

MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS MEETING
January 16, 2013

CALL TO ORDER/FLAG SALUTE

Chairperson Sheldon called the meeting to order at 7:00; Boardmember Stevens led the flag salute.

The following were in attendance:

Board of Directors:

Gary Bontrager	Donna Wright	Michael Stevens
Dave DeMarco	Marilyn Sheldon	

Staff Members:

Greg Corn, Chief	Sandra Elvrom, Secretary
Martin McFalls, AC	Tom Maloney, Fire Marshal

CONSENT AGENDA

- A. Approve minutes of December 19, 2012, regular board meeting.
- B. Approval of January Claims and Payroll
 - i. MFD 13th Month Expense Fund \$ 194,013.99
 - ii. MFD January 2013 Expense Fund \$ 292,313.73
 - iii. MFD Payroll (excluding benefits) \$ 756,061.91
- C. Excuse Boardmember Toyer from the January 16, 2012 regular board meeting.

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

Motion carried (5-0)

COMMITTEE REPORTS

EMS Committee: Ambulance account recommendations:

Month	Charity	Collections	Bankruptcy
January	\$ 3,590.69	\$ 31,442.31	\$ 39.34

Motion was made by Wright; seconded by Stevens to approve the January 2013 ambulance account recommendations.

Motion carried (5-0)

STAFF BUSINESS

Marysville City Council Annexation Committee: Boardmember Stevens had nothing new to report.

Marysville University-Emergency Management (1/30): Marysville University will be hosting a free disaster preparedness class January 30th at Marysville City Hall, 6:30 pm to 8:30 pm.

Audit Completion Summary: The 2010 and 2011 audit for Marysville Fire District and SCFD #12 has been completed. Reece reported that the audit went extremely well. There were no reportable issues, only minor recommendations. The Exit Conference will be scheduled within the next few weeks. Corn will notify the Boardmembers of the conference date.

2013 Final Budget Document: The 2013 Annual Budget for Marysville Fire District and SCFD #12 were included in the Board packets. Reece reported that there were changes to the accounting codes.

2013 Monthly Financial Report Changes: Monthly financial statements will now be separated between Marysville Fire District and Snohomish County Fire District #12 (SCFD #12). Each month there will be two separate reports.

Changes to Consent Agenda Structure: Beginning next month, there will be two separate consent agendas for Marysville Fire District and SCFD #12.

Credit/Debit Card for Ambulance Billing: The Districts ambulance billing company Systems Designs will be ready to accept credit/debit card payments for ambulance bills by the end of January.

Operations Report (Including December Incident Report): McFalls reported on the December incident report: 848 alarms, 70 calls more than December 2011. Total calls for 2012 were 10,052; 409 more than 2011. The monthly average response time remains at 6:30 minutes. The District responded to 55 mutual aid calls and received mutual aid assistance 34 times. Mutual aid transports received in December were 10, yearend total was 132; mutual aid transports given were 13, yearend total was 126. Medical transports for 2012 totaled 4357, which was made up of 1307 ALS patients and 3050 BLS patients.

Station 62's out of service (OOS) report: McFalls distributed Station 62's out of service times report to the Board. With the cross staffing of Station 62, that is, the days with less than 5 Line Personnel, the Aid Unit was OOS 214 hours or 8.92 days of 2012 or approximately 2% of the time. L62 being OOS 1525 hours or 63.58 days of the year or approximately 17% of the time. The 289 days or 79% of the year less than 5 personnel stationed here should improve in 2013. Again, with the SAFER Grant award, we now have enough people on paper to staff Ladder and Aid 62 full time.

Personnel/Overtime Report:

December 2012	Dollars	Total Hours	Captain Shifts	Paramedic Shifts	Firefighter Shifts	Sick Leave Used
Full-time	\$ 28,433.91	543.25	3.00	3.00	7.00	1,119.50
Part time	\$ 7,488.00	416.00				
Month Total	\$ 35,921.91	959.25	3.00	3.00	7.00	1,119.50
YTD Totals	\$ 357,279.50	9,674.25	27.00	21.00	47.50	6,935.50

Overtime for December 2012 totaled \$ 35,921.91. Full-time overtime costs were \$ 28,433.91 and part-time overtime costs were \$ 7,488.00. Yearend total over time cost was \$ 357,279.50; \$116,949.13 less than 2011. With the three additional firefighters hired, OT costs are projected to further decrease in 2013.

McFalls also reported on the following:

- Firefighter Brenner is doing well at Harborview paramedic training.
- Captain Schoonover has been accepted into the Executive Fire Officer program at the National Fire Academy.
- Captain Bilow is attending the National Fire Academy class Customer Service for the Company Officer.
- New part-time recruits had orientation today and will begin training February 4th. They are expected to be in stations working in March.
- The District will be hosting three grant funded NFA Courses this year.
- Captain Campbell, Paramedic/Firefighter Schwartz, Paramedic/Firefighter Carlson and Firefighter Vander Veen will be attending the Fire Department Instruction Conference (FDIC) in Indianapolis in April. Campbell is paying for himself to attend the conference. The District appreciates his dedication.
- At the Quilceda Village meeting they reported the 2012 Annual Report. The District responded to approximately 500 calls.

