

**MARYSVILLE FIRE DISTRICT**  
**BOARD OF DIRECTORS MEETING**  
**October 17, 2012**

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

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

**The following were in attendance:**

Board of Directors:

Gary Bontrager	Carmen Rasmussen	Michael Stevens
Donna Wright	Marilyn Sheldon	

Staff Members:

Greg Corn, Chief	Sandra Elvrom, Secretary
Martin McFalls, AC	Chelsie Reece, Finance Manager

***CONSENT AGENDA***

- A. Approve minutes of September 19, 2012, regular meeting.
- B. Approval of October Claims and Payroll
  - i. MFD Expense Fund \$ 176,285.59
  - ii. MFD Payroll (excluding benefits) \$ 749,916.32
- C. Accept financial reports for the month ending September 30, 2012.
- D. Excuse Commissioner Bontrager from September 19, 2012 regular board meeting.
- E. Excuse Commissioner DeMarco from October 17, 2012 regular board meeting.

**Motion** was made by Rasmussen; seconded by Wright to approve the Consent Agenda.

**Motion carried (5-0)**

***INFORMATION ITEMS***

***Communications:*** Corn reported that the District received a \$750.00 donation from a patient we provided services to at the Grandview Village Assisted Living and Retirement home.

The District also received a letter from the estate of Muriel Murdock, the wife of former City of Marysville Fire Chief Dick Murdock listing the District as a beneficiary. Corn will have more details to report at the November meeting.

***COMMITTEE REPORTS***

**EMS Committee:** Ambulance account recommendations:

Month	Charity	Collections	Bankruptcy
October	\$ 4,766.62	\$ 33,299.58	\$ 0

**Motion** was made by Rasmussen; seconded by Bontrager to approve the October 2012 ambulance account recommendations.

**Motion carried (5-0)**

**EMS Committee: Systems Design Review and Site Visit Summary:** Finance Manager, Chelsie Reece reported on the Systems Design Audit that she and MSO Matsumura performed August 29, 2012. The report contained the results of a two-year systems review and site visit of Systems Design EMS, Marysville Fire District's private ambulance billing company. The review period was from January 1, 2010 to December 31, 2011. The audit consisted of review of the Administrative Office and off-site storage facility, the technology hardware and software, the internal control portion of the billing, cash receipting and depositing, individual and insurance billing procedures, patient account maintenance and random auditing of patient accounts. Reece and Matsumura found that Systems Design EMS is in compliance with all Professional Services Agreement requirements and its own policies and procedures. Systems Design EMS is doing an excellent job for the Marysville Fire District. The next review period will be from January 1, 2012 through December 31, 2013.

Corn reported that Medicare is requiring Marysville Fire District (MFD) to revalidate enrollment information. Medicare has requested documentation verifying MFD as an authorized provider and will be conducting an onsite inspection at each fire station.

**STAFF BUSINESS**

**Marysville City Council Annexation Committee:** Stevens reported that the October committee meeting was postponed until November.

**North Bend Recruit Academy Graduation 11/2:** Tobin McGowan, Courtney Murdoch and Patrick Ryan will be graduating from the North Bend Recruit Academy November 2<sup>nd</sup>. The graduation will be held at the Washington State Law Enforcement Academy in Burien at 10:00 am.

**Raising Hands Event:** The Tulalip Tribes will be hosting their annual "Raising Hands" event Saturday, October 27, 2012 at the Tulalip Resort Hotel and Casino.

**Sale of 1983 Darley Fire Truck:** The 1982/83 Darley Monarch Top Mount Fire Engine has been sold to Wahkiakum County Fire Protection District #3 for \$3500.00. A purchase and sales agreement is in the process of being drafted.

**Operations Report (Including September Incident Report):**

McFalls reported on the September incident report: 857 alarms, 2 calls less than September 2011. The monthly average response time was 6:29 minutes. The District responded to 51 mutual aid calls and received mutual aid assistance 44 times. Mutual aid transports received were 18; mutual aid transports given were 11.

