

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

***CALL TO ORDER/FLAG SALUTE***

Vice Chairperson Stevens called the meeting to order and the flag salute at 7:05 pm.

**The following were in attendance:**

**Board of Directors:**

Rob Toyer	Tonya Christoffersen
Michael Stevens	Rick Ross

**Staff Members:**

**Guests:**

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

***EXECUTIVE SESSION***

Vice Chairperson Stevens called for a 15 minute executive session at 7:05 pm to discuss the Collective Bargaining Agreement Pursuant RCW 42.30.140(4)(a) to return at 7:20 pm.

Vice Chairperson extended executive session for five minutes to return at 7:25 pm.

Vice Chairperson extended executive session for five minutes to return at 7:30 pm.

***RECONVENE***

The open public meeting reconvened at 7:35 pm

***AUDIENCE PARTICIPATION/PRESENTATIONS:***

Chief McFalls introduced and read a brief bio on seven newly hired members. FF Sean Anderson, FF Thomas Fitchett, FF Kaitlan Hereth, FF Scott Cloudy, FF Michael Work, FF/PM Hunter Day, and FF/PM Joe Kendrick, Chief McFalls administered the oath of office and badges were pinned.

Chief McFalls read a letter received from Kristen Burgess recalling the night of February 10, 2017 when the Marysville Fire District responded to her daughter, Kara Burgess car accident. In her letter, Kristen expressed her heartfelt thanks to the nine Marysville first responders who made it possible for Kara to be here today. Chief McFalls welcomed Kara and her parents Kristen and Jim. Chief McFalls called forward the nine responders, FF/PM Mirco Piazzi, FF/PM Ian Barrett (not present), BC Keith Taylor, Captain Matt Campbell, Captain Jeff Tucker (not present), FF Ryan Hopp (not present), FF Shayne Pierce, FF Brenden Hancock, and FF Sidney Monroe presenting them all with the Chiefs Excellence Award.

## **MFD CONSENT AGENDA**

- A. Excuse Boardmember Wright and Commissioner Cook from the November regular meeting.
- B. Approve minutes of the October 10, 2017, regular meeting
- C. Approve minutes of the October 20, 2017 special meeting – Budget Workshop
- D. Approval of November Claims and Payroll:
  - i. MFD Expense Fund \$ 186,655.37
  - ii. MFD Payroll (excluding benefits) \$ 991,111.12
  - 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. Approval of November Claims:
  - I. SCFD #12 Expense Fund \$ 2,343.30

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

## **PUBLIC HEARING**

Consider Resolution(s) for Marysville Fire District and Snohomish County Fire District No. 12 related to the Adoption of Budget(s), for the year 2018, setting forth in summary form the totals of Estimated Revenues and Appropriations for each separate fund.

Finance Manager McInnis reviewed the following resolutions:

FD12 – 2017A-2 – A Resolution Authorizing the 2018 Regular Levy.

FD12 – 2017A-3 – A resolution Authorizing the 2018 EMS Levy.

FD12 – 2017A-4 – A Resolution Adopting the 2018 Operating Budget and Levy Certification.

MFD – 2017B-6 – A Resolution Adopting the 2018 Operating Budget.

Vice Chairperson Stevens solicited public comment.

Union President Jason Tucker asked that the Board please adopt the budget as presented.

## **INFORMATION ITEMS**

**Communications:** Nothing more to report.

## COMMITTEE REPORTS

EMS Committee: Approval of November EMS accounts recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
November	2,236.98	25,829.07	240.66	6,154.90

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

**Planning Committee:** Tabled.

**Personnel Committee:** After interviewing six candidates, the Personnel Committee promoted Kate Songhurst to Captain and Rick Jesus to Battalion Chief with a start date of December 1, 2017.

