

**MARYSVILLE FIRE DISTRICT  
BOARD OF DIRECTORS MEETING  
February 15, 2017**

**CALL TO ORDER/FLAG SALUTE**

Chairperson Cook called the meeting to order and PIO Veley led the flag salute at 7 pm.

**The following were in attendance:**

**Board of Directors:**

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Rob Toyer	Gary Bontrager
Michael Stevens	Pat Cook

**Staff Members:**

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Martin McFalls, Fire Chief  
Jeff Cole, Deputy Chief  
Darryl Neuhoff, Deputy Chief  
Tom Maloney, Fire Marshal  
Paula DeSanctis, Board Secretary

**Guests:**

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Attorney Grant Weed

**AUDIENCE PARTICIPATION/PRESENTATIONS:** None

**MFD CONSENT AGENDA**

- A. Approve minutes of the January 18, 2017, regular meeting
- B. Approve minutes of the January 18, 2017, special meeting- Board Training
- C. Approval of February Claims and Payroll:
  - i. MFD Expense Fund \$ 172,272.47
  - ii. MFD Payroll (excluding benefits) \$ 928,129.36
  - iii. MFD Apparatus Fund \$ 0.00

**Motion:** To approve the MFD Consent Agenda  
**Made By:** Stevens  
**Seconded By:** Toyer  
**Action:** PASSED unanimously

**SCFD #12 Consent Agenda**

- A. Approve minutes of the January 19, 2017, special meeting- Asset Distribution
- B. Approval of February Claims:
  - I. SCFD #12 Expense Fund \$ 2,866.12

**Motion:** To approve the SCFD #12 Consent Agenda item A  
**Made By:** Cook  
**Seconded By:** Bontrager  
**Action:** PASSED unanimously



**Motion:** To approve the SCFD #12 Consent Agenda item B  
**Made By:** Cook  
**Seconded By:** Bontrager  
**Action:** PASSED unanimously

### **INFORMATION ITEMS**

**Communications:** None

### **COMMITTEE REPORTS**

EMS Committee: Approval of February EMS accounts recommendations.

<b>Month</b>	<b>Charity</b>	<b>Collections</b>	<b>Bankruptcy</b>
February	1,339.34	25,863.70	0.00

**Motion:** To approve the February ambulance recommendations.  
**Made By:** Toyer  
**Seconded By:** Bontrager  
**Action:** PASSED unanimously

**Planning Committee:** Has not met. Scheduled the next Planning Committee for March 10, 2017, 9 am at station 62.

**Personnel Committee:** Tentatively scheduled interviews for one full time firefighter and one Captain for March 3, 2017, 1 pm at the Marysville Fire District Administration Office. DeSanctis will confirm the date and time with Board Member Wright.

### **STAFF BUSINESS**

#### Operations Report:

- Chief Cole stated that the monthly incident report included in the Board packets is missing the mutual aid report due to problems in the ESO fire transition. The issue is being addressed.
- We continue to see an increase in call volumes; we were up 118 calls over January 2016.
- Our electronic time sheets on the employee portion are working out smoother than expected. Our first test download from Crew Sense to Bias will be this month.
- Our Peer Support Team has been very active and a positive addition to our District. The District is being diligent in updating policies and forms to be sure we are in compliance.
- We have hired nine new part time firefighters who are currently completing shadow shift through the end of February and will go live in March. We will run a new academy in the near future.
- The Everett Community College Fire Program has suspended their spring classes and very possibly fall classes as well. We are looking at different ways to attract a bigger pool of applicants.

**Overtime Report:**

<b>January 2017</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	\$ 31,108.83	683.00	2.00	3.00	3.00	943.50
Part time	\$ 4,923.00	234.00				
<b>Month Total</b>	<b>\$ 36,031.83</b>	<b>917.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>	<b>943.50</b>
YTD Totals	\$ 36,031.83	917.00	2.00	3.00	3.00	943.50

**For January, the F/T overtime was \$ 31,108.83 and the P/T overtime was \$ 4,923.00.**

**Fire Prevention Report:**

- Fire Marshal Maloney introduced our newly hired Public Information Officer Christie Veley. We are working on the division's priorities and a training plan. Christie has already met with City Officials regarding firework ban information.
- Electronic inspections are moving forward. Addresses have been uploaded into the system and should be ready by end of the first quarter. The electronic inspections will make our inspection process more efficient and accurate.

**Local 3219 Union Report:** Union President Jason Tucker reported that he has met with MFD and Arlington administration discussing the operational aspects of an RFA. Tucker states the Union will be taking Christie Veley through fire operations on March 22, 2017.

**OLD BUSINESS**

**Locution System Station Alerting:** DC Neuhoff stated that SNO PAC will purchase the equipment and MFD will pay them back in four annual payments of \$32,750.00. Neuhoff requested that the Board authorize Chief McFalls to give written notice agreeing to the purchase of the Locution equipment. Neuhoff stated an ILA will need to be drafted as well.

**Motion:** To authorize Chief McFalls to give written notice approving the purchase of the Locution equipment.  
**Made By:** Bontrager  
**Seconded By:** Stevens  
**Action:** PASSED unanimously

**NEW BUSINESS**

**Commissioner Resignation:** Commissioner Bontrager stated per policy, we are to formally accept the resignation of Commissioner Sheldon and declare the SCFPD 12 position #3 vacant.

**Motion:** To formally accept the verbal resignation of Commissioner Sheldon and declare the SCFPD 12 Commissioner Position 3 vacant.  
**Made By:** Bontrager  
**Seconded By:** Cook  
**Action:** PASSED unanimously

**Extend Current Captains List:** Chief McFalls requested that the Board authorize the extension of the current Captains list for up to one year.

**Motion:** To authorize the extension of the current Captains list for up to one year.  
**Made By:** Toyer  
**Seconded By:** Stevens  
**Action:** PASSED unanimously

**HIPAA Rules and Regulations:** At the request of Chairperson Cook, Chief McFalls shared information on HIPAA laws and regulation regarding employees. It was requested by Commissioner Bontrager that in the event of a life-threatening event of one of our employees, that the Board Members be notified via phone call with information not violating HIPAA laws.

### **CALL ON BOARD MEMBERS**

**Cook** – Nothing more to report

**Bontrager** – Nothing more to report

**Stevens** – Nothing more to report

**Toyer**- Nothing more to report

**Weed** – District 12 Commissioners would like to extend an invitation to all board members and union members to attend the Commissioner interviews. Date to be announced.

**Cole** – Nothing more to report

**McFalls** – Announced the retirement of Captain Larry Nelson as of February 28, 2017. Retirement party date to be announced.

**DeSanctis**- Chief McFalls will be presenting Phoenix awards to several North County responders at next month's regular board meeting.

### **ADJOURNMENT**

With no further action required, the Board adjourned at 8:40 pm.

  
Paula DeSanctis  
Board Secretary

3/15/17  
Date approved