

**MARYSVILLE FIRE DISTRICT**  
**BOARD OF DIRECTORS MEETING**  
**February 15, 2012**

***CALL TO ORDER/FLAG SALUTE***

Chairperson Rasmussen called the meeting to order at 7:04; Commissioner DeMarco led the flag salute.

**The following were in attendance:**

Board of Directors:

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Gary Bontrager	Carmen Rasmussen
Dave DeMarco	Michael Stevens
Marilyn Sheldon	

Staff Members:

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Greg Corn, Chief	Sandra Elvrom, Secretary
Martin McFalls, AC	Tom Maloney, Fire Marshal
Chelsie Hale, Finance Manager	

***PRESENTATIONS/AUDIENCE PARTICIPATION***

Chief Corn presented former Commissioner Michael Mack with a service plaque, thanking him for his service to the Marysville Fire District. Mack was a SCFD 12 Fire Commissioner from June 2010 until December 2011. Mack expressed gratitude to the District for the opportunity and he enjoyed his time serving the District.

Corn introduced newly appointed Boardmember Michael Stevens. Stevens has served the City of Marysville since 2010. Stevens expressed his excitement in joining the board.

***CONSENT AGENDA***

- A. Approve minutes of January 18, 2012, regular meeting.
- B. Approval of February Claims and Payroll
  - i. MFD Expense Fund                 \$ 207,639.85
  - ii. SCFD #12 Expense Fund         \$         31.41
  - iii. MFD Payroll (excluding benefits)   \$ 693,398.22
- C. Accept financial reports for the month ending January 31, 2012.
- D. Excuse Boardmember Donna Wright from February 15, 2012, regular board meeting.

**Motion** was made by DeMarco; seconded by Sheldon to approve the Consent Agenda.

**Motion carried (5-0)**

## **INFORMATION ITEMS**

### **Committee Reports**

**EMS Committee:** Ambulance account recommendations: The Committee was not able to report on February collections due to information that was not available to them. They will make those recommendations next month

<b>Month</b>	<b>Charity</b>	<b>Collections</b>	<b>Bankruptcy</b>
January	\$ 3399.81	\$ 30,260.45	\$ 631.30
<b>Month</b>	<b>Charity</b>	<b>Collections</b>	<b>Bankruptcy</b>
February	\$ 1988.90	\$ 0	\$ 1315.40

**Motion** was made by Sheldon; seconded by Bontrager to approve the January 2012 and February 2012 ambulance account recommendations.

**Motion carried (5-0)**

## **STAFF BUSINESS**

**Financial Statement Format Options:** Finance Manager Hale explained the option to make a change to the format of the financial statements they receive in their board packets every month. Hale suggested removing the "Detail of Revenues and Other Sources" report from the financial statements in an attempt to reduce the cost in paper. This report is a duplicate of the information already in the packet. Hale will keep a hard copy of the report filed with her monthly financial statements. The Board approved the removal of this report in the board packets.

Hale also reviewed the Budgetary Comparison Statements summarizing year end fund balances and highlighting significant budget items.

**State Audit Schedule Change:** Hale reported that the State Auditor's Office has changed the Districts auditing schedule from every two years to annually. Marysville Fire District and SCFD #12 audits will be done separately. We will be audited this September or October for 2010/2011 and annually starting 2013.

**Part-time Recruit Academy:** The first group of part-time firefighters hired in November, were assigned to shift work in January. The second group of part-time firefighters hired in January are training and will be ready for shift assignment April 1<sup>st</sup>.

**Battalion Chief Testing (April):** The Battalion Chief testing will take place in April to establish an eligibility list.

**Captain Testing (Sept.):** The Captains testing will take place in September to establish an eligibility list.

**L&I Rate Reduction:** The L&I rates for 2012 have gone down and will be approximately \$36,000 less than 2011. The decrease is due to the District utilizing the L&I Stay at Work program. Members being able to return to work on light duty has helped reduce time off and had a positive effect on our rates. Corn thanked HR Manager Savage for her work in implementing this program.

**Operations Report (Including December/January Incident Report):**

McFalls reported on the December incident report: 778 alarms, 34 calls more than December 2010. The monthly average response time is 6:21 minutes. Mutual aid transports received were 7; mutual aid transports given were 7. Total calls for 2011 was 9,643, 71 less than 2010.

McFalls reported on the January incident report: 816 alarms, 44 calls more than January 2011. The monthly average response time is 6:56 minutes. Our response times were affected by the snow we had in January. Mutual aid transports received were 4; mutual aid transports given were 5.

The 2012 staff and apparatus assignments have seemed to bring more balance to our fleet and allowed CAD to do more of the upfront thinking for the responders.

