herbert for his assistance with the Long Range Planning Committee.

Chairperson Herbert swore in Fire Chief Tyerman.

Chief Tyerman extended his sincere thanks to Chief Doerflinger and addressed the audience. Extending a special thanks to his mentors Chief Jay Hagen, Chief Steve Heitman, Chief John Willits, Chief Randy Kraus, Chief Eric Tomlinson, his family at Medic One, the new family at Maple Valley Fire, the Community of Maple Valley for their support, and all of his family members.

The Meeting recessed for a 30 minute celebration at 6:10 pm.

The meeting resumed at 6:40 pm.

Amendments to Agenda: Chief Tyerman added an additional topic to Executive Session pursuant to **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)** *discussion by a governing body of salaries, wages and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.* Also adding Commissioner Position #5 under business.

Minutes:

A MOTION was made, seconded and unanimously carried to approve the Special Meeting Minutes of 1/19/17.

Financial Report:

The following reports were reviewed for information:

- February Budget Summary
- December Revenue Summary
- December Cash Reconciliation

Correspondence:

Meetings:

- SKCFTC Annual Meeting: Deputy Chief DiDonato reported that he attended this meeting and distributed copies of the annual report for the Boards Review. Deputy Chief DiDonato further spoke to the positive impact from participating in the Training Consortium. Also noting, that per capita training hours for the department were on the lower side of the spectrum, possibly due to reporting. Deputy Chief DiDonato will evaluate and address this.

Public Comment: Sean P Kelly, PO Box 320, Maple Valley WA 98038

Business:

- Commissioner Rules & Procedures Review: Chief Doerflinger conducted a brief training on the Commissioner Rules & Procedures, specifically relating to Executive Session conduct and communication.
- Resolution R-2017-001 To Appoint Auditing Officer for the purpose of authorizing the issuance of warrants and electronic transactions prior to Board of Commissioners approval and Rescind R-2013-008: **A MOTION was made, seconded and unanimously carried to approve Resolution R-2017-001.**
- King County Trust & Agency Signature Update: The Board of Commissioners, Chiefs and District Secretary signed the updated King County Trust & Agency authorization form.
- March Commissioner Meeting Schedule: Chief Tyerman asked the Board to consider moving the commissioner meeting dates in March to accommodate the Northwest Leadership Conference on March 2nd. Following discussion, it was decided to cancel both meetings and schedule a Special Meeting March 9 at 6:00 pm.
- FBC Discussion:
 - Staff Sub-Committee: Chief Tyerman reported that he will be putting together a staff sub-committee to work on the Fire Benefit Charge and evaluate the Status Quo Fire Department and Ideal Fire Department. The Sub Committee will be comprised of Staff and Union Members. Discussion of priorities took place. Due to timing, it may be necessary to update the Long Range Plan simultaneously with the development of the Fire Benefit Charge.

- Key Messages: Chief Tyerman reported on the Key Messages to be used for the education process of the Fire Benefit Charge.
- Consultants: **A MOTION was made, seconded and unanimously carried to enter into contract with Steve Marstrom and Systems Management Consultants for the developing of the Fire Benefit Charge Rate.** Deputy Chief DiDonato reported that Chief Willits has suggested foregoing an ILA for Kyle Ohashi to work one hour per week assisting with Social Media Management. Deputy Chief DiDonato has been in contact with Rachel Woods who will be developing the informational FBC video. **A MOTION was made, seconded and unanimously carried to authorize up to \$1,500 for the development of the FBC video.**
- 2017-2019 Local 3062 CBA: Tabled until after Executive Session.
- Commissioner Position #5 Appointment (added to Agenda): Tabled until after Executive Session.

Personnel:

Career/Volunteer Staff

- L & I Report: Deputy Chief DiDonato reported that 1 employee is currently on light duty and one on disability.
- Sick Leave / Overtime: Deputy Chief DiDonato reported on a higher than usual use of Sick Leave recently, which will inflate overtime for the two week period. Five Operational Personnel were on Sick Leave February 1st.

Operations:

- Incident Report: Deputy Chief DiDonato reported on the rollover of a Cement Truck and the recent suicides in the District.
- Volunteer Academy: Deputy Chief DiDonato reported that 8 Volunteers are currently finishing Academy and 14 EMT's are in orientation.

Support Services

Fire Marshal's Office

- Nothing to report.

Public Education

- Nothing to report.

Information and Technology:

- Nothing to report.

Apparatus & Equipment

- Nothing to report.

Facilities

- Nothing to report.

Events: Nothing to report.

Public Comment: None

Vouchers: A MOTION was made, seconded and unanimously carried to approve vouchers #02001 through #02058 for \$180,338.38 and #02059 through #02062 for \$9,872.51.

The Regular Meeting adjourned to Executive Session at 7:42 pm for approximately 15 minutes.

RCW 42.30.110(1)(h) *To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public.*

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) discussion by a governing body of salaries, wages and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.*

Executive Session was extended at 7:57 for 10 minutes. Executive Session ended at 8:07 pm and the Regular Meeting resumed.

2017-2019 Local 3062 CBA: Chief Tyerman reported that Local 3062 approved the contract. **A MOTION was made, seconded and unanimously carried to approve the 2017-2019 Local 3062 CBA.**

Commissioner Position #5 Selection: **A MOTION was made, seconded and unanimously carried to appoint Craig Hooper to Commissioner Position #5.**

With no further regular business before the Board, **A MOTION was made, seconded and unanimously carried to close the meeting at 8:09 pm.**

Chairperson John Herbert

Commissioner Ben Hayman

Commissioner Chris Bodlovic

Commissioner Craig Hooper

Commissioner Camille Walls

Michele de Leon, District Secretary