Fire Prevention Report: January fire report was included in Board packets. Maloney reported that the district information for carbon monoxide detectors has been added to the website.

Local 3219 Union Report: Vice President Jason Tucker had nothing to report, Tucker expressed he is looking forward to a new year.

CURRENT BUSINESS

Administrative Salaries: Corn provided the Board a detailed cost breakdown of how percentage wage increases for administrative staff would affect actual dollar increases to the 2013 budget. The board asked to move discussion to executive session.

NEW BUSINESS

Close Enterprise Fund and Authorize Transfer of Funds: Due to the 2011 discontinuance of apparatus repair services to outside fire districts, the Marysville Fire District no longer utilizes the MFD Enterprise Fund 781-74 (labeled as "MFD Mechanical Services 781-74 with the Snohomish County Treasurer). As such it is recommended the Board of Directors approve the closure of this fund and authorize the transfer of its entire balance of \$15,000 to the MFD Expense Fund 781-70.

Motion was made by DeMarco; seconded by Wright to approve the closure of Marysville Fire District Enterprise Fund 781-74 and authorize the transfer of \$15,000 remaining fund balance to the Marysville Fire District Expense Fund 781-70.

Update Fiscal Management Policy 6005 – Budget and Funds: Updates to Marysville Fire District Fiscal Management Policy 6005 – Budget and Funds are being proposed as follows:

1. Increase the MFD Expense Fund 781-70 minimum fund balance level from 10% of budgeted revenues (\$1,408,270) to 16.66% of operating expenditures (\$2,460,579). This level of minimum fund balance is a recommended best practice issued by the Government Finance Officers Association (GFOA) as a crucial component of long-term financial planning. It is essential that Marysville Fire District maintain an adequate level of fund balance to mitigate current and future risks (e.g. revenue shortfalls and unanticipated expenditures).
2. Remove MFD Enterprise Fund 781-74.
3. Add verbiage related to the reserved and/or unreserved status of the fund balance for each fund.

Motion was made by DeMarco; seconded by Bontrager to Officially Adopt the Updated Marysville Fire District Fiscal Management Policy 6005 – Budget and Funds.

Motion carried (5-0)

2013 Board Chair and Vice-Chair Assignments and 2013 Committee Assignments:

The 2013 Chairperson and Vice Chairperson for MFD and SCFD #12 are as follows:

MFD Chairperson: Boardmember Wright

Motion was made by DeMarco; seconded by Stevens to appoint Boardmember Wright as MFD Chairperson.

Motion carried 5-0

MFD Vice Chairperson: Commissioner DeMarco

Motion was made by Wright; seconded by Stevens to appoint Commissioner DeMarco as MFD Vice Chairperson.

Motion carried 5-0

SCFD #12 Chairperson: Commissioner Bontrager

Motion was made by DeMarco; seconded by Sheldon to appoint Commissioner Bontrager as SCFD #12 Chairperson.

Motion carried 3-0.

The 2013 Committee Assignments:

The 2013 Committee assignments are as follows:

EMS Committee: Boardmember Wright, Boardmember Toyer and Commissioner Sheldon.

Personnel Committee: Commissioner Bontrager, Commissioner DeMarco and Boardmember Stevens.

CALL ON BOARD MEMBERS

- Corn reminded the board of the Sno-Isle Fire Commissioner Banquet 1/26. Sheldon said she would be attending.
- Wright complimented staff on great job with the audit. Wright will be attending the Exit Conference.
- With the legalization of Marijuana, Bontrager asked what the Districts drug use policy stated. Corn will be reviewing the policy and get recommendation from Attorney Grant Weed and a letter will be going out to employees.
- Stevens complimented Staff on great job with audit, and thanked Reece for her hard work and doing a great job.
- Sheldon complimented Reece on her hard work with the audit and also thanked staff for all their work.

RECESS

The Board recessed at 8:15 p.m. for a five minute break and called for a twenty minute Executive Session.

EXECUTIVE SESSION

Executive Session convened at 8:20 to discuss a grievance matter pursuant to RCW 42.30.140 (4) (a), and to discuss administrative salaries pursuant to RCW 42.30.110 (1) (g).

A ten minute extension to the executive session was announced to the public at 8:40 pm.

A ten minute extension to the executive session was announced to the public at 8:50 pm.

Motion was made by Bontrager; second by Stevens to extend Executive Session ten minutes.

Motion carried (5-0)

RECONVENE

The Board reconvened from Executive Session at 8:59 p.m.

Motion was made by Wright; seconded by DeMarco to allocate a 3% wage increase to the two Division Chief positions retroactive to January 1, 2013.

Motion carried (5-0)

ADJOURNMENT

With no further action required, the Board adjourned at 8:59 p.m.

Sandra Elvrom
Board Secretary

Date approved