

**MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS MEETING
February 21, 2018 – Station 62**

CALL TO ORDER/FLAG SALUTE

Chairperson Cook called the meeting to order and Chief McFalls led the flag salute at 7 pm.

The following were in attendance:

Board of Directors:

Michael Stevens	Pat Cook
Tom King	Tonya Christoffersen
Rob Toyer	

Staff Members:

Martin McFalls, Fire Chief

Guests:

Grant Weed, District Attorney

Jeff Cole, Deputy Chief
Darryl Neuhoff, Deputy Chief
Tom Maloney, Deputy Chief
Paula DeSanctis, Board Secretary

AUDIENCE PARTICIPATION/PRESENTATIONS

Chief McFalls introduced to the Board of Directors our newly hired part-time employees Michael Berg, Tyler Goarck, Dakota Herrington, Rein Frankie (not present), and Genevieve Cox (not present).

MFD CONSENT AGENDA

- A. Approve minutes of the January 17, 2018, regular meeting
- B. Approval of February Claims and Payroll:
 - i. MFD Expense Fund \$ 261,535.43
 - ii. MFD Payroll (excluding benefits) \$ 966,852.21
 - iii. MFD Apparatus Fund \$ 73.43

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

SCFD #12 Consent Agenda

- A. Approval of February Claims:
 - I. SCFD #12 Expense Fund \$ 214.58

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

INFORMATION ITEMS

Communications: Nothing to report.

COMMITTEE REPORTS

EMS Committee: Approval of February EMS accounts recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
February	3,461.30	34,450.02	0.00	1,539.20

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

Planning Committee: Tabled.

Personnel Committee: Has not met.

RFA Committee: Commissioner Cook updated the full Board of Directors on the latest RFA Committee Meeting. The two agencies came to agreement on the initial governance structure. Cook stated that he shared with the RFA Committee the concerns of the District surrounding: 1) current funding, 2) aging facilities and apparatus, and 3) staffing issues both full-time and part-time) which directly affects the District’s ability to meet growing service demands. Cook stated he would like to request a 2018 MFD funding increase of \$0.10 per thousand of assessed value in both FD12 and City of Marysville boundaries, effectively increasing the MFD ILA Regular Levy funding rate from \$1.09 to \$1.19. Cook would like to present District 12’s request to the full City Council. There was discussion on the timing of the request. Finance Manager McInnis shared that any additional 2018 contribution would require appropriation from the City General Fund and FD12 Reserve Account as levy rates have already been certified for 2018 and budgets adopted. An increase at this time would require budget amendments for both agencies. All were in support of FD12 speaking to the full City Council on the topic.

STAFF BUSINESS

Operations Report: Chief Cole reported on the following:

- Chief Cole shared statistics showing the 2017 incidents by apparatus for all of Snohomish County. Marysville Fire District’s A61 is number one on the list with 4,041 calls. MFD has three apparatus in the top five and four in the top ten. Cole also shared a historical look at our part-time firefighter headcount including, the number hired full-time by MFD vs. hired by other departments or left for other reasons, giving a clear picture of a system struggling to retain part-time members.
- Last month we had four members out on family medical leave with two more anticipated in the near future. We had three out with injuries and two out on administrative leave. We are down eight part-time employees. Cole stated our part-time program is at a

crossroads; our part-time hires are being hired full-time at other districts before we even get them trained.

- We have had a couple of positive meetings with the Smokey Point Behavioral Hospital. Cole stated it is apparent that when at full capacity they will overwhelm us with transports. We have introduced a program called Make the Right Call; we have supplied the behavioral Hospital with a chart to follow as to who to call based on the patients symptoms.
- We are starting another three-month trial program called the Opioid Pilot Program. The objective of the program is to connect an Opioid Outreach Specialist with someone who has been revived from an opioid overdose by Narcan/Naloxone as soon as possible increasing the likelihood that treatment will be accessed and successful.
- Stated he has been working on updating the 1000, 3000, 4000, and 8000 policy and procedures and will have them next month for review.

