

MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS MEETING
October 17, 2018 – 6 pm - MFD Fire Station 62

CALL TO ORDER/FLAG SALUTE

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

The following were in attendance:

Board of Directors:

| | |
|-----------------|-----------|
| Michael Stevens | Pat Cook |
| Tom King | Rick Ross |
| Rob Toyer | |

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

Rescue Swimmers: Chief McFalls introduced the new Rescue Swimmer Team, Matt Campbell, Ryan Hopp, Solomon Wilson, Chad Solbakken (not present), Luis Cruz (not present), Chad Hale (not present), and Jack Reeves (not present).

Captain Matt Campbell shared their experience at the weeklong class they attended at West Peirce, stating it was the hardest training he has been through in the fire service. Campbell thanked the Board for approving the program, it has been a long time coming and is moving the Marysville Fire District forward. Chief McFalls shared that the 2019 budget includes five more rescue swimmers and equipment.

JATC Program: Chief McFalls introduce two members who recently completed the JATC Program, Christopher McAuliffe and Ian Barrett (not present).

Chief McFalls shared that the JATC Program includes 6,000 working hours, 5 college classes, a driver program, and training academy.

MFD CONSENT AGENDA

- A. Approve minutes of the September 19, 2018, regular meeting
- B. Approve minutes of the October 3, 2018, special meeting – Budget Workshop
- C. Approval of October Claims and Payroll:
 - i. MFD Expense Fund \$ 225,183.02
Voucher Numbers 181003001 - thru - 181003083
 - ii. MFD Payroll (excluding benefits) \$ 984,994.28
 - iii. MFD Apparatus Fund \$ 0.00
 - iv. Reserve Fund \$ 20,172.59
Voucher Numbers 181001001 – thru - 181001001

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

SCFD #12 Consent Agenda

- A. Approve minutes of the September 26, 2018, special meeting - ILA
- B. Approve minutes of the October 5, 2018, special meeting - ILA
- C. Approval of October Claims:
 - i. SCFD #12 Expense Fund \$ 8,001.94
 Vouchers Numbers 181002001 - thru - 181002004

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

INFORMATION ITEMS

Communications: Nothing to report.

COMMITTEE REPORTS

EMS Committee: Approval of October EMS account recommendations.

| Month | Charity | Collections | Bankruptcy | Refunds |
|---------|----------|-------------|------------|----------|
| October | 4,955.43 | 21,221.16 | 0.00 | 1,257.63 |

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

Planning Committee: Tabled.

Personnel Committee: Has not met.

RFA Committee: Chief McFalls shared that a doodle poll was sent out to all RFA Committee Members to reschedule the October 22, 2018 RFA Meeting. The results with the next meeting date will be sent out soon.

2019 Fourth Amendment City ILA: Commissioner Christoffersen called in by phone at 6:15pm.

Commissioner Ross made a motion to allow Commissioner Christoffersen to participate in the 2019 Fourth Amendment to the City ILA discussion and possible vote.

Motion: To allow Commissioner Christoffersen to participate by Phone in the 2019 Fourth Amendment to the City ILA Discussion and Possible Vote.
Made By: Ross
Seconded By: Cook
Action: PASSED unanimously

Commissioner Ross opened the floor for discussion on the City proposed 2019 Fourth Amendment to the City ILA.

With no comments or discussion, Commissioner Ross made a motion to approve the City proposed Fourth Amendment to the City ILA as presented.

Motion: To approve the 2019 Fourth Amendment to the City ILA as presented.
Made By: Ross
Seconded By: Christoffersen
Action: PASSED 2 to 1. Commissioner Cook opposed.

STAFF BUSINESS

Operations Report: DC Cole reported on the following:

- We were down 191 calls for the month.
- Our BC's continue to look for ways to improve turnout times. In comparison to 2017, September 2018 has been the best monthly average for turn out times since we started tracking.
- We are attending weekly evaluations for our six recruits and one Company Officer attending the Snohomish County Recruit Academy. Company Officer Chad Crandall is doing a great job and this opportunity is proving to be great for his development. Would like to consider sending a Company Officer again in the future.
- After a significant time of no fires, we have had three fires in the last couple of days.

Overtime Report: DC Cole reported that our overtime includes the expense of seven rescue swimmers training. We had 1 off on intermittent FMLA with two more FMLA coming up for maternity leave, 1 off for an injury that is expected to be a minimum of 6 months, 0 on light duty, and we are down 11 part-time firefighters.

| September 2018 | Dollars | Total Hours | Sick Leave Used |
|--------------------|---------------------|-----------------|-----------------|
| Full-time | \$ 93,729.12 | 1,644.24 | 968.50 |
| Part time | \$ - | | |
| Month Total | \$ 93,729.12 | 1,644.24 | 968.50 |
| YTD Totals | \$ 585,402.81 | 10,012.24 | 9,544.15 |

For September, the F/T overtime was \$ 93,729.12 and the P/T overtime was \$ 0.00.

Fire Prevention Report: DC Maloney stated his report was included in the packets.

Local 3219 Union Report: Union Vice President Matt Campbell share that Union President Cody Brooke sends his apologies for his absence tonight. Campbell stated that they had a good labor management meeting this morning. They continue to work with the Chiefs on staffing levels and not depending on a failing part-time program.

OLD BUSINESS

SERS Update: DC Neuhoff shared that the SERS Board approved the merger with SNO911. The SNO911 Board will meet tomorrow to vote.