**Personnel/Overtime Report:**

<b>September 2012</b>	<b>Dollars</b>	<b>Total Hours</b>	<b>Captain Shifts</b>	<b>Paramedic Shifts</b>	<b>Firefighter Shifts</b>	<b>Sick Leave Used</b>
Full-time	\$ 45,756.24	876.00	7.00	7.00	8.00	1,101.00
Part time	\$ 8,766.00	487.00				
<b>Month Total</b>	<b>\$ 54,522.24</b>	<b>1,363.00</b>	<b>7.00</b>	<b>7.00</b>	<b>8.00</b>	<b>1,101.00</b>
YTD Totals	\$ 256,354.80	6,806.00	21.00	14.00	32.00	4,424.00

Overtime for September 2012 totaled \$ 54,522.24. Full-time overtime costs were \$ 45,756.24 and part-time overtime costs were \$ 8,766.00. September overtime figures reflect the years highest for full-time and second highest for part-time. YTD over time costs are \$ 256,354.80, approximately \$120,000 less than this time last year with nearly the same amount of sick leave hours used by this time in 2011.

**Fire Prevention Report:** The report was included in Board packets. Corn reported that the Continuity of Operations Plan (COOP) is in process and that Fire Marshal Maloney is working with the City of Marysville Public Works department on the project.

**Local 3219 Union Report:** Union President Schoonover reported that October 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> the Local will be participating in the “Fire Fighters in Pink” Breast Cancer Awareness Campaign.

## ***CURRENT BUSINESS***

**Follow-up City of Arlington Fire Service Consolidation Meeting:** Following the direction of the Board, Corn sent a letter to the City of Arlington indicating he would attend the Fire Service Consolidation meeting with no commitment to the feasibility study. At the meeting on behalf of the Marysville Fire District, Chief Corn expressed the District’s desire to continue to work with Arlington collaboratively but would not be participating in the feasibility study process being conducted by Emergency Services Consulting International.

## ***NEW BUSINESS***

### **Agenda Bill: Ambulance Billing Credit/Debit Card Acceptance – User Fees:**

As a customer service consideration, it is recommended that Marysville Fire District begin accepting credit/debit cards as a form of payment for ambulance transport bills. Systems Design is experiencing a large increase in the number of requests from our patients for this payment option. Utilizing the online payment company “Point and Pay”, the Marysville Fire District will have the ability to accept payments via credit/debit card. There are two options for the payment of fees associated with this service:

1. User (Patient) Paid - \$3 per \$100 increments of payment – Example: \$701 bill would result in a \$24.00 fee paid by patient.
2. Agency (MFD) Paid – 2.5% on total paid – Example: \$701 bill would result in \$17.53 fee paid by District.

Point and Pay also offers an “E-Check” option which would allow the patient to pay using their bank account information. This option results in a \$3.00 flat fee for the entire payment amount.

The Board chose option #1, with the contingency that the District provide charity information on the website for citizens before they enter their credit card information.

**Motion** was made by Rasmussen; seconded by Stevens to use option #1: User (Patient) Paid - \$3 per \$100 increments of payment, and that the District provide charity options on billing website prior to entry of credit card information.

**Motion carried (5-0)**

**Schedule Public Hearing to Adopt 2013 Budget:** The Board will hold the Public Hearing to adopt the 2013 Budget on November 19, 2012, at 7:00 PM, at Station 62.

**Reschedule Board of Director's Board Meeting:** The Board rescheduled the November Board meeting to Monday, November 19, 2012, at 7:00 PM, at Station 62.

**Reschedule EMS Committee Meeting:** The November EMS Committee meeting has been rescheduled to Friday, November 16<sup>th</sup>, at 4:30, at the Administration Building.

### ***CALL ON BOARD MEMBERS***

- Sheldon thanked Terry and Chelsie for their work with Systems Design.
- Bontrager apologized for missing the September board meeting.
- Wright thanked the Local for the pink cancer awareness shirt.
- McFalls clarified that the recruit graduation is November 2<sup>nd</sup>, not November 9<sup>th</sup> as he had reported at the September board meeting. He reported that the recruits have done extremely well. He invited any board members wishing to attend to meet at the Administration building at 8 am to carpool.

### ***ADJOURNMENT***

With no further action required, the Board adjourned at 7:56 p.m.

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Sandra Elvrom  
Board Secretary

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Date approved