

MARYSVILLE FIRE DISTRICT

BOARD OF DIRECTORS MEETING

May 18, 2011

CALL TO ORDER/FLAG SALUTE

Chairperson Rasmussen called the meeting to order at 7:01; Commissioner Mack led the flag salute.

The following were in attendance:

Board of Directors:

Marilyn Sheldon	John Soriano
David DeMarco	Carmen Rasmussen
Donna Wright	Michael Mack

Staff Members:

Greg Corn, Chief	Sandra Elvrom, Secretary
Martin McFalls, AC	Tom Maloney, FM
Chelsie Hale, Finance Manager	Scott Goodale, Battalion Chief

AUDIENCE PARTICIPATION/PRESENTATION

CONSENT AGENDA

A. Approve minutes of April 20, 2011 regular meeting.

B. Approval of May Claims and Payroll

- i. MFD Expense Fund \$ 120,406.08
- ii. MFD Enterprise Fund \$
- iii. MFD Reserve Fund \$
- iv. SCFP 12 Expense Fund \$
- v. MFD Payroll (excluding benefits) \$ 704,128.71

C. Accept financial reports for the month ending April 30, 2011.

Motion was made by Wright; second by DeMarco to approve the Consent Agenda.

Motion carried (6-0)

INFORMATION ITEMS

Communications

Investment Summary Report from Snohomish County: Included in the Board packets was a copy of the March Snohomish County Investment Summary Report. The report indicated that the State Pool (LGIP) will return about .20% for the month of April and will drop near to a low of .15% for awhile. The County Pool (SCIP) is expected to return an average of 1.00% to 1.20% overall for 2011.

County Assessor's Seminar: Included in the Board packet was an information packet from the Snohomish County Assessor's office for a seminar being held on June 16th. Corn expressed that this is a very informative seminar and to notify administration if they would like to attend.

Committee Reports

EMS Committee: Ambulance account recommendations

Month	Charity	Collections	Bankruptcy
May	\$ 2,997.68	\$ 24,177.13	\$ 528.00

Motion was made by Soriano; second by Sheldon to approve the May 2011 ambulance account recommendations.

Motion carried (6-0)

Hale reported that Systems Design is now set up to accept credit card payments for ambulance billing. There is a 3.5 % convenience fee for using the credit card option. Visa is the only credit card at this time not participating because they do not want to pay the 3.5% fee. They will however participate if the District will pay the 3.5 % fee. The Board directed staff to collect more data from Systems Design and other Districts using the payment option and re-evaluate for consideration in six months.

STAFF BUSINESS

Operations Report (Including April Incident Report): McFalls reported on the April incident report: 723 alarms, 118 less than April 2010. Year to date the alarm count for 2011 is -29 compared to 2010. If the current average of calls continues, the district could see a 6% drop in call volume for 2011. The monthly response times are within the normal limits; 6:17 minutes. Mutual aid calls received and mutual aid given are even year to date at 33 each.

Personnel overtime report: McFalls reported the following overtime for April 2011:

April 2011	Dollars	Total Hours	Captain Shifts	Paramedic Shifts	Firefighter Shifts	Sick Leave Used
Full-time	\$ 41,039.31	763.25	17.00	5.00	8.00	204.00
Part time	\$ 2916.00	162.00				
Month Total	\$ 43,955.31	925.25	17.00	5.00	8.00	204.00
YTD Totals	\$ 183,250.93	3,938.50	27.50	28.50	57.00	2,634.50

Time loss average for April is 204 hours compared to 1052.5 hours in March.

Staffing Deployment Update: McFalls reported on the adjustment made to the staffing deployment. A fifth paramedic will be placed at Station 63 instead of Station 65, focusing on the areas where we have the most calls statistically. We should see a decrease in OT in May with some of the staffing changes. Corn met with Arlington Fire Chief Stedman who expressed the desire to continue to share resources and back each other up. The District will continue to evaluate options and refine the placement of its resources and keep the board informed. Corn expressed that input from members is always welcome.

Captains Testing: Corn reported that the Captains testing for the supplemental list has been suspended. The current list expires December 31, 2011. Testing will take place in October 2011 to establish a new captains list January 1, 2012.

Fire Prevention Report: See attached report. Maloney reported that the District had five fires in April with approximately \$500,000 in fire loss.

Local 3219 Union Report: Jason Schoonover has been appointed the president for the Local 3219 by the executive board until the end of 2011. Schoonover reported that the MDA event held May 13 & 14 raised approximately \$8,000.00 and thanked the MDA Foundation and the Board for their support. He looks forward to the event next year.

CURRENT BUSINESS

Acceptance of 2010 Annual Report: The Board approved the 2010 Annual Report.

Final Approval of the "Personnel Policies" 2000 series: The Personnel Policies were distributed to the Board and accepted as working document for six months at the October board meeting. Corn reviewed two additions made to the personnel policies as followed:

1. Part time personnel incentive that the board had previously approved.
2. Social Media component was added.

Discussion was held on using social media to get District information out to the public.

Motion made by DeMarco; second by Wright to approve the Personnel Policies 2000 series as presented. Sheldon abstaining.

Motion carried (5-0)

NEW BUSINESS

Acceptance of 2010 MFD Annual Financial Report pursuant to RCW 43.09.230:

Motion made by Sheldon; second by Wright to accept the 2010 Annual Financial Report pursuant to RCW 43.09.230 as presented.

Motion carried (6-0)

Acceptance of 2010 SCFD #12 Annual Financial Report pursuant to RCW 43.09.230:

Motion made by Mack; second by DeMarco to accept the 2010 Annual Financial Report pursuant to RCW 43.09.230 as presented.

Motion carried (3-0)

2011B-1 A Resolution Authorizing the Establishment of Funds and the Appointment of Personnel:

Motion made by Wright; second by Soriano to adopt Resolution 2011B-1, a resolution authorizing the establishment of funds and the appointment of personnel.

Motion carried (6-0)

2011B-2 Establish an Advance Travel Fund and Name Human Resources Manager as Custodian:

Motion made by Soriano; second by DeMarco to adopt Resolution 2011B-2, establish an advance travel fund and name the Human Resource Manager as custodian.

Motion carried (6-0)

2011B-3 Authorization for Petty Cash Fund and Name Human Resources Manager as Custodian:

Motion made by DeMarco; second by Mack to adopt Resolution 2011B-3, Authorization for petty cash fund and name Human Resources manager as custodian.

Motion carried (6-0)

2011B-4 Amendment of 2011 Operating Budget:

Motion made by Mack; second Wright by to adopt Resolution 2011B-4, Amendment of 2011 operating budget.

Motion carried (6-0)

2011A-1 Amendment of 2011 Operating Budget:

Motion made by DeMarco; second by Mack to adopt Resolution 2011A-1, Amendment of 2011 operating budget.

Motion carried (3-0)

CALL ON BOARD MEMBERS

- Corn thanked administrative staff for their help assuming extra duties during the personnel reductions.
- Mack thanked the crews who came out and visited the Lakewood ECAP program.
- Sheldon would like to remain on the MFD email list so she can receive District information.

ADJOURNMENT

With no further action required, the Board adjourned at 8:02 p.m.

Sandra Elvrom
Board Secretary

Date approved