

MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS MEETING
February 20, 2013

CALL TO ORDER/FLAG SALUTE

Chairperson Wright called the meeting to order at 7:03; Boardmember Wright led the flag salute.

The following were in attendance:

Board of Directors:

Gary Bontrager	Donna Wright	Michael Stevens
Dave DeMarco	Marilyn Sheldon	Rob Toyer

Staff Members:

Greg Corn, Chief	Sandra Elvrom, Secretary
Martin McFalls, AC	

AUDIENCE PARTICIPATION/PRESENTATIONS

Chief Corn presented former Boardmember Carmen Rasmussen with a service plaque thanking her for 5 years of service to the Marysville Fire District. She will be greatly missed. Rasmussen thanked the Board and the District for the experience and the relationships she gained while serving as Boardmember.

MFD CONSENT AGENDA

- A. Approve minutes of January 16, 2013, regular board meeting.
- B. Approval of February Claims and Payroll:
 - i. MFD Expense Fund \$ 205,397.97
 - ii. MFD Payroll (excluding benefits) \$ 751,909.78

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

Motion carried (5-0)

SCFD #12 CONSENT AGENDA

- A. Approval of February Claims:
 - i. SCFD #12 Expense Fund \$ 7,651.45

Motion was made by Bontrager; seconded by DeMarco to approve the SCFD #12 Consent Agenda.

Motion carried (3-0)

INFORMATION ITEMS

Communications

Boardmembers were asked to RSVP with Elvrom if they want to attend the WFCA Saturday Seminar Chelan, June 1, 2013.

October 2013 WFCA Conference information was distributed to the Board.

COMMITTEE REPORTS

EMS Committee: Ambulance account recommendations:

Month	Charity	Collections	Bankruptcy
February	\$ 1,177.34	\$ 40,733.82	\$ 0

Motion was made by DeMarco; seconded by Sheldon to approve the February 2013 ambulance account recommendations.

Motion carried (6-0)

STAFF BUSINESS

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

Audit Exit Conference: The Audit Exit Conference has not been scheduled yet. The Board will be notified when a date is set.

Affordable Health Care Act: Discussion was held on the current part-time scheduling process in relation to the 2014 Healthcare Reform (Affordable Care Act) and the reduction of part-time hours to accommodate the health care act.
The Affordable Health Care Act will be addressed at the WFCA Conference in Chelan.

Ambulance from Lynnwood: Corn reported that the purchasing of the International EMS unit from Lynnwood Fire to replace Hazmat 61 has not been finalized yet. The Mayor of Lynnwood still needs to sign the agreement in order for it to be executed. The unit will serve as a Chemical Assessment Team (CAT) unit and be used in the County for in and out of District Hazmat responses.

Credit/Debit Card for Ambulance Billing: The credit/debit card system for ambulance billing is complete. Patients can now go to the website provided in their ambulance bill and pay their bill with a credit card or debit card.

Operations Report (Including January Incident Report):

McFalls reported on the January incident report: 877 alarms, 61 calls more than January 2012. The monthly average response time was 6:41 minutes. Mutual aid transports received in January were 12; mutual aid transports given were 8.

Personnel/Overtime Report:

January 2013	Dollars	Total Hours	Captain Shifts	Paramedic Shifts	Firefighter Shifts	Sick Leave Used
Full-time	\$ 22,427.00	413.50	1.00	0.00	5.00	528.00
Part time	\$ 9,954.00	553.00				
Month Total	\$ 32,381.00	966.50	1.00	0.00	5.00	528.00
YTD Totals	\$ 32,381.00	966.50	1.00	0.00	5.00	528.00

Overtime for January 2013 totaled \$ 32,381.00. Full-time overtime costs were \$ 22,427.00 with 528 hours used for sick leave. Part-time overtime costs were \$ 9,954.00. For March we implemented a new part-time scheduling process that should help with the part-time overtime. We will be able to compare the January/February totals against the March total in April.

Fire Prevention Report: Fire Marshal Maloney was not present at board meeting; fire prevention report was included in board packets.

Local 3219 Union Report: Vice President Tucker announced that President Schoonover resigned from position as Union President. Tucker thanked Schoonover for his service and expressed his appreciation for his work. Tucker will be acting as president until the position is filled. Tucker reported that new Boardmember Rob Toyer would be attending Fire Ops 101 in May.

NEW BUSINESS

Station 63 Paving Project: Request authorization to move forward with paving project at Station 63 as included in the 2013 budget.

The parking area on the south side of the building has become broken up and full of pot holes. The paving project would have two sections. The northern 71' x 38' section directly next to the building is in extremely bad condition and must be removed and relevelled before new pavement can be laid. The southern section is in a little better condition and can have asphalt laid directly over what is currently in place.

Motion was made by Sheldon; seconded by Bontrager to approve moving forward with paving project at station 63, consistent with 2013 approved budget thresholds

Motion carried (6-0)

Station 65 Remodel Project: Request authorization to move forward with remodel project at Station 65 as included in the 2013 budget. The remodel is for the upstairs restroom and shower facilities. Currently there is one shower stall and two small restrooms and is lacking effective ventilation for current usage. The proposed remodel is to convert a small existing office/dorm room adjoining the current restrooms into another restroom and shower facility and combine the existing two restrooms into one restroom and shower facility.

Motion was made by Stevens; seconded by Toyer to approve moving forward with remodel project at station 65, consistent with 2013 approved budget thresholds.

Motion carried (6-0)

Lexipol Policy & Procedures Software: Discretionary item Lexipol Policies Manual Subscription is being submitted for review and approval for purchase. Lexipol, LLC will be releasing Washington specific Fire Policy Manual with integrated Daily Training Bulletins in late February, 2013. Lexipol will provide risk management resources and allow for better management of policy, practices and training. Scenario based Daily Training Bulletins are provided to reinforce the higher risk policies. The Lexipol product can be customized, if desired, to best fit the needs of the District. WCIA, our Insurance provider will credit the district \$1000 annually, effectively lowering the start up fee to \$7300 and the annual maintenance fee for Lexipol services to \$6250.

Motion was made by Bontrager; seconded by Stevens to approve Discretionary Item Expenditure for the purchase of Lexipol Policies Manual Subscription.

Motion carried (6-0)

Enhancement to EMS Division Administration: Currently all electronic patient care reports are being individually reviewed and processed for billing by the District's Medical Services Officer. Additional time to perform other areas of quality assurance and medical oversight would be available if we transferred some of those ambulance billing responsibilities to our Part-Time Accounting Technician. To accommodate the extra time required to perform this additional billing function we will need to increase the Accounting Technician hours from 30 per week to 40 per week. Transferring the clerical portion of the ambulance billing responsibilities would be a beneficial enhancement to our EMS division administration.

Motion was made by Stevens; seconded by Toyer to approve conversion of Part-time Accounting Technician to Fulltime Accounting Technician to accommodate the additional job function of ambulance billing.

Motion carried (6-0)

RECESS

The Board recessed at 8:05 p.m. for a ten minute break and called for a thirty-five minute Executive Session.

EXECUTIVE SESSION

Executive Session convened at 8:15 to discuss Labor relations/personnel matters pursuant to RCW 42.30.140 (4) (a).

A ten minute extension to the executive session was announced to the public at 8:56 pm.

RECONVENE

The Board reconvened from Executive Session at 9:12 p.m.

ADJOURNMENT

With no further action required, the Board adjourned at 9:12 p.m.

Sandra Elvrom
Board Secretary

Date approved