



## Maple Valley Fire and Life Safety

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

### Document 17-010

### Minutes of the Regular Meeting of the Board of Fire Commissioners, June 15, 2017

Attending: Chairperson Herbert; Commissioners Bodlovic, Hayman, Hooper and Walls; Chief Tyerman; Deputy Chief DiDonato; Office Manager de Leon; sign in sheet attached.

Excused Absence: None

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

Pledge of Allegiance

Chief Tyerman conducted the Promotional Pinning of Battalion Chief Jerry Brown and Captain Ryan Butler.

The Regular Meeting recessed at 6:10 pm for 30 minutes for refreshments.

### Minutes:

**A MOTION was made, seconded and unanimously carried to approve the Regular Meeting Minutes of 5/18/17.**

**Amendments to Agenda:** none

### Financial Report:

The following reports were reviewed for information:

- June Budget Summary
- May Revenue Summary
- May Cash Reconciliation
- 2016 Year End Financial Report

### Correspondence:

- Thank You Letter from Dr. Rea – CPR event by Captain Madden, Firefighters McCormick, Galassi, Hunter, G. Gerarden and Shore.
- Thank You Letter from Dr. Rea – CPR event by Captain Erickson, Firefighters Stasiak and Seery.

### Meetings:

- Mission & Value Statement Development 6/6/17: Chief Tyerman reported that a group of employees volunteered to be part of this process facilitated by Jed Aldridge on June 6th. The process was discussed at length. The overall outcome was the development of a Mission which we as a group stand behind and a

Vision defining the roadmap to achieve our Mission. Values and behavioral guidelines were also developed. The Mission, Vision and Values are simple, understandable and achievable. The overall process was productive, respectful and did not take into account rank or title. Each employee provided valuable input.

- Zone 3 Regional Logistics Program 6/7/17: Chief Tyerman informed the Board that he has been meeting with various Zone 3 Fire Departments including Puget Fire, Tukwila, Renton and Enumclaw. During these meetings and discussions, the need for a Regional Logistics Program was identified, which could possibly operate similar to the South King County Training Consortium. Developing a program like this has the possibility to save money by purchasing in larger quantities and filling needs for equipment and gear with less lead time. The next step is to develop a feasibility study. Captain Lercher has expressed interest in participating in this program.

**Public Comment:** None

**Business:**

- Surface Water Management Update: Chief Tyerman briefed the Board on the Status of the Surface Water Management issue. Years ago, the District made an agreement with King County to not charge for Fire Protection Services and in turn King County would not charge for surface water management fees. Approximately 5 years ago, the district received a bill for surface water management fees and the previous Fire Chief worked with King County and attorneys in an attempt to resolve the issue which resulted in stalemate. The Board of Fire Commissioners would like to revisit this issue and compose a letter to King County in an effort to obtain a legal agreement and final resolve.
- Robert Half Financial Services: Office Manager de Leon briefed the Board on a current issue with the Healthcare Reimbursement Account and the inability to reconcile the districts liability with the assets. The account was set up as a Notional HRA Account in 2007 but has been run as a VEBA account which has posed problems in obtaining reports to be used for reconciliation. Office Manager de Leon estimated a time frame of two weeks for the accounting temp and a cost of approximately \$5,000. **A MOTION was made, seconded and unanimously passed to authorize the hiring of an Accounting Temp through Robert Half Financial Services to provide forensic accounting services in order to reconcile this account.**
- Resolution R-2017-003 Rules of Procedure for the Board of Fire Commissioners: Chief Tyerman presented Resolution R-2017-003 for the Board's review. The only change to the Resolution was establishing one meeting per month on the 3<sup>rd</sup> Thursday. **A MOTION was made, seconded and unanimously passed authorizing the change in meeting schedule as outlined in Resolution R-2017-003 Rules of Procedure for the Board of Fire Commissioners.**

