

MARYSVILLE FIRE DISTRICT

BOARD OF DIRECTORS MEETING

May 20, 2015

CALL TO ORDER/FLAG SALUTE

Chairperson Stevens called the meeting to order and led the flag salute at 7:20 pm.

The following were in attendance:

Board of Directors:

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

Staff Members:

Martin McFalls, Interim Fire Chief	Joyce Savage, Human Resource Manager
Chelsie Reece, Finance Manager	Darryl Neuhoff, Division Chief
Terry Matsumura, MSA	Paula DeSanctis, Secretary

PRESENTATIONS

Interim Chief McFalls presented newly promoted Captain Craig Walbridge to the Board of Directors and presented him with his badge. McFalls thanked both Craig and his family for the sacrifice they have made throughout this process.

Chairperson Stevens added two items to the Agenda. Appendix D and Appendix E were added under new business.

MFD CONSENT AGENDA

- A. Approve minutes of April 15, 2015, regular meeting.
- B. Approval of May Claims and Payroll:
 - i. MFD Expense Fund \$ 475,411.48
 - ii. MFD Payroll (excluding benefits) \$ 862,530.32
 - iii. MFD Apparatus Fund \$ 13,407.44

Motion: To approve the MFD Consent Agenda
Made By: Wright
Seconded By: DeMarco
Action: PASSED unanimously

SCFD #12 Consent Agenda

- A. Approval of May Claims:
 - I. SCFD #12 Expense Fund \$ 307.82

Motion: To approve the SCFD #12 Consent Agenda
Made By: Sheldon
Seconded By: DeMarco
Action: PASSED unanimously

INFORMATION ITEMS

Communications:

Committee Reports

EMS Committee: Approval of May EMS accounts recommendations.

Month	Charity	Collections	Bankruptcy
May	\$1,705.73	\$27,104.24	\$642.40

Motion: To approve the May 2015 ambulance account recommendations.
Made By: Wright
Seconded By: Toyer
Action: PASSED unanimously

Planning Committee: The Planning Committee met on April 17, 2015, and went over the Planning Document Draft. Several suggested changes were proposed. The final Planning Document will be presented to the Board once those changes have been made.

Personnel Committee: Nothing to report.

Quil Ceda Village Annual Report: McFalls stated that he had met with the Quil Ceda Board and began to make contact for the upcoming contract negotiations.

STAFF BUSINESS

Operations Report (Including April Incident Report): Chief McFalls reported that in April we had 974 calls, 67 more alarms than April of 2014. The average response time for April was 6 minutes, 12 seconds. In April we provided mutual aid with patient transport 7 times and received mutual aid for patient transport 13 times. From our total number of 974 calls in April, we had 456 transports. Of those, 343 were BLS transports and 113 were ALS transports.

April 2015	Dollars	Total Hours	Captain Shifts	Paramedic Shifts	Firefighter Shifts	Sick Leave Used
Full-time	\$ 78,729.32	1,461.00	2.00	6.00	19.00	572.50
Part time	\$ 852.00	40.00				
Month Total	\$ 79,581.32	1,501.00	2.00	6.00	19.00	572.50
YTD Totals	\$ 181,322.04	3,288.50	6.00	20.50	32.50	2,711.50

For April, the F/T overtime was \$78,729.32 and the P/T overtime was \$852.00

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

Local 3219 Union Report: President Jason Tucker reported that at the last Labor Management Meeting the main topic of discussion was the ongoing issue of overtime staffing. Tucker shared that several Union Members along with Council Member Steve Muller attended Fire Ops. 101. Tucker felt Muller gained some insight and a better idea of the ins and outs of what we do. Tucker reported that he is working on gathering two to three firefighters to volunteer to help with sport physicals at Marysville Pilchuck High School on June 9th.

OLD BUSINESS

Regional Fire Authority Update: DeMarco reported that Finance Manager Reece gave a detailed financial report for the Marysville Fire District. The next meeting is scheduled for June 16th which will focus on what a Regional Fire Authority could look like structurally and financially.

Station 63 Remodel: The repairs to the bathroom at Station 63 have been completed and it is back in operation.

New World: Our New World Go Live Date is June 9, 2015. McFalls reported that the New World Systems Training Plan was included in the Board Packets. DeMarco shared his experience with the load tests. He stated they did not go well and we should anticipate failure and be prepared.

Sunnyside Nursery/Wetlands Mitigation: DC Neuhoff gave a brief review of the letter received from Wetland Resources, Inc. in regards to the wetland violations on the Fire District 12 property. The property received a score of 20 points which translates to a Category II wetland. A map was included with the letter showing a large highlighted area on the property that will potentially need to be restored to pre-disturbance conditions. Associate Ecologist, Jeff Mallahan is starting a draft of the restoration plan and Critical Area Study for the property, and looking into potential options to reduce the planting area. DC Neuhoff also gave a brief review of a letter received from Steve Smith of Sunnyside Nursery requesting approval to continue The Community Food Bank Garden Program which is located on the Fire District 12 Property. Due to current wetland mitigation review status, the consensus of the Marysville Fire District Board of Directors that at this time no further activity is to take place on the property. The direction of the Board is to resolve the wetland violation and have the property appraised for fair market value and then discuss the option of offering the property for sale. The Board members directed DC Neuhoff to please respond to Steve Smith at Sunnyside Nursery in writing with their decision.

