

MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS MEETING
June 19, 2013

CALL TO ORDER/FLAG SALUTE

Chairperson Wright 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	Donna Wright	Michael Stevens
Marilyn Sheldon	Rob Toyer	

Absent: Dave DeMarco

Staff Members:

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

AUDIENCE PARTICIPATION/PRESENTATIONS

Introduction of Part-time Firefighters: Corn introduced Part-time Firefighters Jim Bansbach, Boris Fayerberg, Jonathan Glanville, and Dustin Sorenson to the Board, presenting them their MFD badge.

Fire Ops 101 Presentation: FF Krista Longspaugh and FF/PM Dan Schwartz put together a slide show of pictures from Fire Ops 2013 attended by Board members Rob Toyer and Michael Stevens. On behalf of the Local, Schwartz thanked them for attending and encouraged other board members to attend.

Grant Update: Schwartz reported that the District received the two Resusci Anne Manikins from the Washington & Alaska Cares program grant and that ten people attended the Resuscitation Academy.

MFD CONSENT AGENDA

- A. Approve minutes of May 15, 2013, regular board meeting.
- B. Approval of June Claims and Payroll:
 - i. MFD Expense Fund \$ 146,510.60
 - ii. MFD Payroll (excluding benefits) \$ 796,338.44

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

Motion carried (5 -0)

SCFD #12 CONSENT AGENDA

- A. Approval of June Claims:
i. SCFD #12 Expense Fund \$ 1,045.00

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

Motion carried (2-0)

INFORMATION ITEMS

Communications

- 2013 WFCA Conference – October 24-26, Pasco, WA

Committee Reports

EMS Committee June account recommendations

Month	Charity	Collections	Bankruptcy
June	\$ 5,458.13	\$ 24,893.56	\$ 0

Motion was made by Toyer; seconded by Bontrager to approve the June 2013 ambulance account recommendations.

Motion carried (5-0)

STAFF BUSINESS

City Council Annexation 7/1 & 7/8: The City of Marysville will be holding a workshop on Monday, July 1st and July 8th to study the possibility of annexing the City into Fire District 12. Both meetings will take place at 7:00 p.m. at City Hall.

Auditor Exit Conference 6/24: Corn informed the Board of the State Auditors Exit Conference on June 24, 2013, at 10:00 am, at the administration building. All Board members were encouraged to attend.

WCIA Audit – Cyber Security: Washington Cities Insurance Authority conducted a cyber security liability audit and found the District in full compliance on the mandatory compliance items. Because the District has five servers tied in with the City of Marysville security system, the cities IS Manager, Worth Norton attended the audit.

HVAC System Station 66: The HVAC system at Station 66 has a leak in the coolant. The cost to repair and recharge the system is approximately \$ 10,000. Toyer would like to know who is doing the repair and who the original installer of the system was. The information will be emailed to the Board.

Heat Pump Administration Building: The heat pump at the administration building was replaced, costing the district \$6500 of unbudgeted money.

SnoPac Board of Directors Meeting Minutes: Commissioner DeMarco requested monthly SnoPac meeting minutes. They will be included in the Board packets.

Operations Report (Including May Incident Report): McFalls reported that in May we had 862 calls, 39 calls less than May 2012. 750 of the calls were EMS related. The monthly average response time was 6:31 minutes. Mutual aid transports given were 10; mutual aid transports received was 8. There were 397 transports, of those transports 269 were BLS and 128 were ALS.

McFalls also reported that the feedback on the high performance CPR has been good.

Lexipol Policy & Procedure Update: McFalls reported that the Policy Review Committee is currently working on Chapter 3, titled General Operations. Commissioner Bontrager asked if the policies are favorable to the District's operations. McFalls and Local President, Jason Tucker agreed that they are.

Personnel/Overtime Report:

May 2013	Dollars	Total Hours	Captain Shifts	Paramedic Shifts	Firefighter Shifts	Sick Leave Used
Full-time	\$ 58,514.09	1,091.50	2.00	6.00	6.00	308.00
Part time	\$ 684.00	38.00				
Month Total	\$ 59,198.09	1,129.50	2.00	6.00	6.00	308.00
YTD Totals	\$ 191,580.80	4,380.00	6.00	18.00	21.00	2,059.00

McFalls reported that overtime cost were high last month due to a two week part-time recruit academy and one shift being down a few members on light duty. All part-time firefighters were 130 hours or less last month. There are three part-time members currently taking advantage of agreements with District 8 and City of Arlington Fire for additional work hours. Strawberry Festival was uneventful for the District. A Shift had two extra people on duty to help with coverage. The parade went very well with the Color Guard and Snohomish County Pipes and Drums participating in the parade. Boardmember Stevens requested a breakdown of the overtime costs. McFalls will put the OT information together and email it to Stevens.

