

# MARYSVILLE FIRE DISTRICT

## BOARD OF DIRECTORS MEETING

OCTOBER 15, 2014

### **CALL TO ORDER/FLAG SALUTE**

Chairperson DeMarco called the meeting to order and led the flag salute at 7:00 pm.

### **The following were in attendance:**

#### Board of Directors:

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

#### Staff Members:

Martin McFalls, Assistant Fire Chief  
Sandra Elvrom, Secretary  
Paula DeSanctis, Secretary  
Chelsie Reece, Finance Manager

**Absent:** Greg Corn, Fire Chief

### **PRESENTATIONS: PHOENIX AWARD**

Assistant Chief McFalls introduced and welcomed Jacee Caldwell and her family as he recalled the details of the night of July 2, 2013. C-shift responded to the home of Jacee who was in cardiac arrest upon their arrival. Thanks to their heroic efforts, Jacee was given the opportunity to meet and express her appreciation to those who saved her life that night.

Assist Chief McFalls presented the Phoenix Award to the following Honorees for their life saving performance; Firefighter/Paramedic Russell Colmore and Battalion Chief Jeff Cole.

Other Honorees unable to attend were: Firefighter/Paramedic Brent Carlson, Captain Mark Cook, Firefighter Jason Huizenga, Firefighter David Burlingame, Firefighter Ryan Hardwick, and Firefighter Christopher McAuliffe.

### **RECESS**

At 7:10 pm, Chairperson DeMarco called for a five minute recess for guests to be dismissed.

### **RECONVENE**

The Board reconvened at 7:15 pm.

### **MFD CONSENT AGENDA**

- A. Approve minutes of September 17, 2014, regular board meeting.
- B. Approval of October Claims and Payroll:
  - i. MFD Expense Fund \$ 160,791.52
  - ii. MFD Payroll (excluding benefits) \$ 830,004.35

**Motion** was made by Wright; 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	\$ 2,581.54	\$ 28,086.70	\$62.98

**Motion** was made by DeMarco; seconded by Bontrager to approve the October 2014 ambulance account recommendations.

**Motion carried (6-0)**

**Planning Committee:** The Planning Committee Meeting originally scheduled for Friday, September 26, 2014, was cancelled and has been rescheduled for Monday, November 10, 2014, at 8:00 pm at station 62.

**Personnel Committee:** Commissioner DeMarco stated how impressed he was with the four candidates interviewed for the two full time firefighter positions. He recommended that we hire three of the firefighters interviewed. The Board agreed to continue the discussion on hiring a third full time firefighter at the Budget Workshop on Friday, October 17, 2014.

### **STAFF BUSINESS**

**WA. Survey & Rating:** Washington Surveying and Rating Bureau has completed its evaluation of the fire protection capabilities as they relate to fire insurance rating for our community. The Protection Classification for the City of Marysville has improved from Protection Class 4 to Protection Class 3. The Protection Classification for Snohomish County Fire Protection District 12 remains at Protection Class 4. The full report is included in the Board Packets.

**City Fire and EMS Study:** The City Consultants finished the Fire and EMS Study and recommended a Regional Fire Authority. The City Council will further study the recommendation and report back to the District.

**Station 65 remodel:** Division Chief Neuhoff has posted and advertised that the Marysville Fire District is now accepting bids for the bathroom remodel at Station 65. He will report back when bids are received.

**State Auditors:** Finance Manager Reece reported that both Marysville Fire District and District 12 had perfect audits. The auditors had one house keeping suggestion which was to keep documentation of bids on all piggyback purchases.

**Operations Report (Including September Incident Report):** McFalls reported that In September, we had 960 calls, 73 more alarms over September of 2013. The average response time for September was 6 minutes, 28 seconds. We responded a total of 56 times out of district in September, providing hospital transports for 10 of those patients and receiving assistance from neighboring departments for 18 patient transports. The total number of hospital transports in September was 393, with 293 of those (74%) being Basic Life Support and 100 (26%) being Advanced Life Support.





