

**MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS MEETING
June 20, 2018 – 6 pm - MFD Fire Station 62**

CALL TO ORDER/FLAG SALUTE

Chairperson Cook called the meeting to order and Boardmember Toyer led the flag salute at 6 pm.

The following were in attendance:

Board of Directors:

Rob Toyer	Tonya Christoffersen
Tom King	Rick Ross
Michael Stevens	Pat Cook

Staff Members:

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

Guests:

District Attorney Grant Weed

AUDIENCE PARTICIPATION/PRESENTATIONS

MFD CONSENT AGENDA

- A. Approve minutes of the May 16, 2018, regular meeting
- B. Approval of June Claims and Payroll:
 - i. MFD Expense Fund \$ 209,253.87
Vouchers Numbers 180602001 thru 180602093
 - ii. MFD Payroll (excluding benefits) \$ 963,156.44
 - iii. MFD Apparatus Fund \$ 0.00
Vouchers Numbers - thru -

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

SCFD #12 Consent Agenda

- A. Approval of June Claims:
 - i. SCFD #12 Expense Fund \$ 1,544.95
Vouchers Numbers 80601001 thru 180601003

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

INFORMATION ITEMS

Communications: Nothing more to report.

COMMITTEE REPORTS

EMS Committee: Approval of June EMS account recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
June	3,227.84	25,846.72	0.00	1,358.17

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

Planning Committee: Tabled.

Personnel Committee: Chief McFalls and the Personnel Committee will meet to conduct entry level interviews on Friday July 20, 2018, 8 am at the Fire Administration Office.

RFA Committee: Chief McFalls gave the reminder that the June RFA meeting has been canceled and the July date is yet to be confirmed.

RFA Communication Plan: Chief McFalls shared the RFA Communication Plan proposal from Cocker Fennessy. The proposal included the proposed scope of work and the costs involved.

Motion: To approve the Cocker Fennessy Proposed RFA Communication Plan.
Made By: Ross
Seconded By: Christoffersen
Action: PASSED unanimously / Councilmembers King, Stevens and Toyer were in agreement with the District 12 Commissioners.

STAFF BUSINESS

Operations Report: Chief Cole reported on the following:

- We were down 198 calls from this month last year.
- We have three members graduating from the Snohomish County Training Academy this Saturday, June 23, 2018, 2 to 4 pm at Marysville Pilchuck High School. Chief Cole gave a special thank you to FF Ryan Hopp, Captain Jason Huizenga, and BC of Training Todd Furness for their part in the success of the Academy.
- This year's Strawberry Festival went well. Chief Cole thanked BC Droke and crews for all their hard work and support.
- We will be conducting EVIP certifications on June 24-27 at Marysville Pilchuck High School.
- Our Rescue Swimmer Program has been posted. It closes July 13, 2018.



Overtime Report: Chief Cole reported that we had two members out on FMLA with three upcoming in the near future. We had two members off on light duty and we are down six part-time employees. We have three members in process with other departments with one potential additional. Chief Cole shared that he would like to reserve up to four spots in the September Snohomish County Recruit Academy for the potential entry level FF replacement hires. If we send four, we are required to supply an Officer as well which will be great training for an acting Captain.

May 2018	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 52,696.74	869.25	1,082.00
Part time	\$ 90.00	4.00	
Month Total	\$ 52,786.74	873.25	1,082.00
YTD Totals	\$ 356,185.60	5,980.50	5,899.59

For May, the F/T overtime was \$52,696.74 and the P/T overtime was \$90.00.

Fire Prevention Report: In addition to the report in the Board packets, Chief Maloney shared that the City, Parks Department, and the Fire Marshal's Office have been contacted in regards to a movie being filmed within the Marysville City limits. Chief Maloney stated the District has been asked to be present for a car fire explosion. Chief Maloney stated City Attorney Jon Walker is involved and all permits and legal documentation have been completed. District Attorney Grant weed will contact Jon Walker to be certain that the District is listed as an additional insured. Deputy Chief Maloney requested approval for the Marysville Fire District logo to be shown in the film. All were in agreement to allow the MFD logo be shown in the film.

