

MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS MEETING
May 15, 2013

CALL TO ORDER/FLAG SALUTE

Vice Chairperson DeMarco called the meeting to order at 7:01; Assistant Chief McFalls led the flag salute.

The following were in attendance:

Board of Directors:

Gary Bontrager	Dave DeMarco	Michael Stevens
Marilyn Sheldon	Rob Toyer	

Absent: Donna Wright

Staff Members:

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

MFD CONSENT AGENDA

- A. Approve minutes of April 17, 2013, regular board meeting.
- B. Approval of May Claims and Payroll:
 - i. MFD Expense Fund \$ 127,181.65
 - ii. MFD Payroll (excluding benefits) \$ 741,482.02

C. Excuse Boardmember Wright from May 15, 2013 regular board meeting.

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

Motion carried (5-0)

SCFD #12 CONSENT AGENDA

- A. Approval of May Claims:
 - i. SCFD #12 Expense Fund \$ 286.44

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

Motion carried (3-0)

INFORMATION ITEMS

Communications

COMMITTEE REPORTS

EMS Committee May accounts recommendations

Month	Charity	Collections	Bankruptcy
May	\$ 5,358.95	\$ 41,478.61	\$ 0

Motion was made by Sheldon; seconded by Stevens to approve the May 2013 ambulance account recommendations.

Motion carried (5-0)

STAFF BUSINESS

Washington CARE & Survival Report: FFPM Dan Schwartz presented the Board with the Washington CARES 2012 report. The report is generated from a data base where different agencies keep track of cardiac arrest and survival rates within each county and nationwide. The report is used as a tool to help determine where more training can be implemented. On June 7th a High Performance CPR Training will be held in Seattle. The goal is to have every member of the department trained in high performance CPR. Through Schwartz's grant writing efforts the District was awarded two Resusci Anne manikins to aid in CPR training. Schwartz reiterated that the ultimate goal of the District is to provide top notch training and to continue improving performance.

Part-time Recruitment Update: McFalls reported that the new part-time recruit class is underway and they are all pre-scheduled for station duties beginning in June. With this latest group we will be able to fill all open duties while keeping all part-time members below 130 hours a month.

Healthcare Reform: The District continues to monitor the healthcare reform and the impact it will have on the District. Corn reported that at the Washington Fire Chiefs Association meetings, discussions continue 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. They have discussed the option of collectively pooling together resources by sharing part-time staffing and have met with an attorney to interpret legislation. Marysville has already implemented the pre-scheduling model in attempts to keep part-time hours under 130 hours a month.

Survey & Rating Bureau: Corn, McFalls and Maloney attended the Washington Surveying and Rating Bureau seminar. Survey and Rating Bureau has made some changes in their grading schedule that may impact community fire protection ratings. The District has not been re-rated for approximately twenty years. Corn mentioned that with so many improvements within the District, it is likely that the City could improve its fire protection rating. Board member Toyer asked if we should be requesting a review for Survey and Rating. Corn said we could, however it may be better to wait until the City takes over and improves the water system in south end of the City.

Operations Report (Including April Incident Report): McFalls reported that in April we had 766 calls, 10 calls more than April 2012. The monthly average response time was 6:25 minutes. Mutual aid transports given were 9; mutual aid transports received were 8.

Lexipol Policy & Procedure Update: McFalls reported that the Policy Review Group met on May 6th and reviewed the the first 2 of 11 chapters of the Policies provided to us from Lexipol. The group consists of A/C McFalls, HR Manager Savage, BC Cole, and Captain Jason Tucker. The next meeting is scheduled for June 3rd. On May 30th the District is hosting a Lexipol Training Workshop at Station 66 from 0900-1200. The group will continue to collectively review the proposed policies. DeMarco requested to be kept updated on the process.

Personnel/Overtime Report:

April 2013	Dollars	Total Hours	Captain Shifts	Paramedic Shifts	Firefighter Shifts	Sick Leave Used
Full-time	\$ 20,690.00	383.00	1.00	1.00	3.50	375.00
Part time	\$ 288.00	16.00				
Month Total	\$ 20,978.00	399.00	1.00	1.00	3.50	375.00
YTD Totals	\$ 132,382.71	3,250.50	4.00	12.00	15.00	1,751.00

Our full-time overtime cost in April was \$ 20,690.00, the lowest of the year by more than \$12,000.00. The part-time overtime cost for April was \$ 288.00.

Fire Prevention Report: Fire Marshal Maloney was not in attendance; report was included in Board packets.

Local 3219 Union Report: Vice-President Chad Hale reported that the Local has a team participating in Relay-4-Life on June 29th and would like permission to use bunker gear. The Board approved the Locals use of bunker gear for Relay-4-Life. On behalf of the Local, Hale thanked those Boardmembers who have met with them and thanked Toyer and Stevens for attending Fire Ops this year. Hale expressed that it is the desire of Local 3219 to have a positive influence on the community and strive to work collaboratively with administration. Members of the Local have expressed increasing concerns in the operations of the District. The stress has had an impact on members. Local 3219 is requesting that 1 or 2 Boardmembers sit in on Labor Management meetings to help solve issues of communication.

