

**MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS MEETING
October 18, 2017**

CALL TO ORDER/FLAG SALUTE

Chairperson Cook called the meeting to order and Boardmember Toyer led the flag salute at 7 pm.

The following were in attendance:

Board of Directors:

Rob Toyer	Tonya Christoffersen
Michael Stevens	Pat Cook
Donna Wright	Rick Ross

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:

Attorney Grant Weed

AUDIENCE PARTICIPATION/PRESENTATIONS:

MFD CONSENT AGENDA

- A. Approve minutes of the September 20, 2017, regular meeting
- B. Approval of October Claims and Payroll:
 - i. MFD Expense Fund \$ 191,107.15
 - ii. MFD Payroll (excluding benefits) \$ 893,778.94
 - iii. MFD Apparatus Fund \$ 93.09

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

SCFD #12 Consent Agenda

- A. Approval of October Claims:
 - I. SCFD #12 Expense Fund \$ 2,953.75

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

INFORMATION ITEMS

Communications: Chief McFalls shared that our PIO Christie Veley has been working hard promoting Marysville Fire District on social media. The Outlook published an article about Marysville Fire District Local 3219 and there support of breast cancer awareness.

COMMITTEE REPORTS

EMS Committee: Approval of October EMS accounts recommendations.

Month	Charity	Collections	Bankruptcy
October	1,704.68	23,263.87	0.00

Motion: To approve the October ambulance recommendations.
Made By: Christoffersen
Seconded By: Toyer
Action: PASSED unanimously

Planning Committee: Tabled.

Personnel Committee: Chief McFalls announced that BC Goodale has accepted a position with South Snohomish County Fire and Rescue (Formally District 1). His last day will be November 19, 2017. The Personnel Committee will meet on Monday, October 30, 2017, 4 pm at the Administration Office to conduct BC and Captains interviews.

STAFF BUSINESS

Operations Report: Chief Cole reported on the following:

- We were up 138 calls from this month last year which puts us on pace for 15,000 calls for the year. Our response times were in the normal range.
- Our four firefighters attending the Washington State Fire Academy will return mid-November.
- Lateral Paramedics, Joe Kendrick and Hunter Day will begin the academy January 5, 2018.
- This will be the first month of electronic only time sheets. Thanks to Sandra and Joyce for all the work and support on this project.

Overtime Report:

September 2017	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 60,081.89		908.50
Part time	\$ -		
Month Total	\$ 1,026.50	0.00	908.50
YTD Totals	\$ 514,838.51	8,250.01	8,507.50

For September, the F/T overtime was \$60,081.89 and the P/T overtime was \$ 0.00.

Fire Prevention Report: Fire Marshal Maloney reported on the following:

- PIO Christy Veley has been preparing lesson plans for our schools.
- The electronic inspections are going well and will be going live January 1, 2018.
- We are in process of researching a future fee schedule for inspections and permits.

Local 3219 Union Report: President Tucker reported on the following:

- The coats for kids event at Liberty Elementary went great. We were able to give new coats to 80 first graders.
- We are selling t-shirt for breast cancer awareness. All proceeds go to help fight cancer.
- Our annual food drive is coming up next month. Tucker asked for Board approval to use District gear and apparatus for the event. The board was in consensus to allow the use of District gear and apparatus for the event.
- Tucker announced that he will be stepping down as the Local 3219 President at the end of the year.

Commissioner Cook thanked Tucker and the local for all they do to help our community.

OLD BUSINESS

Locution System Station Alerting: Chief Neuhoff reported the last of the equipment is being shipped. Neuhoff is finishing putting together bid specifications for installation.

Hose Replacement: Chief Neuhoff is working on bids for the hose replacement. A discussion will be had on what will be needed in the future to operate effectively.

Training Software: Chief Neuhoff shared that a licensing agreement has been signed with Target Solutions and we are moving forward with the implementation.

Email Concerns: District Council and City Attorney John Walker have had discussions for a simple agreement regarding public records requests. City IS department is working on a long-term solution.

Mechanic Position: Chief Neuhoff shared that we advertised and interviewed for a journeyman level mechanic. Neuhoff and Lead Mechanic Josh Farnes narrowed down their top choice and the background check process has started.

SNOPAC Merger: SNOPAC and SNOCOM have unanimously elected to merge operations. Bylaws are being approved. An ILA for Board approval will be presented at the November Regular Board Meeting.

NEW BUSINESS

2017 Budget Update: Finance Manager Chelsie McInnis gave an update on the 2017 budget:

- **MFD 2017 Budget Update:**

- 1) **Expense Fund:** As of September 30, 2017, the MFD Expense fund budget has approximately 29% of its budget remaining, which equates to 4% under budget for this point in the year. This puts the District in a position where an official budget amendment will not be required for the under budgeted costs that have arisen such as, increased

overtime, a large scale hose replacement, retiree cash outs, and apparatus fund transfer.