**Personnel/Overtime Report:**

<b>September 2014</b>	<b>Dollars</b>	<b>Total Hours</b>	<b>Captain Shifts</b>	<b>Paramedic Shifts</b>	<b>Firefighter Shifts</b>	<b>Sick Leave Used</b>
Full-time	\$ 53,896.79	977.00	5.00	6.00	12.00	
Part time	\$ 774.00	43.00				
<b>Month Total</b>	<b>\$ 54,670.79</b>	<b>1,020.00</b>	<b>5.00</b>	<b>6.00</b>	<b>12.00</b>	<b>575.00</b>
YTD Totals	\$ 564,758.71	11,720.75	99.50	60.00	115.50	6,270.25

For September, the F/T overtime was \$53,896.79. The part-time overtime was \$774.00.

McFalls also reported that Cody Hamblin and Ryan Hopp were hired full time on October 1, 2014. Captain Schwartz was hired as the new MSO on Monday, October 12, 2014. McFalls stated that the active shooter training on September 26, 2014 was a success.

**Fire Prevention Report:** The Fire Prevention Report was included in the Board packets.

**Local 3219 Union Report:** Union Trustee Dan Schwartz reported that they are in strategic planning stages for the upcoming food drive on December 10, 11 and 12. He also stated they are waiting to hear back from sponsors in regards to the Coats for Kids event. Schwartz announced that he was offered and accepted the new MSO Position effective January 1, 2015.

**Systems Design Audit:** Finance Manager Reece reported that both her and MSO Matsumura visited Systems Design this past August. During their visit they found everything to meet security measures and that the internal control was very secure. Systems Design has a disaster recovery plan in place and a copy of that plan is available in Reece's office.

**OLD BUSINESS**

**New World Update:** Kurt Mills; Director of SNOPAC, Jimmy Robinson, Technical and Infrastructural Manager, along with Marysville Police Chief, Rick Smith, and Everett Fire Chief Murray Gordon were in attendance in response to the letter sent to SNOPAC by the Marysville Board of Directors asking for their definition of failure of the New World software. Kurt Mills started off by stating he understands our frustration. He admitted that New World oversold, missed deadlines and has struggled to get back on track. He also stated that there some things in the letter that were not accurate. New World feels they have turned around and are very close with only 43 go-live issues left to resolve. New World and SNOPAC have amended the software delivery timeline. The 10.3 Service Pack is scheduled to be delivered in November and the 10.4 scheduled to be delivered in January 2015. As far as a definition of failure, Kurt Mills stated they would not set a go-live date until they are confident they have a working product which would eliminate the possibility of failure.

Marysville Fire District Chair, Dave DeMarco presented a list of questions he had prepared to the visiting panel. They answered the questions to the best of their ability, though there were some they were ill-equipped to answer. Kurt Mills asked if the Board might forward the list of questions to him so he could respond with better educated answers. Questions attached.

**Executive Search Consultants – Chief Job Description:**

The Board of Directors are in favor of awarding the Executive Search to the Prothman Company. Chief Corn will decide on the direction of advertisement. Both Bontrager and Stevens voiced their opinion to not perform a join search but to move on our own path in the hiring of our new Fire Chief.

**Motion** was made by Bontrager; seconded by Toyer to award the Executive Search to the Prothman Company leaving the direction of advertisement to Chief Corn.

**Motion carried (6-0)**

**NEW BUSINESS**

**Adopt Planning Committee recommendation for : Mission Statement, Vision Statement & Core Values:**

The Board was in agreement to revisit this subject at next month's meeting.

**Bars/Bias Financial Software Conversion:** Finance Manger Reece reported that the software conversion from Bars to Bias has been completed for the finance portion. She is working with the City to iron out some formatting issues. The payroll conversion is to begin on November 4, 2014. Payroll Specialist Elvrom will run the two programs side by side for the next month's payroll.