Overtime Report:

January 2018	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 81,320.22	1,358.25	1,055.65
Part time		0.00	
Month Total	\$ 81,320.22	1,358.25	1,055.65
YTD Totals	\$ 81,320.22	1,358.25	1,055.65

For February, the F/T overtime was \$ 81,320.22 and the P/T overtime was \$ 0.00.

Fire Prevention Report: Fire Marshal Maloney shared that our latest Cert class will be starting the middle of March at Station 62. Maloney shared that he was originally applying for a grant to purchase an Ultra Sonic Washer. The focus of the grant has changed to the purchase of a Mechanical Chest Compression Device. Maloney will revisit the purchase of the Ultra Sonic Machine at a later time.

Local 3219 Union Report: Captain Matt Campbell reported for Local 3219. Campbell reiterated the message that Union President Cody Brooke shared at the RFA meeting, the need to fully fund the Department. We cannot continue to neglect our aging fleet/facilities, our staffing and our part-time program especially with our continually growing call volume. Campbell shared that the Local fully supports Commissioner Cook in his request of the City to contribute an additional \$0.10 cents to help with the costs of running the District.

Training Update: BC/Training Officer Todd Furness gave an update on the Snohomish County Training Academy. Furness shared that with the increased number of recruits needing training, many are being placed on a waiting list at North Bend Fire Academy. At the recommendation of our County Chiefs, ten departments throughout Snohomish County have come together and created a local Training Academy where all recruits will be trained by local instructors in a standardized manner. This will ultimately increase the effectiveness on all mutual aid calls. The first recruit class is scheduled for March 19, 2018. District 1 will host the academy, with instruction sites split between Snohomish and North Bend. The cost is comparable to the State Academy at about \$7,000 per recruit. Furness stated that the Training Consortium ILA would need to be approved by February 28, 2018.

OLD BUSINESS

Email Concerns: DC Neuhoff reported that all District 12 Commissioners are to use their new emails to help resolve the issue of records retention and public records requests. Board Secretary DeSanctis has been informed to send all District business with the Commissioners to the newly issued emails.

Fire Engines Update: DC Neuhoff stated that the new delivery date for the engines is Monday, February 26, 2018. We will be enforcing the \$400 per day late charge. There will be a ten-day reprieve for the change order made by MFD. Rosenbauer has asked to negotiate the approximate \$28,000 in late fees but MFD is not interested. The final payment has been processed and held for delivery of the engines. Once delivered, a new check will be issued with the final fees deducted from the total.

Hose Replacement: DC Neuhoff reported the full hose order placed last year has been delivered and will be installed on the new engines upon arrival.

Locution Alerting: DC Neuhoff shared that all components of the locution alerting system are currently being installed at the stations and should be working by next week.

NEW BUSINESS

2017 Year End Budget Review: Finance Manager McInnis gave a brief overview of the 2017 Year End Budget. A detailed budgetary comparison statement of each fund was included in the board packets.

Agenda Bill: Systems Design Contract Amendment – GEMT Program Services
Finance Manager McInnis explained that staff has reviewed the option of preparing the GEMT cost reports in-house vs. obtaining consultation services. It was determined that due to the startup nature of the program it will be in the District's best interest to utilize the services being offered by Systems Design / PCG for at least the first two years of the program; with a re-evaluation of such occurring in year three.

Motion: To approve the amendment to the Professional Services Agreement between Systems Design West and Marysville Fire District.
Made By: Christoffersen
Seconded By: Toyer
Action: PASSED unanimously

Agenda Bill – Policy 2255: Employee Disciplinary Policy, Modification and Policy 2600: Family Medical Leave and Other Leave Laws, Addition

Motion: To approve policy No. 2255 and Policy No. 2600 as working draft policies for six months.
Made By: Christoffersen
Seconded By: King
Action: PASSED unanimously

PSTrax.com – DC Neuhoff informed the Board that we will soon be utilizing a new software for inspection management of vehicle checks, SCBA tracking, PPE tracking, station checks and



narcotics handoffs. The cost for the first year including start up is \$11,009 with \$6,552 annual support thereafter. Neuhoff stated he believes he will be able to move things around in the budget to cover the majority of the cost if not the full cost.