**Personnel/Overtime Report:** McFalls reported the following for January 2012:

<b>January 2012</b>	Dollars	Total Hours	Captain Shifts	Paramedic Shifts	Firefighter Shifts	Sick Leave Used
Full-time	\$ 10,915.57	214.25	0.50	0.00	2.50	336.00
Part time	\$ 3,114.00	203.00				
<b>Month Total</b>	<b>\$ 14,029.57</b>	<b>417.25</b>	<b>0.50</b>	<b>0.00</b>	<b>2.50</b>	<b>336.00</b>
YTD Totals	\$ 14,029.57	417.25	0.50	0.00	2.50	336.00

Overtime cost for January totaled \$ 14,029.57, which is about one-fourth of the total in January 2011. Part-time overtime totaled \$ 3114. A new scheduling system will be implemented in April that may help to reduce the amount of part-time overtime that we are currently accruing. Administration will continue to work with Labor to stabilize staffing levels while reducing overtime expenditures.

**Fire Prevention Report:** Fire Marshal Maloney reported that plan reviews have been very busy. Cabela's is in the final stage of construction and will open in three to four weeks. The District was awarded the AFG Grant for operations for \$13,000 to purchase a bench tester to flow test the SCBA's, which will go out to bid.

Maloney also reported that he attended the Food Bank/Toy Store final meeting of the season and they thanked the Marysville Fire District and Local 3219 for their support. Corn thanked Maloney for his work in writing the AGF Grant.

See attached report.

**Local 3219 Union report:** Union President Jason Schoonover had nothing to report. Boardmember Rasmussen presented the Union with a plaque she received from the Muscular Dystrophy Association representative in appreciation of the 2011 Fill the Boot the Union participated in.

***CURRENT BUSINESS***

**Update of Union Proposal:** In December the Union Executive Board (E-Board) presented a proposal to administration to take salary concessions for 2012 and 2013 and rehire a firefighter laid off in April 2011. Administration brought the proposal to the Board who approved of the proposal. The Union E-Board then presented it to the Union members and received mixed support. The Union chose not to take the issue to vote of the members believing that the proposal would fail to get the 2/3rds majority to pass.

## ***NEW BUSINESS***

**Acceptance of Donated Item(s)**: The Marysville Fire District Foundation purchased two Laerdal Advanced Mega-Code Kelly training manikins and accessories and would like to donate this equipment to the Marysville Fire District. The value of this donation is \$21,557.71. Any donation made to MFD greater than \$1,000.00 in value, requires approval of acceptance by the Board of Directors.

**Motion** was made by DeMarco; seconded by Sheldon to approve the acceptance of donated items from the Marysville Fire District Foundation.

**Motion carried (5-0)**

### **Board Committee Assignment:**

The 2012 Chairperson and Vice Chairperson for MFD and SCFD #12 are as follows:

**MFD Chairperson**: Commissioner Sheldon

**MFD Vice Chairperson**: Boardmember Wright

**SCFD #12 Chairperson**: Commissioner DeMarco

**SCFD #12 Vice Chairperson**: Gary Bontrager

The 2012 Committee assignments are as follows:

**EMS Committee**: Boardmember Wright, Boardmember Rasmussen and Commissioner Sheldon.

**Strategic Planning Committee**: Commissioner DeMarco, Commissioner Sheldon and Boardmember Stevens.

**Personnel Committee**: Commissioner Bontrager, Commissioner DeMarco and Boardmember Wright.

**Motion** was made by DeMarco; seconded by Sheldon to approve the Board Committee Assignments.

**Motion carried (5-0)**

**Strategic Financial Committee meeting date/time**: The Strategic Financial Committee meeting will be coordinated via email.

**SAFER Grant Application**: FEMA offers a Staffing for Adequate Fire and Emergency Response (SAFER) grant that provides funds to rehire or replace personnel due to layoff, retain firefighters who face imminent layoffs or filling positions vacated through attrition but not filled due to economic circumstances. The SAFER funding will pay 100% of the salary and benefit cost for each funded position for a twenty-four month period of performance. The granted positions have to be maintained until the end of the twenty-four months. Staff would like the Board's approval to submit an application request for three full time positions. After discussion the majority of the boardmembers approved the grant to be submitted for three firefighter positions. If the grant is awarded then a vote to accept it will be required.

**CALL ON BOARD MEMBERS**

- Sheldon thanked HR Manager Savage for her work with L&I and Hale for her financial report information and thanked staff for working on finding ways to work on the budget. Sheldon also thanked the Local for their work on the MDA Fill the Boot fundraiser.
- Bontrager informed the Board of former Silvana Fire Commissioner Roy Strotz memorial service this Saturday, March 18<sup>th</sup> at 1:00.
- Rasmussen said it was a pleasure to work as Chairperson for 2011.

**ADJOURNMENT**

With no further action required, the Board adjourned at 8:45 p.m.

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Sandra Elvrom  
Board Secretary

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Date approved