CURRENT BUSINESS

Approve 2012 Annual Report: The 2012 Annual report was approved by the Board of Director's.

NEW BUSINESS

Approval and review of Fiscal Year 2012 Annual Financial Report: Submitted for Board review and approval are the Fiscal Year 2012 Annual Financial Reports for both Marysville Fire District and Snohomish County Fire District No. 12. This is an annual requirement per RCW 43.09.230 and is regulated by Washington State Auditor's Office. Finance Manager Chelsie Reece reviewed the reports with the Board.

Motion was made by Stevens; seconded by Toyer to approve the Fiscal Year 2012 Annual Report for Marysville Fire District.

Motion carried (5-0)

Motion was made by Sheldon; seconded by Bontrager to approve the Fiscal Year 2012 Annual Report for Snohomish County Fire District No. 12.

Motion carried (3-0)

Station 63 Paving Project: Included in Board packets was a Request to authorize expenditure for Fire Station 63 Parking Lot Paving.

Station 63's southern parking lot is used regularly and frequently. Firefighters park their personal vehicles in this area, fire engines and aid units will travel across it or park on it during training exercises, police vehicles use the area for traffic monitoring, etc. With the addition of the 'contractor's hydrant' on the southern edge, both private and public heavy vehicles make daily trips across it. Contractors that have permits to utilize city water for projects will fill from this hydrant as well as city "Vactor" trucks. In addition, and combined with pavement settling from heavy vehicle traffic in the parking lot, the Smokey Point Blvd/State Street modifications and upgrade finished a few years prior has elevated the street and limited or impeded the proper drainage of some of the surface water from the parking area; water that once drained toward the right-of-way or southern pervious soil is now pooling in the parking area. The continuous and increasing use of the area has resulted in substantial and irreparable damage.

This project will require the complete removal and replacement of most areas of the parking lot. The repaving project will upgrade the existing asphalt from a 2" to a 3" base, and provide subsurface repairs as needed for severely damaged areas. In addition, the pavement will be graded to facilitate surface water runoff toward the pervious soil area to the south and southwest for proper drainage.

The cost estimate for this project was originally based upon a partial replacement and partial repaving. However, since the estimate, additional damage has been experienced and complete removal is required. As a result, the quotes received exceeded the amount budgeted.

Four quotes were acquired, all using the provisions of the Small Works Roster, thus ensuring compliance with the state statutes regarding public works projects.

The District is asking for authorization of expenditures beyond original budget appropriation of line item 594.22.630 to a total amount not to exceed \$26,000 and awarding of the paving contract to Olympic Paving as the lowest quote meeting the needs of the district. Asphalt costs are based upon current quarter pricing, and any increases may result in a revision of charges.

Cost differential between quoted price and line item adjustment will allow for potential fluctuation in pricing and unforeseen minor change orders.

Quote: \$22,568.00
Tax@8.6%: \$1,940.48
Total: \$24,536.84

Toyer asked if the City of Marysville had been approached to perform the work. Corn was not sure and would follow up with Neuhoff to find out. Upon further discussion the Board agreed to authorize expenditure for Fire Station 63 Parking Lot Paving pending the City of Marysville performing the work. No action to be taken until reported on at June Board meeting.

Motion was made by Bontrager; seconded by Sheldon to authorize expenditure for Fire Station 63 Parking Lot Paving not to exceed \$26,000 pending the City of Marysville performing the work.

Motion carried (5-0)

Planning Committee Assignments: Stevens, DeMarco and Toyer were assigned to the Planning Committee.

CALL ON BOARD MEMBERS

- Toyer shared that Fire Ops was a great experience and encouraged others to attend.
- Stevens shared that he learned new things this year attending Fire Ops for the second time and said it was fun to watch Toyer experience it for the first time. Stevens requested getting packets earlier to have more time to review Agenda Bills.
- Sheldon shared that the Boys and Girls club auction will be held at the resort and if you would like tickets to contact Terry Freeman.
- McFalls thanked FF/PM Schwartz for a great presentation.

RECESS

The Board recessed at 8:43 p.m. for a ten minute break and called for a thirty minute Executive Session.

EXECUTIVE SESSION

Executive Session convened at 8:53 to discuss Labor relations pursuant to RCW 42.30.140 (4) (a).

At 9:26 the Board of Directors announced a thirty minute extension to the executive session.
At 9:56 the Board of Directors announced a five minute extension to the executive session.

RECONVENE

The Board reconvened from Executive Session at 10:03 p.m.

ADJOURNMENT

With no further action required, the Board adjourned at 10:05 p.m.

Sandra Elvrom
Board Secretary

Date approved