Fire Prevention Report: Fire Marshal Maloney was not in attendance. Corn mentioned that the expansion to the Seattle Premium outlet mall received final approval.

Local 3219 Union Report: President Jason Tucker reported that Relay for Life will be June 29th, at Asbery Field. He invited Board members and staff to join them at 12:00 p.m. for the opening ceremony. FF Patrick Ryan and FF/PM Brooke have been coordinating the event. The Honor Guard will be attending the opening ceremony. Tucker commented that he felt the Labor management meeting went well and thanked Boardmember Stevens for attending.

CURRENT BUSINESS

Station 63 Paving Project: The City of Marysville Public Works department is able to perform the paving of Station 63 parking lot for approximately \$2,500.00 less than the bid from Olympic Paving. Corn will talk with attorney Grant Weed to assure that there are no violations of the bidding requirements and to see if an inter-local agreement is necessary or if approval of the Cities bid will suffice. They will not be able to perform the work until

September. The proper paper work will be presented at the July board meeting for approval.

Strategic Planning Committee Meeting Dates: Fourteen members have expressed interest in being a part of the Strategic Planning Committee. The Committee will need to pick a mid July meeting date and will do so via email.

NEW BUSINESS

Resolution 2013B-1 - Surplus Haz-Mat Truck and Trailer: Declaring Surplus and authorizing the sale of one 1977 Chevrolet Truck and one 1979 Swan Trailer. The Marysville Fire District Board of Directors hereby adopts the following:

1. Marysville Fire District declares the Vehicles to be surplus to the District's needs.
2. The Board of Directors directs staff to sell the Vehicles for the best available price or to otherwise dispose of the Vehicles in the most cost effective manner.

Motion was made by Stevens; seconded by Toyer to adopt Resolution 2013B-1- Surplus Haz-Mat Truck and Trailer.

Motion carried (5-0)

Policy 6097- Removal of Items from Capital Asset Inventory: The Marysville Fire District has performed a complete and full audit of its Capital Asset Inventory System in accordance with Policy 6097. As a result of this audit, a reconciliation report has been generated.

In 2011, the Washington State Auditor's Office indicated that local government asset inventories would be comprehensively scrutinized. At that time, Marysville Fire District reviewed, updated and implemented a new Capital Asset Inventory System (CAIS). As a result, a number of deficiencies and errors were discovered. In a two year process, all assets listed in the inventory database were transferred to a new software program, physically located, and re-inventoried with new 'bar code' identification tags. A number of items were determined to have been erroneously inventoried (did not meet criteria), were not located (likely disposed properly but not recorded in inventory database), better tracked in other systems (PPE and hose for example), or were determined to no longer meet the threshold for inclusion. In essence, this reconciliation process comprises primarily of 'house cleaning' actions.

Motion was made by Stevens; seconded by Sheldon to accept the Reconciliation Report and authorization of capital assets removal from the CAIS.

Motion carried (5-0)

CALL ON BOARD MEMBERS

- Bontrager commented that the two day seminar in Chelan was very useful.
- Toyer shared that he participated in a ride-along with Captain Hale a few weeks ago and there was no activity so he will be rescheduling in hopes of getting to go on some calls.
- Sheldon announced that the Raising Hands event held by the Tulalip Tribes will be October 26th.

- Stevens commented on the I-502 legislative process and what it means for the future of the District.
Stevens attended the Labor management meeting and felt it was a good meeting and encouraged other board members to attend.
Stevens shared that the Strawberry Festival parade was good and it was very nice to see the participation of the Color Guard.
- McFalls reported that Chad Bonner was selected to attend Harborview medic school in October. All the candidates who tested were good and thanked MSO Matsumura and FF/PM Dan Schwartz for their work in the testing process.
- Corn shared that the two day conference in Chelan was one of the best he has attended; the social media policies information was good.
- Wright said that the subject matter at the Chelan conference was very good. In regards to social media she reiterated “just say no” and that she found the ambulance service changes that are coming and how it will affect the District was very educational.

ADJOURNMENT

With no further action required, the Board adjourned at 8:04 p.m.

Sandra Elvrom
Board Secretary

Date approved