NEW BUSINESS

Agenda Bill – Stryker Gurney and Load Systems Purchase Information Item

The formal bidding procedure was not undertaken, as at the time of order, it was not known that a second vendor existed. Upon discovery, the installation process was halted and further investigation commenced. It was determined that the second vendor pricing for the exact same items was considerably higher than the price as purchased from Stryker. As we had already taken delivery and agreed to the order, the installation was rescheduled. However, it was determined that the order was one load system short of what was necessary. Since this system exceeds the threshold required for formal

bidding, this one system shall be purchased after completion of advertising and awarding of a bid for such items.

In an effort to alleviate any further oversights regarding bid thresholds and sole source designations, a policy change is pending establishing the use of a 'Purchase Order' system; this will require all orders exceeding \$10,000, of any quantity or items, to be reviewed for bidding thresholds and budgetary allocation.

Finance Manager Reece will be self reporting the oversight to the auditor along with all documentation that the correction has been made and new procedures that were put in place.

Agenda Bill – Authorization to Solicit and Award Bid for Stryker Load System

Motion: Authorization to Solicit and Award Bid for Stryker Load System
Made By: Wright
Seconded By: Toyer
Action: PASSED unanimously

Agenda Bill – AED Purchase Interlocal

An interlocal agreement is necessary to purchase over \$10,000 when utilizing another agency's bid award. Marysville Fire District originally placed an order for AED's off of East Side Fire and Rescue's bid award under \$10,000, but then increased that order by one device. That increase placed the total order over the threshold for bidding requirements, requiring an interlocal agreement be executed between ESF&R and Marysville Fire District. This action need was not discovered until after the fact, thus the reason for authorization to enter into an interlocal with ESF&R taking place after the order was made. This interlocal indicates a retroactive clause allowing purchases from the time of the bid award.

Motion: To authorize the signing and entering into an interlocal agreement with ESF&R for purchasing AED's off their 2012 bid award
Made By: Sheldon
Seconded By: Bontrager
Action: PASSED unanimously

Agenda Bill – 2014 Annual Financial Report Approval

Submitted for Board review and approval are the Fiscal Year 2014 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. We have also included a document for your reference referred to as the Financial Intelligence Tool (FIT), which graphs a few key financial indicators of interest to the District. This is a new function added to the SAO website which utilizes the data directly imported through the financial report online submittal portal.

Motion: To Approve the Annual Financial Report
Made By: Toyer
Seconded By: DeMarco
Action: PASSED unanimously

Agenda Bill – Revision of Marysville Fire District Policy #6050-Purchasing Authorization, Control, and Purchase Orders

Marysville Fire District Policy #6050 – Purchasing: Authorization, Control, and Purchase Orders are being proposed for revision to implement a purchase order authorization system for purchases of equipment, materials, and supplies anticipated to exceed \$10,000. The proposed purchase order system will enhance our internal controls surrounding the procurement process and ensure that purchases which necessitate bid law compliance are identified and executed appropriately.

Motion: To adopt the revised Marysville Fire District Policy #6050 – Purchasing Authorization, Control, and Purchase Orders

Made By: Wright

Seconded By: Toyer

Action: PASSED unanimously

Agenda Bill – Revision of Marysville Fire District Policy #6055 – Purchasing Bids and Contracts

Marysville Fire District Policy #6055 – Purchasing: Bids and Contracts is being proposed for revision to include:

(1) A reference to and brief narrative describing the newly established purchase order system proposed for adoption in Marysville Fire District Policy #6050 – Purchasing: Authorization, Control, and Purchase Orders.

(2) The requirement that “Prior to placing an order for any purchase of equipment, materials, or supplies that are anticipated to exceed \$7,500, a total price quote inclusive of all shipping, taxes and other applicable fees shall be obtained.” This additional internal control measure is being proposed to ensure that orders which have the possibility of unintentionally exceeding \$10,000 are identified prior to purchase and bid law compliance is satisfied.

Motion: To adopt the revised Marysville Fire District Policy #6055 – Purchasing Bids and Contracts

Made By: Bontrager

Seconded By: DeMarco

Action: PASSED unanimously

Resolution 2015B-7: Requesting Sole Source Designation for Glide Scope

This is a request for sole source designation regarding previous and current purchasing of video augmented laryngoscope devices.