**Revision of Marysville Fire District Policy #6035 – Disposal of Surplus Property:**

The request was made to revise the Marysville Fire District Policy #6035 to add the use of an auction service to sell old surplus items.

**Motion** was made by Sheldon, seconded by Wright to revise the Marysville Fire District policy #6035 to add the use of auction services for the sale of surplus property.

**Motion carried (6-0)**

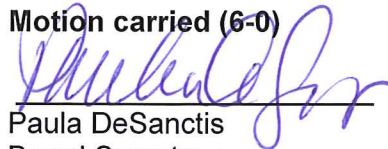
**CALL ON BOARD MEMBER**

- Bontrager expressed a need to follow through with promoting the Fire District new on the website. He also thanked DeMarco for the questioning of SNOPAC and New World.
- McFalls gave a verbal invitation to all to attend the graduation ceremony of Garrett Mooney from the North Bend Fire Training Academy. He stated he would email out more information when it is received from the Academy. McFalls also shared emailed information on Ebola EMS checklists, guidelines and training.
- DeMarco thanked everyone in attendance for their time while questioning SNOPAC.
- Wright informed everyone that at the last City Council Meeting they passed a no soliciting ordinance along State Avenue which may affect the Marysville Fire District Fill the Boot event.
- Sheldon congratulated the staff on the Phoenix Award and expressed her appreciation for their amazing work with Jacee.
- All members thanked Reece and administrative staff for the excellent audit reports.

**ADJOURNMENT**

With no further action required, motion was made by Toyer; seconded by Bontrager to adjourn at 8:57 pm from the regular board meeting.

**Motion carried (6-0)**

  
Paula DeSanctis  
Board Secretary

11-19-14  
Date approved

Approved Initials 

## **Fire Prevention Report**

October 15, 2014

- The total fire loss for 2014:
  - There were 14 fire incidents investigated thus far in 2014, with \$2.1 million in assessed value and over \$1.1 million in fire loss.
- We had a very successful "Touch-a-Truck" this year seeing over 500 kids.
- Plans continue to be steady and in fact they appear to be increasing. The Lakewood construction projects have started and should be under construction for over a year. The Ford Dealership is progressing rapidly and the target for opening is in December.
- We continue to be above 80% for compliance on our fire systems through Tegriss.
- We hosted the Snohomish County Prevention Association quarterly program and had over 30 people attend. Topics were related to inspections and plan review.

### **Public Education**

#### **Number of Public Education Attendees**

<b>Program</b>	<b>Current Month</b>	<b>Year to date</b>
Preschool Program	15	280
Elementary Age (K-5)	25	1206
Station Tours	0	181
Smoke Alarm Installations	0	4
Youth Fire-Setter Interventions	0	0
Helmet Fittings	2	27
Public Events	100	2035



Marysville Fire District 2014 Fire Incident Totals										
Month	Total Investigations	Accidental	Incendiary	Undetermined	Residential	Commercial	Vehicle	Other	Total Property Value	Total Fire Loss
January	3	2	0	1	2	1	0	0	\$ 749,548.00	\$ 545,249.00
February	0	0	0	0	0	0	0	0	0	0
March	2	1	1	0	2	0	0	0	\$ 480,000.00	\$ 290,000.00
April	0	0	0	0	0	0	0	0	0	0
May	3	2	0	1	3	0	0	0	\$ 541,238.00	\$ 195,042.00
June	2	1	0	1	1	0	0	1	\$ 130,000.00	\$ 50,000.00
July	0	0	0	0	0	0	0	0	0	0
August	4	3	0	1	3	1	0	0	\$ 291,700.00	\$ 68,000.00
September	0	0	0	0	0	0	0	0	0	0
October										
November										
December										
Totals	14	9	1	4	11	2	0	1	\$ 2,192,486.00	\$ 1,148,291.00