- Budget Amendment: Office Manager de Leon asked to table this amendment.
- Resolution R-2017-004 Declaration of Surplus Equipment: **A MOTION was made, seconded and unanimously carried authorizing Resolution R-2017-004 Declaration of Surplus Equipment.** The Board of Commissioners inquired about developing a Resolution to authorize the Chief to Declare and Dispose of Surplus Equipment without obtaining prior approval from the Board of Fire Commissioners. Office Manager de Leon will explore this possibility.
- Life Jacket Program: Chief Tyerman reported that Administrative Assistant Fine brought forward the idea of offering Honor Booths at local lakes. The booth would be stocked with life jackets for the use of citizens who either didn't bring a life jacket or forgot one. Firefighters Askevold and Fox approached Lake Wilderness and Cherokee Bay and are working to develop this program. Life Jackets were also sold for cost at Maple Valley Days and are available at the Headquarters Station for purchase. Commissioner Hayman inquired about implementing a payment source such as texting in to a designated number to purchase a life jacket from the honor booth.
- IAFF Station Location Study Update: Chief Tyerman has received the preliminary study which calls for 12 stations to meet the 4 minute NFPA Standard. Chief will be sending more information for them to update the study.
- McKenzie Architects: Chief Tyerman reported that he Deputy Chief DiDonato and Volunteer Recruit Coordinator Jensen met with McKenzie Architects and visited the Station 87 site in Hobart and Station 82. They are very interested in the project and will be working on a needs assessment for the City of Maple Valley for a Public Safety Building as well.
- DRS Audit: Chief Tyerman reported there is no new information on this issue.

## Personnel:

### Career/Volunteer Staff

- L & I Report: Deputy Chief DiDonato reported that there is currently 1 employee on L & I Disability and 1 on Long Term Disability.
- Recruit Graduation: Chairman Herbert and Chief Tyerman attended the recruit graduation and reported that out of 35 graduates, Maple Valley Recruits took first, second and third place. Congratulations to all 6 graduates and special recognition to Jason Wonio, Phil Chase and Tyler Nordlie.

### Operations:

- Incident Report: Firefighter Knowles reported on a bicycle incident with a motor vehicle. Deputy Chief DiDonato reported on a hit and run accident on 288<sup>th</sup>.

- **Battalion Chief Testing:** Deputy Chief DiDonato reported on the process and informed the Board that 3 candidates will proceed on to the assessment lab. In addition, Deputy Chief DiDonato has sent out the announcement for Captain Testing to start this fall.

## **Support Services**

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

- Nothing to report.

### **Public Education**

- Nothing to report.

### **Apparatus & Equipment**

- Deputy Chief DiDonato reported that Engine 80 is out of service due to plumbing problems and should be back in service next week. Engine 811 was also out of service briefly due to an alternator malfunction but Facilities Manager Backer was able to fix it quickly.

### **Facilities**

- Nothing to report.

## **Events:**

- **Maple Valley Days:** Chief Tyerman reported that Maple Valley Days was a great success; however, the smoke trailer is in desperate need of repair. Maple Valley Fire took second place in the Parade. There have been talks of moving Maple Valley Days to the first week of September.
- **Tahoma Student Transition Program:** Chief Tyerman reported that Fire Marshal Webster and Firefighter Morrow facilitated this program which teaches children with disabilities about fire safety and how to use extinguishers.
- **HOA Meetings on the FBC:** Chief Tyerman reported that he and Administrative Assistant Knight contacted the HOA Organizations in the district and have scheduled times to present information on the FBC. Chief Tyerman and Administrative Assistant Knight attended a meeting at the Villas and presented FBC Information and provided life-saving training. The group purchased an AED to have in their facility.

**Public Comment:** PJ Knowles

**Vouchers:**                    **A MOTION was made, seconded and unanimously passed approving #05109 through #05110 for \$7,923.24; #05111 for \$7,841.81; #05112 for \$816.00; #06001 through #06036 for \$83,016.40; #06037 through #06041 for \$7,576.19; #06042 through #06066 for \$3,302.60; Payroll for \$177,285.88; Retirement for \$48,698.76; Payroll Taxes for \$40,714.12;**

**#06067 through #06097 for \$333,538.74; #06098 through #06102 for \$27,240.93.**

With no further regular business before the Board, **A MOTION was made, seconded and unanimously carried to close the meeting 8:45 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