

MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS MEETING
May 17, 2017

CALL TO ORDER/FLAG SALUTE

Chairperson Cook called the meeting to order and Commissioner Bontrager led the flag salute at 7:04 pm.

The following were in attendance:

Board of Directors:

Rob Toyer	Gary Bontrager
Michael Stevens	Pat Cook
	Tonya Christoffersen

Staff Members:

Martin McFalls, Fire Chief
Jeff Cole, Deputy Chief
Tom Maloney, Deputy Chief
Darryl Neuhoff, Deputy Chief
Chelsie McInnis, Finance Manager
Paula DeSanctis, Board Secretary

Guests:

Grant Weed, District Attorney

AUDIENCE PARTICIPATION/PRESENTATIONS:

Chairperson Cook introduced and welcomed guest Mark James.

Swearing in Ceremony: Chief McFalls introduced Steve Neyens and administered the oath of office as our newly promoted Captain.

MFD CONSENT AGENDA

- A. Excuse Board Member Wright from the May 17, 2017 regular meeting
- B. Approve minutes of the April 19, 2017, regular meeting
- C. Approval of May Claims and Payroll:
 - i. MFD Expense Fund \$ 178,020.23
 - ii. MFD Payroll (excluding benefits) \$ 980,843.35
 - iii. MFD Apparatus Fund \$ 0.00

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

SCFD #12 Consent Agenda

- A. Approve minutes of the April 19, 2017, special meeting- Second Amendment
- B. Approval of May Claims:
 - I. SCFD #12 Expense Fund \$ 2,098.21

G: Office Shared/MFD Board/2017 Minutes/5-17-17/Minutes of the Board Approved Initials



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

INFORMATION ITEMS

Communications: Nothing to report.

COMMITTEE REPORTS

EMS Committee: Approval of May EMS accounts recommendations.

Month	Charity	Collections	Bankruptcy
May	1,360.07	23,776.39	0.00

Motion: To approve the May ambulance recommendations.
Made By: Bontrager
Seconded By: Stevens
Action: PASSED unanimously

Planning Committee: Tabled.

Personnel Committee: Jason Huizenga has been promoted to Captain. Sean Anderson and Aubrey Schermerhorn have moved forward in the hiring process as career firefighters.

STAFF BUSINESS

Operations Report:

Chief Cole reported that our overtime for April 2017 was at \$36,588.65 down from \$59,000.00 this time last year. Unfortunately, the next several months we will be facing staffing issues that will increase our overtime cost. The following are all factors:

- Three retirements
- Losing firefighter/paramedic to District 1
- Two on long term disability
- Four on upcoming paternity leave (4 to 12 weeks)
- Down eight part time firefighters
- Upcoming Strawberry Festival
- Upcoming Fourth of July Holiday

Cole stated that we have advertised for lateral firefighter/paramedic and we will be starting a new part time academy early to mid-June.



Overtime Report:

April 2017	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 36,431.15	613.00	730.75
Part time	\$ 157.50	7.00	
Month Total	\$ 36,588.65	620.00	730.75
YTD Totals	\$ 182,325.61	3,834.25	3,938.00

For April, the F/T overtime was \$ 36,431.15 and the P/T overtime was \$ 157.50.

Fire Prevention Report: The full fire prevention report was included in the board packets. DC Maloney shared that the cause of the Village restaurant is still undetermined.

Local 3219 Union Report: Captain Matt Campbell spoke on behalf of Union President Jason Tucker thanking the board for bringing in facilitator to help with the RFA formation process. Campbell shared that the local helped sponsor the recent Marysville Food Bank Comedy Night Fund Raiser.

2016 SAO Annual Financial; Report Filing: Finance Manager Chelsie McInnis reported that the District's 2016 annual financial report has been electronically filed with the State Auditor's Office as required per RCW. McInnis reviewed the report noting any changes from the previous reporting period.

OLD BUSINESS

Locution System Station Alerting: DC Neuhoff reported that the Locution contracts have been signed and we are waiting for the equipment to be shipped out.