Local 3219 Union Report: There was no Union report.

Captain Jason Tucker asked the Board for permission to borrow the retired 1961 Crown Fire Engine to be used at his July 28, 2018 wedding at the Marysville Opera House. All were in agreement to allow the use of the retired 1961 Crown Fire Engine.

OLD BUSINESS

Gaming Impact Letter: Chief McFalls shared that the Tulalip Tribes have an agreement with the state of Washington to award contributions to deter the actual or potential impacts upon those jurisdictions resulting from the operation of the Class III gaming facility. DC Neuhoff drafted a letter to the Tulalip Tribes stating such impacts on the Marysville Fire District in hopes to be awarded monies to cover the costs of at least one EMS Unit.

SERS Update: Chief McFalls shared that the new Director of SERS is in place. The ballot measure for the new radio system has been approved for the November ballot. If voter approved, we could see new radios in place as soon as the first of the year.

Justice Tax Communication Plan: Chief McFalls shared a sample flyer that could be used to inform the public of the SERS Radio bond measure.

NEW BUSINESS

Agenda Bill – Policy Revision # 6055 “Purchasing Bids and Contract”

Finance Manager Chelsie McInnis shared that policy #6055 has been updated to include more detailed guidance on proper procurement procedures the district must follow per RCW.

Motion: To adopt the revised Marysville Fire District policy #6055 – Purchasing – Bids and Contracts.
Made By: Ross
Seconded By: King
Action: PASSED unanimously

Agenda Bill – Revision # 6095 “Grant Funding”

Finance Manager Chelsie McInnis shared that policy #6095 has been updated to include Federal Circular guidance on cash management requirements when procuring goods or services with federal money.

Motion: To adopt the revised Marysville Fire District policy #6095 – Grant Funding – Authorization and Cash Management.
Made By: Stevens
Seconded By: Ross
Action: PASSED unanimously

Agenda Bill – “Station 66 Paint Bid Award”

Motion: To approve bid award to Back Country painting, approve request to exceed budgeted appropriation not to exceed \$20,000.
Made By: Christoffersen
Seconded By: Stevens
Action: PASSED unanimously

Agenda Bill – “Landscaping Services Bid Award”

Motion: To approve bid award to Native Grounds for 36 visits per year, at a cost of \$36,850.70 annually.
Made By: Christoffersen
Seconded By: King
Action: PASSED unanimously

Station 65 Roof Repair: Finance Manager Chelsie McInnis informed the Board of the failing roof at Station 65. The cost to repair the failing portion is approximately \$18k. This amount will come out of the general contract fund.

Limited Duty Extension: Chief McFalls asked the Board to approve an extension of light duty for a crewmember to June 30, 2018.

Motion: To approve the extension of light duty for one crewmember to June 30, 2018.
Made By: King
Seconded By: Christoffersen
Action: PASSED unanimously



Tulalip Bay Battalion Chief Services: Chief McFalls shared a handout of a proposed agreement for Battalion Chief and/or Command and control Support Services between Snohomish County Fire District No.15 and the Marysville Fire District with suggested rates per hour. District Attorney Grant Weed stated he could draft an amendment to the current agreement for BLS and ALS services with District No.15. All were in agreement to have Weed draft an amendment to the current agreement for BLS and ALS services to include Battalion Chief/Command services as presented.

Tulalip Bay CRP Partnership: Chief McFalls stated that we have the potential to start a future partnership with Tulalip for a Community Paramedic to help tribal members we respond to find advance services that are available to them.

Vehicle Insurance: Chief Cole reported that DC Neuhoff has added our two new engines to our insurance policy. After reviewing the value of all our apparatus there is a possibility that within the three year replacement time frame we change from replacement value to actual value which could be a potential significant savings.