Dr. Ron Brown, Marysville Fire District’s paramedic program physician, has stipulated that Marysville Fire District paramedics may only use the GlideScope

version of this device. Verathon Inc. is the only vendor of the GlideScope product.

Motion: To approve Verathon Inc. as the sole source vendor for Glidescope
Made By: DeMarco
Seconded By: Wright
Action: PASSED unanimously

Requesting to extend the 2014 Battalion Chief's Promotion List by one year

Motion: To extend the 2014 Battalion Chief's Promotion List by one year as of May 1, 2015

Made By: Bontrager
Seconded By: DeMarco
Action: PASSED unanimously

Appendix D – Automatic Vehicle Locators

SNOPAC communications dispatch center plans to implement Automatic Vehicle Locator technology throughout its communication system. The Marysville Fire District and the IAFF Local 3219 are in agreement to ask for the approval of the Board to implement the AVL technology. The District and the IAFF Local 3219 mutually agree not to use AVL data to initiate disciplinary investigations or actions or as independent basis for disciplinary action. AVL equipment may be used for computer-aided dispatch, mapping, proximity bases routing, incident/accident investigation, training, service planning, and system performance monitoring. AVL data may also be used in connection with the resolution of citizen complaints and criminal investigations.

Motion: To approve the implementation of automatic vehicle locators
Made By: Bontrager
Seconded By: Sheldon
Action: PASSED unanimously

Appendix E – Conversion of sick leave cash out to retiree medical account or HRA VEBA

It was agreed that Appendix E will be brought back with corrections at next month's Board Meeting.

Acceptance of the 2014 Annual Report

The Board was in consensus to accept the 2014 Annual Report

EXECUTIVE SESSION

Chairperson Stevens called for executive session at 8:40pm to discuss personnel matters pursuant RCW 42.30.110(1)(g) returning at 8:50pm.

Motion: To extend the limited duty assignment of the subject employee for a period of 12 additional weeks as discussed in executive session

Made By: Toyer
Seconded By: DeMarco
Action: PASSED unanimously

CALL ON BOARD MEMBERS

Bontrager – Announced that he may be stepping down from his position as Marysville Fire District Commissioner in the near future due to a new position at work.

DeMarco – Announced his term as Marysville Fire District Commissioner is up at the end of this year and he has decided not to rerun. He has enjoyed his twelve years spent here with Marysville Fire District.

Sheldon – No further comments.

Toyer – No further comments.

Stevens – No further comments.

Wright – Thanked Finance Manager Reece for the 2014 Financial Report presented.

McFalls – Thanked DC Neuhoff for his efforts in handling all current District situations.

ADJOURNMENT

With no further action required, the Board adjourned at 8:52pm.


Paula DeSanctis
Board Secretary

6/17/15
Date approved

Fire Prevention Report

May 20, 2015

- The total fire loss for 2015:
 - There were 5 fire incidents investigated thus far in 2015, with \$1.7 million in assessed value and over \$810,000 in fire loss.
- Attended a meeting with Public Works on new low impact development requirements there will be some changes to the current development standards. The first meeting was informational for all of the departments to understand the process and to prepare for input.
- We conducted PPE training for all of the members. This was a required training for all members. This was part of the risk assessment process that was completed last year.
- We attended the YMCA Healthy Challenge Day. Our booth was a big success with over 300 people seeing our booth.
- We attended the career day that was sponsored by Marysville School District. The event was held at EVCC

Public Education

Number of Public Education Attendees

Program	Current Month	Year to date
Preschool Program	2	241
Elementary Age (K-5)	5	364
Station Tours	2	60
Smoke Alarm Installations	2	8
Youth Fire-Setter Interventions	0	0
Helmet Fittings	0	8
Public Events	3	700

Marysville Fire District 2015 Fire Incident Totals

Month	Total Investigations	Accidental	Incendiary	Undetermined	Residential	Commercial	Vehicle	Other	Total Property Value	Total Fire Loss
January	2	2	0	0	2	0	0	0	\$ 1,018,228.00	\$ 421,847.00
February	2	0	0	2	1	0	0	1	\$ 343,235.00	\$ 38,824.00
March	1	0	1	0	1	0	0	0	\$ 350,000.00	\$ 350,000.00
April	0	0	0	0	0	0	0	0	\$ -	\$ -
May	0	0	0	0	0	0	0	0	\$ -	\$ -
June	0	0	0	0	0	0	0	0	\$ -	\$ -
July	0	0	0	0	0	0	0	0	\$ -	\$ -
August	0	0	0	0	0	0	0	0	\$ -	\$ -
September	0	0	0	0	0	0	0	0	\$ -	\$ -
October	0	0	0	0	0	0	0	0	\$ -	\$ -
November	0	0	0	0	0	0	0	0	\$ -	\$ -
December	0	0	0	0	0	0	0	0	\$ -	\$ -
Totals	5	2	1	2	4	0	0	1	\$ 1,711,463.00	\$ 810,671.00