District 12 Property Sales: District Attorney Grant Weed shared that the documents for the sale of the District 12 Sunnyside property have been signed. The closing documents are being prepared and should be finalized by next week.

Community Paramedic Program: McFalls distributed handouts of the ACH demographics and the startup costs of a Community Paramedic Program. Chief McFalls gave a brief overview of the North Sound ACH, Community Paramedic Program and the potential funding for the program.

NEW BUSINESS

Training Report: BC Goodale gave a detailed portrait of the continued progress made in the Training Department over the last five months.

- Goodale noted that our current on-duty training will lead to additional overtime expenditures in order to comply with mandated training requirements. Tracking shows that our crews are having difficulty completing required training due to call volume. Solutions are being sought out, with one possible solution being to backfill with a crew to have the ability to take a crew out of service to complete mandatory training.
- Our number one importance is to answer all calls and number two is to train for those calls. We have identified and are implementing what is needed to help accomplish this:
 1. Station props
 2. Recruit academy
 3. Officer development
 4. Part time academy

- Established one point of contact per shift to filter down information
- Building task books
- Blue Card, Incident Command
- Implementing a new training tacking system
- Updating policy and procedures
- Enhanced JATC program
- Continued active shooter training with Marysville Police
- Special Ops Training – Hazmat and Technical Rescue
- Live fire training every three years
- Promotional testing
- Training Consortium contract has been signed
- Goal of having a 2018 full time in house academy

Bank of America Account Closures: Finance Manger Chelsie McInnis reported that Bank of America gave written notice that all District accounts will be closed as of August 15, 2017. We have two accounts with Bank of America, Ambulance Billing and Deposit In-Transfer accounts. McInnis shared that she is researching the cost associated with other banks in the area and asked for board approval and authorization to close our accounts with Bank of America prior to the August 15, 2017 deadline, provided alternative banks have been identified. The board was in consensus and authorized McInnis to close the Bank of America Ambulance Billing and Deposit In-Transfer accounts and open new accounts with an appropriately identified banking institution to serve existing functions.

Agenda Bill – Ambulance Billing - Resolution 2017B-1: Ambulance Transport Fees
Finance Manager McInnis gave an overview of the four rate increase options. After much discussion, the Board agreed on option A for rates effective June 1, 2017.

Motion: To adopt Resolution 2017B-1, Ambulance Billing Authorization increasing ambulance transport rates as authorized by the Board.
Made By: Christoffersen
Seconded By: Toyer
Action: PASSED unanimously

EXECUTIVE SESSION

Commissioner Cook called for a ten minute executive session at 8:18 pm to evaluate the performance of a public employee pursuant RCW 42.31.110(g) to return at 8:28 pm with possible action to follow.

RECONVENE

The open public meeting reconvened at 8:28 pm.

District 12 Chairperson Bontrager asked for a motion to authorize Chief McFalls to execute the separation agreement as discussed in executive session.

Motion: To authorize Chief McFalls to execute the separation agreement as discussed in executive session.
Made By: Cook
Seconded By: Christoffersen
Action: PASSED unanimously

CALL ON BOARD MEMBERS

Cook – Thanked Goodale for the excellent training update.

Maloney – Happy Memorial Weekend.

Weed – Glad to be of assistance.

Bontrager – Thanked Goodale, Cole, and McInnis for their presentation/updates.

Stevens – Nothing to report.

Toyer - Nothing to report.

Christoffersen - Shared that she attended her first Sno-Isle Meeting and experienced her first ride along with a second scheduled in June. Announced that she will not be able to attend the May 25, 2017 RFA meeting.

Neuhoff – Enjoy the forecasted sunshine.

Cole – Nothing more to report.

McFalls – Thanked Goodale for the training update and for embracing the position.

DeSanctis - Couple of reminders, there is a RFA meeting on Thursday, May 25, 2017, 5 pm in Arlington. The WFCA Saturday Seminar Conference in Chelan is June 4, 2017.

ADJOURNMENT

With no further action required, the Board adjourned at 8:28 pm.



Paula DeSanctis
Board Secretary

6/21/17
Date approved