2) **Apparatus Fund:** An Official amendment is required to adequately fund the final obligation for the two new fire engines. The budgeted staff vehicle will not be purchased and funds redistributed to reduce the transfer obligation from the MFD Expense Fund.

3) **Capital/Reserve Fund:** All budget capital projects are pending completion; it is anticipated that the only project which will complete by the end of 2017 is the Audio Visual Systems upgrade. The upgrade for 63 and 65 are heavily dependent upon the final RFA outcome and facility use plans.

• **SCFD 12 Update:**

1) **Expense Fund:** As of September 30, 2017, FD 12 Expense Fund budget has approximately 28% of its budget remaining, which equates to 3% under budget for this point in the year.

2) **Reserve Fund:** We are not anticipating the need for a budget amendment.

Agenda Bill: SCFD #15 Interlocal Agreement for EMS/ALS Services

Motion: To approve the updated EMS/ALS Services contract between Marysville Fire District and Snohomish County Fire District No. 15.

Made By: Christoffersen

Seconded By: Wright

Action: PASSED unanimously

Agenda Bill: 2017 Marysville Fire District Budget Amendment

Motion: To amend the 2017 Apparatus Fund Budget and authorization of corresponding funds from the Marysville Fire District Expense Fund.

Made By: Ross

Seconded By: Stevens

Action: PASSED unanimously

EXECUTIVE SESSION

Chairperson Cook called for a twenty minute executive session at 8:10 pm to evaluate the performance of a public employee pursuant RCW 42.30.110.1(g) to return at 8:30 pm.
(Possible action to follow)

Chairperson Cook called for a ten-minute extension to return at 8:40 pm.

Chairperson Cook called for a ten-minute extension to return at 8:50 pm.

Chairperson Cook called for a five-minute extension to return at 8:55 pm.

RECONVENE

The Regular Board Meeting reconvened at 8:57 pm.

Motion: To authorize the Board Chair to amend the current Chiefs contract as discussed in executive session with the recommended change in compensation amounts.
Made By: Ross
Seconded By: Stevens
Action: PASSED 5 to 1

Motion: To extend limited duty for said employee, through December 31, 2017, as discussed in executive session.
Made By: Stevens
Seconded By: Toyer
Action: PASSED unanimously

CALL ON BOARD MEMBERS

Ross – Thanked Paula for getting him all set up as a new Commissioner. Thanked Chelsie for her very impressive work and presentations. Thanked Darryl for his help with IT support. Expressed to Union President Jason Tucker that he appreciated his passion and let him know that he is being heard.

Christoffersen – Thanked the Union for the work they are doing in the community. She let Jason know she is willing to volunteer at the upcoming food drive. Thanked the staff for all the work they do.

Stevens – Happy to see the District and the Union for getting onto social media. Agreed we have a great team to work with.

Cook – Thanked Paula, Chelsie, and staff, appreciates all they do. Thanked Jason for his service and commitment as Union President.

Wright – Agreed with everyone's statements. Thank you everyone.

Toyer – Echoed all comments. Thanked Jason for his service as Union President.

Neuhoff – Thanked Jason for his service as Union President.

Maloney – November 4, 2017, is the all city food bank and toy store meeting.

Weed – Preparing letter disclosing claims and liabilities for the upcoming audit.

McFalls – Gave Chelsie special recognition for the phenomenal work she has been doing with the RFA, budget, and audit. Informed the Board that they will be notified when and if an exit conference is needed with the Washington States Auditors.

Cole – Thanked Jason for his service as the Union President.

DeSanctis – Reminders:

- RFA meeting tomorrow, Thursday, October 19, 2017, 5:00 pm in Marysville. Leah sent out a poll for a Special RFA Meeting to discuss Fire Benefit Charge. The proposed dates were Thursday, November 2nd and Thursday, November 9th, 5pm in Marysville. The November RFA Meeting is Thursday, November 16, 2017, 5 pm in Arlington and the December RFA Meeting will be Tuesday, December 19, 2017, 5 pm in Marysville.
- The 2018 Budget Workshop is this Friday, October 20, 2017, 9 am to about 3 pm at Station 66.
- The Washington Fire Commissioners Conference is October 25th through the 28th in Spokane. Everyone should have received their information packet. Please let me know if you have any questions.

ADJOURNMENT

With no further action required, the Board adjourned at 9:03 pm.



Paula DeSanctis
Board Secretary



Date approved