



## Maple Valley Fire and Life Safety

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

### **Document 17-015**

### **Minutes of the Regular Meeting of the Board of Fire Commissioners, November 16, 2017**

Attending: Chairperson Herbert; Commissioners Bodlovic, Hooper, Hayman and Walls; Chief Tyerman; Deputy Chief DiDonato; Office Manager de Leon; Battalion Chief Jerry Brown; Captain Graziani; Firefighters Knowles, Askevold, Kelly and Mish; Mayor Kelly; Captain Kyle Ohashi; Brad Doerflinger; David O'Brien; Bill VanRuff; Warren Iverson.

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

Pledge of Allegiance

**Amendments to Agenda:** Commissioner Bodlovic added citizen correspondence and Chief Tyerman added bond committee under business.

Chairperson Herbert moved public comment to the beginning of the meeting.

#### **DRS Audit:**

Chairperson Herbert reported that the district was audited by DRS approximately 1 year ago and appealed the findings within 120 days. DRS has not formally responded to that appeal and through the advice from the District attorney, Maple Valley Fire has not pushed the issue; allowing DRS ample time to respond. DRS has now reduced the retirement benefit payments to Brad Doerflinger and David O'Brien approximately \$553 and \$162 per mo. respectively. In addition, David O'Brien was billed approximately \$2,800 which is due December 1<sup>st</sup>. The last communication with the attorney was approximately 1 month ago.

Brad Doerflinger addressed the Board of Commissioners stating that the issue was self-reported and not discovered during the audit. In addition, he stated that the settlement agreements were withheld by DRS until the Audit was complete.

David O'Brien addressed the Board of Commissioners citing RCW 41.50.139 and asked what the direction of the Board would be if the appeal is denied. David O'Brien also informed the Board that he received information that a decision is due from DRS sometime the first two weeks of December.

Discussions continued regarding the DRS Audit, other fire districts, laws and reportable income.

Commissioner Herbert responded that the Board would look into the decision to determine if it could be further appealed or any second steps to be taken. Bill VanRuff commented that the personal services contracts with Brad Doerflinger and David O'Brien were vetted through the

district attorney and approved by the Board. Commissioners Herbert and Bodlovic agreed with Bill VanRuff's sentiments, stating that the contracts were negotiated in good faith. The District will pass along the information to Brad Doerflinger and David O'Brien once it is received.

The Board recessed the regular meeting for a 10 minute break and resumed at 6:50 pm.

**Additional Public Comment:** Mayor Kelly, Warren Iverson.

Chairperson Herbert publicly thanked the City of Maple Valley for their support especially during the district's financially difficult times.

**Minutes:**

**A MOTION was made, seconded and unanimously carried to approve the Regular Meeting Minutes of 10/19/17.**

**Financial Report:**

The following reports were reviewed for information:

- October Expense Summary
- September Revenue Summary
- September Cash Reconciliation

**Correspondence:**

- Speyer Family Foundation Donation: Office Manager deLeon reported that the district had received \$1,000 to be used for Volunteer training and equipment.
- Thank You from Mark Pursely of the Maple Valley Community Center: Office Manager deLeon read aloud the thank you from Mark Pursely for Firefighter Knowles participation in Trick or Trucks.

**Meetings:**

- Long Range Planning Committee: Chief Tyerman reported that the Long Range Plan will be expiring this year and that he will be looking to develop a Long Range **Strategy** and from there develop a plan which should be updated every couple of years. Chief Tyerman will be soliciting members of the Administration, Board and Community to participate.

