

MARYSVILLE FIRE DISTRICT BOARD OF DIRECTORS
Special Meeting – Budget Workshop
October 7, 2016

Chairperson Stevens called the meeting to order at 9:05 am.

The following were in attendance:

Board of Directors:

Gary Bontrager	Donna Wright
Pat Cook	Rob Toyer
Marilyn Sheldon	Michael Stevens

Staff Members:

Martin McFalls, Chief	Chelsie McInnis, Finance Manager
Jeff Cole, DC	Joyce Savage, Human Resources Manager
Tom Maloney, DC	Paula DeSanctis, Board Secretary
Darryl Neuhoff, DC	

City Staff Guests:

Gloria Hirashima, Chief Administrative Officer
Sandy Langdon, Finance Director

2017 PRELIMINARY BUDGET

Finance Manager McInnis reviewed the 2017 budget which included the updated 2016 revenue estimates for Marysville Fire District (MFD) and Snohomish County Fire Protection District No. 12 (SCFPD #12). MFD had an increase in revenues of approximately \$530,882.82 and SCFPD #12 property tax will increase dependent on the agreed chosen levy rate. Finance Manager McInnis and the Board reviewed the 2017 property values and levy rates. 2017 ILA funding for MFD will be approximately \$12,870,632 with the ILA funding formula proposed to return to the original format where the City will match the Fire District 12 levy (provided it does not exceed 1% plus new construction and refunds over the previous year). The Board reviewed the 2017 proposed budget which included all MFD and SCFPD #12 funds, discretionary personnel costs, program costs, and equipment costs.

RECESS

The Board recessed at 10:25 am for a ten-minute break.

RECONVENE

The Board reconvened at 10:35 am.

McInnis presented the District's five-year financial planning model showing the District's economic forecast with the current staffing and the impact of hiring additional staffing in 2017.

RECESS

The Board recessed at 12:10 am for a twenty-minute break.

RECONVENE

The Board reconvened at 12:30 am.

After reviewing the proposed 2017 budget line items and requests, the board requested a detailed overtime analysis to help in the decision of approving addition staffing in 2017. The Board authorized the funding of a Public Information Officer with the hiring date of January 2017. After much discussion it was agreed to put the requested Rapid Entry Swimmer Program on hold. McInnis informed the Board that the Community Paramedic Program that was approved for the 2016 Budget has been put on hold in lieu of the pending RFA formation.

Chief McFalls informed the board of a past due billing for Station 61 maintenance and repair charges associated with the 1992 Facilities Use Agreement signed by Fire District 12 and the City of Marysville when the original MFD ILA was executed. This use agreement outlines the financial responsibility that MFD has for our portion of Station 61. This liability includes a proportionate share of all utilities, insurance premiums, fire alarm monitoring systems, HVAC systems, City allocated labor costs for maintenance of the building, and other general maintenance/repairs that can be directly attributed to the portion occupied by MFD. Since the inception of this agreement utilities have been billed and paid on a monthly basis, however in 2008 it was identified by the City that the remainder of the charges were not being billed. Therefore, in 2008 Chief Corn and Mike Shepard (former City Fleet and Facilities Manager) signed a Letter of Understanding which further outlined the MFD financial obligation for use of the Public Safety Building. Shortly after this letter was signed, the City employees responsible for the billing separated employment and the billing did not occur. It was recently identified by the City that the charges were not getting billed, hence the past due invoice being submitted for payment. The past due billing includes those charges from March 2008 through December 2015 (\$228,073.11) as well as January through July 2016 (\$27,657.29) for a combined total past due of \$255,730.40. McInnis informed the board that this amount has been included as paid during the 2016 budget cycle to provide the best estimated on ending fund balance; however, further discussion and authorization for payment will need to occur at either the October or November board meeting. Additionally, the 2017 estimated annual liability for this purpose will be approximately \$48,000-\$50,000.

Commissioner Bontrager requested that McInnis provide him with different ILA funding scenarios for his review.

A second Budget Workshop was scheduled for Tuesday, November 1, 2016, 4 pm at Station 66 to further consider all 2017 budget requests.

ADJOURNMENT

With no further action required, the Board adjourned at 2:00 pm.

Paula DeSanctis
Board Secretary

Date approved