

MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS MEETING
October 16, 2013

CALL TO ORDER/FLAG SALUTE

Chairperson Wright called the meeting to order at 7:00; Wright led the flag salute.

The following were in attendance:

Board of Directors:

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

Staff Members:

Greg Corn, Chief	Sandra Elvrom, Secretary
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MFD CONSENT AGENDA

- A. Approve minutes of September 18, 2013, regular board meeting.
- B. Approval of October Claims and Payroll:
 - i. MFD Expense Fund \$ 217,458.82
 - ii. MFD Payroll (excluding benefits) \$ 775,884.04

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

Motion carried (6-0)

INFORMATION ITEMS

Committee Reports

EMS Committee: Approval of October EMS accounts recommendations.

Month	Charity	Collections	Bankruptcy
October	\$ 3,377.38	\$ 47,790.91	\$ 632.07

Motion was made by Sheldon; seconded by Toyer to approve the October 2013 ambulance account recommendations.

Motion carried (6-0)

Strategic Planning Committee: Reminder meeting scheduled October 22nd, 9:30, at Station 62.

STAFF BUSINESS

Engine 66 Traffic Accident: Engine 66 was rear ended while sitting at a stop light, denting the bumper. There were no injuries. The District is waiting for an estimate from the insurance company to repair the bumper.

2014 Personnel Staffing Moves: There will be personnel staffing moves effective January 1, 2014. Employees have been notified of the changes.

Operations Report (Including September Incident Report): In September we had 887 calls, 30 more calls than in September of 2012. The average response time for last month was 6:31. We received 8 mutual aid transports, and provide 8 transports for other agencies. Our total number of transports for September was 415, with 297 of those being Basic Life Support and 118 being Advanced Life Support.

Personnel/Overtime Report:

September 2013	Dollars	Total Hours	Captain Shifts	Paramedic Shifts	Firefighter Shifts	Sick Leave Used
Full-time	\$ 44,486.01	810.00	3.50	7.00	2.00	432.00
Part time	\$ 1,413.00	78.50				
Month Total	\$ 45,899.01	888.50	3.50	7.00	2.00	432.00
YTD Totals	\$ 330,803.29	7,135.25	22.50	41.50	34.50	3,212.50

September's full-time overtime cost was \$44,486.01, second highest of the year. Part-time overtime costs were \$1,413.00, with all part-time members at or below 120 total hours for September.

North Bend Graduation: Firefighter Jonathan Glasson will be graduating from the North Bend Training Academy on November 1st, at the Criminal Justice Center in Burien at 1000. All Board members are invited to attend and are welcome to carpool from the Administration building. We will leave between 0800 and 0830. Jonathan is graduating near the top of the class and has been recognized throughout the 12 weeks for his skills, work habits and leadership ability.

Fire Prevention Report: Fire Marshal Maloney was absent from the meeting. Prevention report was included in Board packets.

Local 3219 Union Report: President Jason Tucker reported on the follow:

- The Local raised \$8,204 for the Muscular Dystrophy Association (MDA) Fill the Boot this year. This will send ten kids to the MDA camp.
- Through fundraising and a donation of \$3,000 from Ray and Lisa Hancock the Local was able to buy 122 new coats for the Firefighter Coats for Kids Foundation. They will be distributing the coats on November 14th, from 9-1, at Liberty Elementary. Tucker invited the Boardmembers to attend.

Local 3219 Union Report continued:

- Chief Corn and Tucker will be attending the No Secrets-Labor Management Symposium conference in Issaquah.
- The Local will be holding their annual holiday food drive on November 9, 10, and 11. They will be out in front of Safeway with Santa collecting food and monetary donations. The Local will possibly be participating in the City of Marysville Holiday Parade.
It was the consensus of the Board to approve the usage of the parade engine, department equipment and attire by the Union for the Holiday Parade and Annual Food Drive.

CURRENT BUSINESS

Budget Workshop: Reminder of the Budget Workshop meeting Monday, October 21st, 3:00 at Station 62.

NEW BUSINESS

MFD Policy # 6053 – Purchasing: Motor Vehicle Fuel: During the Washington State Auditor's Office 2012 Exit Conference for Marysville Fire District it was noted that a policy should be implemented describing the current practices for motor vehicle fuel purchase and tracking. The audit did not reveal a lack of oversight, but rather an absence of documentation describing the practices employed. Marysville Fire District Policy #6053 – Purchasing: Motor Vehicle Fuel is intended to provide for such documentation as well as codify those practices. Included in the document were sections outlining the methods of purchase, use reconciliation procedures, Key Card issue/reissue procedures, unauthorized purchase procedures, and documentation requirements.

Motion was made by Bontrager; seconded by Stevens to adopt the Marysville Fire District Policy #6053 – Purchasing: Motor Vehicle Fuel.

Motion carried (6-0)

Revision of MFD Policy #6030 – Gifts: During the Washington State Auditor's Office 2012 Exit Conference for Marysville Fire District it was recommended that the District's gift policy be clarified to identify how restricted vs. unrestricted donations should be processed and ensure the District is using the donations as intended. Marysville Fire District Policy #6030 – Gifts, has been revised to include these recommendations and satisfy the noted exit item.

Motion was made by Bontrager; seconded by Toyer to adopt the revised Marysville Fire District Policy #6030 – Gifts.

Motion carried (6-0)

Agenda Bill Discretionary Items – Backboards & Transportation Cots: Staff requested authorization to move forward with the purchase of Backboards and Transportation Cots as the appropriated budget allows.

Additionally, staff would like to reappropriate the line items to reflect \$7,800 towards the transportation cots and \$2,900 towards the backboards. This does not increase the combined total of each, but rather reassigns the dollars between the two. The District originally intended to purchase the "Stryker" brand of transportation cot, however Stryker will not be manufacturing the currently requested model in the future. Therefore, the District would like to purchase two "Ferno" brand cots which are available at special pricing when purchased off an open bid with Whatcom County. Not only are these cots closer in design and use to our current models, but we will also be able to obtain two as opposed to one of the Stryker brand.

Motion was made by DeMarco; seconded by Sheldon to approve Discretionary Item Expenditure and reappropriation for backboards and transportation cots.

Motion carried (6-0)

Marysville Fire Hosting 11/7 Sno-Isle Meeting: The Board was informed that Marysville Fire will be hosting the November 7th Sno-Isle meeting at Station 62. Dinner will be provided at the meeting at 6:30.

CALL ON BOARD MEMBERS

- Stevens shared that the Airlift Northwest presentation at the October Sno-Isle meeting was good. Airlift Northwest goes on an average of 11 calls a day. Individuals are able to get insurance to cover the cost of their service in the event they need it.
- Sheldon confirmed who would be attending the Tulalip Tribes Raising Hands event the Saturday the 26th.
- Elvrom took a count of which Board members would be attending the June 2014 WFCA Conference in Chelan. Wright, Sheldon, Toyer, and Bontrager requested to stay at Campbell's. DeMarco and Stevens requested to stay at the Grandview.

ADJOURNMENT

With no further action required, the Board adjourned at 7:31 p.m.

Sandra Elvrom
Board Secretary

Date approved