## STAFF BUSINESS

**Operations Report:** Chief Cole reported on the following:

- We were up 168 call over October of 2016. Our response times were as expected.
- Congratulated the crews for the reduction in turn out times from 2 minutes 8 seconds to 1 minute 51 seconds.
- Thanked the Peer Support Team for hosting a family night event. Also for bringing the Seattle Peer Support Team back up for the continued support on the 3-year anniversary of the Marysville Pilchuck High School Shooting.
- Our electronic timesheets are underway. We are working through a couple issue but is running smoothly for the most part.
- We have been working through a couple mapping/readability issues in New World.
- We are using the new SNOPAC dispatching system called Pro Q A. The system is different and we are working through the processes.
- In the process of completing 2018 vacation and debit days.
- Next month we will be updating our policies on sick leave sign ups.
- We have two lateral medics in background checks, which will bring our number of medics back up.

Boardmember Toyer asked how many firefighters are still needed to run our current services. Cole replied two to bring us flush with where we have been. Union President Jason Tucker shared that we need about 16 new member to run this department sufficiently considering call volume, training, and support staff needed.

**Overtime Report:** We have five employees on long-term disability, two on FMLA, and four coming up on FMLA. We are down nine part-time employees. We will be holding a part-time recruit academy in January.

<b>October 2017</b>	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 71,079.22		924.50
Part time			
<b>Month Total</b>	<b>\$ 71,079.22</b>	<b>0.00</b>	<b>924.50</b>
YTD Totals	\$ 585,917.73	8,250.01	9,432.00

**For October, the F/T overtime was \$71,079.22 and the P/T overtime was \$ 0.00.**

**Fire Prevention Report:** DC Maloney reported on the following:

- Inspections are increasing due to several projects in their final stages.
- We were asked to host an upcoming National Fire and Sprinkler class, details to follow.
- We are looking into offering CPR/First aid class, Saturday Mornings at station 66.

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

We have the upcoming food drive at the end of the month.

The Local is looking into volunteering at the Marysville Toy Store.

**Audit Update:** Finance Manager McInnis shared that the state auditor has completed the fieldwork in the administration office. One portion of the audit has been sent to Olympia for review. The final report will be given at the exit conference tentatively scheduled for December 6, 2017, 10 am at the Marysville Fire District Administration Office.

## **OLD BUSINESS**

**SNOPAC Merger:** Chief Neuhoff reported that District 12 will be the authorized signer for the SNOPAC ILA. It is very important that the District 12 Commissioners attend the December Regular meeting to sign the contract.

## **NEW BUSINESS**

**Agenda Bill:** Peer Support Program Team Policy

**Motion:** To approve the Peer Support Team Policy as a working draft for six months.  
**Made By:** Ross  
**Seconded By:** Christoffersen  
**Action:** PASSED unanimously

**FD12 – 2017A-2 – A Resolution Authorizing the 2018 Regular Levy.**

**Motion:** To Authorize the 2018 Regular Levy.  
**Made By:** Ross  
**Seconded By:** Christoffersen  
**Action:** PASSED unanimously

**FD12 – 2017A-3 – A resolution authorizing the 2018 EMS Levy.**

**Motion:** To authorize the 2018 EMS Levy.  
**Made By:** Ross  
**Seconded By:** Christoffersen  
**Action:** PASSED unanimously

**FD12 – 2017A-4 – A Resolution Adopting the 2018 Operating Budget and Levy Certification.**

**Motion:** To adopt the 2018 Operating Budget and Levy.  
**Made By:** Ross  
**Seconded By:** Christoffersen  
**Action:** PASSED unanimously

**MFD – 2017B-6 – A Resolution Adopting the 2018 Operating Budget.**

**Motion:** To adopt the 2018 Operating Budget.  
**Made By:** Ross  
**Seconded By:** Toyer  
**Action:** PASSED unanimously

**MFD – 2017B-7 – A Resolution Declaring Surplus and Transfer of Ownership of one Patient Gurney/Ambulance Cot.**

**Motion:** To declare surplus and transfer ownership of one patient gurney/ambulance cot.  
**Made By:** Christoffersen  
**Seconded By:** Ross  
**Action:** PASSED unanimously

**2017 Capital Asset Inventory**

**Motion:** To accept the reconciliation report and authorization of capital assets removal from the CAIS.  
**Made By:** Christoffersen  
**Seconded By:** Ross  
**Action:** PASSED unanimously

***CALL ON BOARD MEMBERS***

**Ross** – Thanked Chelsie for her work on the budget and Paula for organizing the WFCM conference.

**Christoffersen** – Thanked Chelsie for her work on the budget and with the auditor. Shared an incident that happened at work and expressed the importance of our Peer Support Team and the role they play for our members. Stated she is proud we are investing in our employees.