EXECUTIVE SESSION

Chairperson Cook called for a ten minute executive session at 8:30 pm to review the performance of a public employee pursuant RCW 42.30.110(1)(g) and to discuss the Collective Bargaining Agreement Pursuant RCW 42.30.140(4)(a) returning to open public meeting at 8:40 pm.

Chairperson Cook called for a five-minute extension to return at 8:45 pm.

RECONVENE

The open public meeting reconvened at 8:45 pm.

Motion: Authorizing Chief McFalls to sign the Training Consortium ILA
Made By: Stevens
Seconded By: Christoffersen
Action: PASSED unanimously

CALL ON BOARD MEMBERS

Christoffersen – Nothing more to report. Drive home safely.

Cook – We have a lot in motion. We are working diligently on moving forward with the RFA and stabilizing funding. Thank you to everyone for all their hard work.

King – Attended the Sno-Isle Commissioners Banquet in January where former Board Member Wright was honored for her 19 years of service. Shared that he will be attending the WFCA Saturday Seminar in Spokane this weekend.

Stevens – Nothing more to report.

Toyer – Nothing more to report.

McFalls – Nothing more to report.

Cole – Nothing more to report.

Maloney – Nothing more to report.

Neuhoff – Nothing more to report.

DeSanctis – Nothing more to report.

ADJOURNMENT

With no further action required, the following motion was made to adjourn at 8:50 pm.

Motion: To Adjourn the March Regular Board Meeting
Made By: Cook
Seconded By: Stevens
Action: PASSED unanimously



Paula DeSanctis
Board Secretary

3/21/18

Date approved

Fire Prevention Report

February 21, 2018

- The total fire loss for 2018:
 - There were 2 fire incidents investigated in 2018, with \$33,000 in assessed value and \$33,000 in fire loss.
- Electronic inspections are fully operational and we have seen some early success with the paperless format.
- We hosted a three-day fire sprinkler class through National Fire Sprinkler Association the last week of January. The class has 30 people from all of the northwest.
- We updated our website and added a home fire sprinkler section meant to educate homeowners and builders about the benefits of fire sprinkler installation.
- We are again participating in the Lunch Buddies program at Quil Ceda Elementary School along with Washington State Patrol and Marysville Police. We visit 5th graders once per month during lunch to serve as mentors and show students that first responders are there to help them.
- KIRO 7 and Q13 news recently aired a story about a premature baby delivered by our firefighters in the back of an ambulance in December. Firefighters Brandon Visser and Solomon Wilson reunited with the mother and baby who are both doing great.
- Christie Veley will be taking Basic PIO and JIC PIO certification courses in late February.
- Our Facebook audience is up nearly 3 percent from January with 1,690 likes and 1,726 follows. We are still working toward a goal of reaching 2,000 followers by summer. Our Twitter audience is up 4 percent to 1,091 followers.

Public Education

Number of Public Education Attendees

Program	Current Month	2018
Preschool Program	60	60
Elementary Age (K-5)	0	0
High School	0	0
Station Tours	0	12
Smoke Alarm Installations	0	0
Youth Fire-Setter Interventions	0	0
Helmet Fittings	0	0
Public Events	75	75

Marysville Fire District 2018 Fire Incident Totals										
Month	Total Investigations	Accidental	Incendiary	Undetermined	Residential	Commercial	Vehicle	Other	Total Property Value	Total Fire Loss
January	2	1	1	0	0	0	2		\$ 33,000.00	\$ 33,000.00
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										
Totals	2	1	1	0	0	0	2	0	\$ 33,000.00	\$ 33,000.00