**Union Update:**

- HRA LOA: Union President Knowles reported that the union and administration developed a Letter of Agreement. The union voted and approved the LOA. **The Board of Commissioners made a MOTION, seconded and unanimously carried to approve the HRA Letter of Agreement Article 23 Section 23.1.**
- Long Term Actor LOA: Union President Knowles reported that this item was tabled.
- Holiday Leave MOU: Union President Knowles reported that the union and administration developed a MOU to address Holiday Leave Sellback because

some of the Holidays for Day Shift Operational Personnel occur after the pay period identified in the contract. **The Board of Commissioners made a MOTION, seconded and unanimously carried to approve the Holiday Leave MOU regarding Section 21.3.1.**

**Business:**

- Washington Department of Fish & Wildlife Lid Lift Update: Office Manager deLeon stated that this contract has been reviewed by the attorney and is for collection of taxes. The Board of Commissioners signed the contract.
- Carryover to 25% and Reserve to 10%: Chief Tyerman stated that he reviewed the Budget with Commissioners Herbert and Bodlovic and is recommending the change in carryover to 25% and the reserve to 10%. The resolution will be updated in December.
- HRA Peak One: **The Board of Commissioners made a MOTION, seconded and unanimously carried to approve the contract with Peak One and transfer funds from the existing HRA Account.**
- Informational Updates (added to agenda): Chief Tyerman inquired whether the Board found the informational video updates helpful. The Board agreed that it was helpful.
- Bond Committee (added to agenda): Deputy Chief DiDonato reported that he met with Council Member Erin Weave and discussed developing a mutual strategy to address capital needs.

**Personnel:**

**Career/Volunteer Staff**

- Labor & Industries and LTD Report: Deputy Chief DiDonato reported that there are currently 3 employees on Long Term Disability.
- Captain's Promotional Testing: Deputy Chief DiDonato reported that the written test is complete and a list will be provided to the Board in December for adoption.
- Minimum Staffing: Following the approval of the lid lift, staffing levels were resumed to a minimum of 10 per day.
- Conditional Job Offer to Replace Captain Adams: Chief Tyerman reported that he made a conditional offer to Beau Wilkins to replace Captain Adams in January.

**Operations:**

- Incident Report: Deputy Chief DiDonato reported on a recent house fire that 4 engines outside the department responded to because minimum staffing was at

7. Deputy Chief DiDonato further explained that even given a minimum staffing of 10, the department is reliant upon mutual aid with other agencies for aid and suppression coverage.

- Political Strategy: Chief Tyerman reported that the lid lift is 11 votes short of meeting 60%; which is what would be needed to pass a FBC or Bond Issue. The School District is running a bond issue in February. Chief Tyerman would like to discuss and develop a strategy early in 2018.

## Support Services

### Fire Marshal's Office

- Lake Wilderness Investigation: The department has provided depositions for the investigation of an incident at Lake Forest Estates.
- Impact Fees: Deputy Chief DiDonato and Volunteer Recruit Coordinator Jensen presented to the City Council last Monday and the city was in full support of the Impact Fees.

### Public Education

- Nothing to report.

### Apparatus & Equipment

- Fleet Update: Deputy Chief DiDonato informed the Board of Commissioners that the contract for services with Puget Fire is moving forward.

### Facilities

- Stations 82 and 85: Chief Tyerman reported that the roof at Station 82 is leaking and needs repair. The water at Station 85 needs a filtration system.

### Events:

- Christmas Engine (Jerry Woods Holiday Engine): Scheduled for December 1-16<sup>th</sup>.
- Make A Difference Day: Thank You to Firefighter Askevold for coordinating this.
- Christmas Party in the Bay: Scheduled for December 10<sup>th</sup>.
- Annual Banquet: Scheduled for March 24<sup>th</sup>
- Portland Leadership Conference: Scheduled for March 3<sup>rd</sup>

**Public Comment:** Bill VanRuff, Warren Iverson

Chairperson Herbert publicly thanked Captain Ohashi for his work as the Departments PIO.

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

11/15/17      Review & Approve #11001 through #11063 for \$188,917.96(General Fund)  
                    Review & Approve Payroll for \$165,536.90

Review & Approve Retirement for \$51,482.98  
Review & Approve Payroll Taxes for \$35,971.42

11/30/17      Review & Approve #11064 through #11077 for \$20,833.72 (General Fund)  
Review & Approve Payroll for \$264,002.95  
Review & Approve Retirement for \$69,100.27  
Review & Approve Payroll Taxes for \$71,556.40

With no further regular business before the Board, **A MOTION was made, seconded and unanimously carried to close the meeting 8:00 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