**Stevens** – Appreciated tonight's presentations. Is looking forward to the retirement party on Saturday. Wished everyone a happy Thanksgiving.



**Toyer** – Thanked Chelsie for her work on the budget, appreciates all she does.

**Neuhoff** – Had our hose bid opening earlier in the day. Had the Locution Install bid opening last week and awarded the bid. Lead Mechanic Josh Farnes is on medical leave. The assistant mechanic new hire is in background check and due to start early December.

**Maloney** – Happy Thanksgiving.

**McFalls** – Thanked the Board for allowing tonight’s presentations. Thanked the duty crew for their help in preparing the station for tonight’s events.

**Cole** – Nothing more to report.

**DeSanctis** - RFA meeting tomorrow, Thursday, November 16, 2017, 5:00 pm in Arlington.

***ADJOURNMENT***

With no further action required, the Board adjourned at 9:20 pm.

  
Paula DeSanctis  
Board Secretary

12/20/17  
Date approved



# Fire Prevention Report

November 15, 2017

- The total fire loss for 2017:
  - There were 20 fire incidents investigated in 2017, with \$7.5 million in assessed value and over \$3.2 million in fire loss.
- Tom Maloney, Don McGhee and Christie Veley attended the Fire Prevention Institute in Chelan, taking courses on Fire Prevention and Education.
- Christie Veley and Russell Colmore held a Senior Fall Prevention class at Stillaguamish Senior Center (after receiving a request from the center and subsequently getting a blessing from Arlington Fire). The class was very successful and we hope to hold more of these events at other senior facilities in our area.
- The North County Outlook published a spread of all new firefighter and staff photos. We will be using these new photos for ID badges as well.
- We held two very successful CERT refresher courses in partnership with the city. Around 20 people attended each course, learning Light Rescue, CPR and First Aid
- We continue seeing slow and steady growth on social media. Our Facebook audience grew another 2 percent to 1,525 likes and 1,553 followers. Our Twitter audience is up 7 percent to 965 followers.
- We are still compiling a fee study for inspection and plan review fees.

## Public Education

Number of Public Education Attendees

Program	Current Month	Year to date
Preschool Program	0	239
Elementary Age (K-5)	0	1052
High School	0	65
Station Tours	33	367
Smoke Alarm Installations	6	58
Youth Fire-Setter Interventions	0	0
Helmet Fittings	0	7
Public Events	100	2815

Marysville Fire District 2017 Fire Incident Totals										
Month	Total Investigations	Accidental	Incendiary	Undetermined	Residential	Commercial	Vehicle	Other	Total Property Value	Total Fire Loss
January	4	4	0	0	3	1	0	0	\$ 1,285,627.00	\$ 170,000.00
February	1	1	0	0	0	1	0	0	\$ 2,169,489.00	\$ 2,076,511.00
March	0	0	0	0	0	0	0	0	-	-
April	1	1	0	0	0	1	0	0	\$ 900,000.00	\$ 80,000.00
May	3	2	0	1	1	0	1	1	\$ 368,100.00	\$ 49,000.00
June	3	1	2	0	3	0	0	0	\$ 343,549.00	\$ 343,549.00
July	7	5	1	1	4	3	0	0	\$ 2,470,516.00	\$ 553,500.00
August	0	0	0	0	0	0	0	0	\$ -	\$ -
September	1	1	0	0	0	0	0	1	\$ 12,000.00	\$ 12,000.00
October	0	0	0	0	0	0	0	0	\$ -	\$ -
November										
December										
<b>Totals</b>	<b>20</b>	<b>15</b>	<b>3</b>	<b>2</b>	<b>11</b>	<b>6</b>	<b>1</b>	<b>2</b>	<b>\$ 7,549,301.00</b>	<b>\$ 3,284,580.00</b>

Marysville Fire District Fire Causes Ending October 31, 2017

