



Maple Valley Fire and Life Safety

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

Document 18-013

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

The Regular Meeting scheduled for December 20th was postponed until 12/21/18 at 10:00 due to inclement weather conditions.

Attending:

Chairperson Bodlovic; Commissioners Hayman, Herbert, Hooper and Walls; Chief Tyerman, District Secretary Diss.

Chairperson Bodlovic called the meeting to order at 10:00 am.

Pledge of Allegiance

The regular meeting recessed to Executive Session for approximately 15 minutes.

Executive Session: *RCW 43.30.110(1)(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. (A) Litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity.*

Executive Session ended at 10:15 and the regular meeting resumed.

A MOTION was made, seconded and unanimously passed denying the claim #WACM218011190-00003. The District's insurance agent will be notified of such action.

Amendments to Agenda: Add Resolution R-2018-014 Auditing Officer Appointment, Updated Accounts Payable Signature Authorization and Auditor Report under business.

Minutes:

A MOTION was made, seconded and unanimously carried to approve the Regular Meeting Minutes of 11/15/18.

Financial Report:

Michele Diss reviewed the following reports for information:

- December Expense Summary
- November Revenue Summary
- November Cash Reconciliation
- Fire Engine Purchase Options- The Fire Engine Prepayment was made 12/19/18

Correspondence:

- Letter from Vashon Citizen 12/3/18: Chief Tyerman presented and briefed the Board on a letter received from a Vashon Citizen.

Meetings:

- PSRFA Meeting: No report.

Public Comment: None

Business:

- 2019 Legal Counsel Contract: **A MOTION was made and unanimously passed approved the Contract for 2019 Legal Service with Quinn & Quinn.**
- GEMT: Chief Tyerman reported on the GEMT Program and process to obtain funds.
- District #43 Close-Out Plan: Chief Tyerman reported that the Maple Valley Fire Headquarters Office will be closed officially today. Discussion took place regarding the future District Secretary position. Chief Tyerman will review the RCW's to ensure compliance.
- Resolution R-2018-014 Auditing Officer Appointment: **A MOTION was made, seconded and unanimously carried to approve Resolution R-2018-014 Auditing Officer Appointment.** The accompanying Accounts Payable Signature Authorization Form was updated and signed.
- 2017 Audit: The 2017 Audit Report has been completed and was a clean audit free of any findings. The auditors suggested tightening controls over small and attractive assets during the exit interview.

Operations:

- Personnel:
 - Kelley Jensen Move: Chief Tyerman reported that Kelley is moving down to the Planning Department January 2nd.
 - Michele Diss Move: Chief Tyerman reported that Michele is moving down to the Finance Department January 3rd.
 - Chaplain Ellis Pay: Chief Tyerman reported that previously Chaplain Ellis was under contract to provide services to Maple Valley Fire. Chief Morris and Chief Tyerman both agreed to continue using Pat Ellis for Chaplain Services for Maple Valley Fire. Inadvertently, this item was excluded

from the original contract with Puget Sound but will be added in; thereby increasing the costs \$3,000 per quarter to the Puget Sound RFA. The Board of Fire Commissioners concurred with this arrangement.

- Incident Report: Nothing to report.

Support Services:

- Fire Marshal's Office: Michele Diss reported that to date \$417,478.17 has been billed out for Impact Fees and \$243,308.40 has been received and transferred to the Capital Fund.
- Public Education: Nothing to report.
- Apparatus & Equipment: Nothing to report.
- Facilities:
 - Station 80/83 Plan: Chief Tyerman reported that he and Commissioner Herbert spoke to City Manager Laura Philpot. Chief Tyerman will be meeting again with City Manager Philpot on January 3rd to discuss further a combined Public Safety Building.

Events:

- Hometown Holidays: Chief Tyerman reported that he and Commissioner Herbert were there and the event was a big success.
- Christmas Engine: Chief Tyerman reported that the Christmas Engine has two more nights and has already collected 31,000 pounds of food and \$21,000 cash for the food bank.

Public Comment: None

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

11/30/18	Review & Approve #11046 - #11059 for \$27,051.03 (General Fund) Review & Approve #11060 for \$271.50 (Capital Fund) Review & Approve Retirement for \$1,955.38 Review & Approve Payroll Taxes for \$1,585.82
12/14/18	Review & Approve Payroll for \$6,247.06 Review & Approve Retirement for \$1,392.78 Review & Approve Payroll Taxes for \$1,392.78
12/19/18	Review & Approve #12001 - #12030 for \$26,816.97 (General Fund) Review & Approve #12031 - #12032 for \$2,208,897.51 (Capital Fund)
12/28/18	Review & Approve Payroll for \$2,618.38 Review & Approve Retirement for \$1,392.78 Review & Approve Payroll Taxes for \$610.76

With no further regular business before the Board, **A MOTION was made, seconded and unanimously carried to close the meeting 11:25 pm.**

Chairperson Chris Bodlovic

Commissioner Ben Hayman

Commissioner John Herbert

Commissioner Craig Hooper

Commissioner Camille Walls

Michele Diss, District Secretary