EXECUTIVE SESSION

Chairperson Cook called for a ten minute executive session at 7:20 pm to discuss potential litigation pursuant RCW 42.30.110(1)(i) to return at 7:30 pm.

Chairperson Cook called for a five minute extension to return at 7:35 pm.

RECONVENE

The open public meeting reconvened at 7:36 pm.

CALL ON BOARD MEMBERS

Ross – Nothing more to report.

Christoffersen – Nothing more to report.

McFalls – Reminded the Boardmembers of the June 21, 2018 Sno-Isle Commissioners Meeting 6:45 at Lake Roesiger. Snohomish County Academy graduation is this Saturday, June 23, 2018 from 2-4 pm at MPHS. The Fire District is partnering with MPD, YMCA, the City and School District to host a youth sports camp June 26-29, 10 am at MPHS.

Cole – Nothing more to report.

King – Thanked the Fire District for their participation in the Strawberry Festival. Stated he will be attending the June 21, 2018 Sno-Isle Meeting.

Stevens – Nothing more to report.

Toyer – Asked when the CPSM report will be available. Chief McFalls stated the final review of the study is being done now. McFalls suggested that the Commissioners attend a July Council Meeting for a presentation of the study to all Council and Commissioners. The Commissioners agreed on the potential attendance at the Monday, July 23, 2018 Council Meeting for the presentation.

Cook – Happy to see the overtime was down for the month.

Weed – Happy to be here.

DeSanctis – Nothing more to report.

ADJOURNMENT

With no further action required, the following motion was made to adjourn at 7:51 pm.

Motion: To Adjourn the June 2018 Regular Board Meeting.
Made By: Toyer
Seconded By: King
Action: PASSED unanimously



Paula DeSanctis
Board Secretary

7-18-18

Date approved



Fire Prevention Report

June 21, 2018

- The total fire loss for 2018:
 - There were 11 fire incidents investigated in 2018, with \$1.3 million in assessed value and \$295,539 in fire loss.
- We continue to see a steady submittal of plan reviews as growth continues within the city.
- Our electronic inspection program is working well and the emailing of the reports seems to be improving compliance. We have worked through some glitches and even found some issues on the program side.
- We are once again partnering with the city on a campaign to educate the public about the fireworks ban. After the Strawberry Festival, billboards and banners will be erected across the city.
- We organized a very successful Open House and Engine Dedication in May, which gave us the opportunity to interact with dozens of local families. We also participated in Healthy Communities Challenge Day in June, sharing safety information and meeting with hundreds of Marysville residents.
- Christie Veley has completed Car Seat Technician certification. She will now be conducting car seat checks by appointment only. This is a service we are very pleased to offer our community for the first time in several years.
- Our Facebook audience is up 3 percent from March with 1,878 likes and 1,920 follows. We are very close to reaching our summer 2018 goal of 2,000 followers. Our Twitter audience is up 3 percent to 1,208 followers.

Public Education

Number of Public Education Attendees

Program	Current Month	2018
Preschool Program	50	311
Elementary Age (K-5)	50	135
High School	0	80
Station Tours	34	94
Smoke Alarm Installations	0	0
Youth Fire-Setter Interventions	0	1
Helmet Fittings	0	0
Public Events	850	1205

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	0	\$ 33,000.00	\$ 33,000.00
February	1	1	0	0	1	0	0	0	\$ 164,000.00	\$ 18,000.00
March	3	3	0	0	2	0	0	1	\$ 411,500.00	\$ 41,000.00
April	2	2	0	0	2	0	0	0	\$ 56,000.00	\$ 55,250.00
May	2	1	0	0	2	0	0	0	\$ 702,709.00	\$ 143,289.00
June										
July										
August										
September										
October										
November										
December										
Totals	11	8	2	0	7	0	2	2	\$ 1,372,209.00	\$ 295,539.00