GEMT: Finance Manager McInnis reported that we received the GEMT contract for the inter-governmental transfer of the state match portion of settlement funds to HCA, approximately \$700,000. The contract has been forwarded to both District Attorney Grant Weed's office and SAO for review. The settlement payment and reimbursement are anticipated to occur first quarter of 2019.

NEW BUSINESS

Systems Design Visit: Finance Manager McInnis shared that she and MSA Terry Matsumura completed their bi-annual review and site visit of Systems Design. The review included January 1, 2016, through December 31, 2017. The report items included walk through of administrative office; overview of hardware/software technology; internal control review of cash receipting/deposits, individual/insurance billing procedures, patient account maintenance, and Health Insurance Portability and Accountability Act (HIPAA) compliance; credit card acceptance program; GEMT Program; collection rates and industry trends; upcoming system changes and outside agency reviews; and 20 randomly chosen patient account audits. McInnis shared that they found no issues with the areas reviewed. Systems Design is doing an excellent job for the Marysville Fire District.

2019 Budget Update: DC Cole reviewed the prepared three year staffing plan. The over goal is to establish a stabilized staffing model that will reduce our reliance on part-time staff in mission critical roles and overtime created by part-time vacancies. We currently staff between 20-23 Full-time employees per day with minimal part-time employees. Our goal is to have 3 day shift PT firefighters and 4 night shift PT firefighters.

- **January 2019:** Hire 4 internal firefighters (included in the proposed 2019 budget) and add 2 lateral hire firefighter paramedics. All would attend the February 2019 Snohomish County Fire Training Academy. As a result, we would have 23 full-time employees each shift with part-time staff used to fill holes.
- **September 2019:** Hire 4 external lateral firefighters, sending all 4 to the September 2019 Snohomish County Fire Training Academy. As a result, we will now have 24 full-time employees with part-time staff used to fill holes.
- **2019 Funding:** This three years staffing plan will reduce the budgeted part-time wages by \$161,250, reduce overtime due to reduction in recruit classes by \$8,452, and the revised overtime budget will be reduced by \$291,561. The total reduction of \$452,811 could be shifted towards full-time employee wages.
- **2020 Goal:** Increase BLS transport capabilities keeping outlying stations (65 and 66) available in their first due areas. Hire 4 external firefighters and send them to the February 2020 Snohomish County Training Academy. As a result, we would now have 24 full-time employees on shift with 4 personnel assigned to a BLS transport unit.
- **2021 Goal:** Continue to reduce reliance on part-time staff in mission critical roles. Hire 4 external firefighters to attend the February 2021 Snohomish County Fire Training Academy. As a result, we would have 25 full-time employees on shift using part-time staff to fill holes created by sick leave and training, or offer additional vacation opportunities to help reduce vacation accumulation.

The overall three year plan is a reduction of \$216,000 from what was originally budgeted for wages and benefits.

Finance Manager McInnis reported the summary of changes from the initial 2019 budget proposal for both Marysville Fire District and Snohomish County Fire District 12.

- **MFD Expense Fund:** Total revenues reduced by \$47,463 and total expenditures reduced by \$258,944. This includes the latest 2019 staffing plan, Locution payment reduction, adding the SCBA compressor, and removing the medic thermal imaging cameras. This is a total increase in cash and investments of \$211,481.
- **MFD Apparatus Fund:** Total revenues increased by \$40,000 which is an additional transfer for the updated ambulance cost estimation. Total expenditures increased \$40,000.00 for the updated ambulance cost estimation.
- **MFD Capital/Reserve Fund:** Total expenditures increased by \$70,000. This includes an increase of \$60,000 for 2 cycles of GEMT cost report services, an increase of \$10,000 for inter-fund transfers (\$30,000 transfer removal to expense fund, \$40,000 addition to apparatus).
- **FD 12 Expense Fund:** There was an increase in total revenues of \$8,322 for updated levy estimations.

After a brief discussion, the Board agreed there was no need for an additional budget workshop before the November adoption, pending Commissioner Christoffersen's review of the budget updates presented.

Sno-Isle Library ILA: With no written agreement in place, District Attorney Grant Weed's office is working on drafting an ILA as recommended in our state audit. McInnis shared that the funding mechanism has not changed since 1993 from the original \$.49 per 1,000 of assessed value. McInnis suggested that it be rounded up to \$.50 per 1,000 of assessed value. All were in agreement of the staff recommendation to round the funding from \$.49 to \$.50. McInnis shared that the ILA should be ready in a couple of weeks and will included in the November packets.

Agenda Bill: MFD Aid Car Bid: DC Neuhoff stated that as recommended by staff and directed by the Board, the slated replacement of 1 ambulance in 2018 and 2 ambulances in 2019 were combined into a single purchase arrangement. Neuhoff reviewed the bid of 3 ambulances from Braun NW in the amount of \$599,985.00 plus tax.

Motion: To approve the Bid Award to Braun NW, Inc. for the purchase of three aid car units as specified.
Made By: Ross
Seconded By: King
Action: PASSED unanimously

Agenda Bill: MFD Resolution 2018B-5 – Declaring Surplus and Transfer of Ownership of Twelve 50' Sections of 1 ¾ Fire Hose"

Chief Neuhoff explained that we are looking to do an inter-governmental transfer to a small agency that is in need of hose. With the transfer of ownership, an agreement will be signed releasing Marysville Fire District from all liability of hose usage.

Motion: To Authorize Resolution 2018B-5 "Declaring Surplus and Transfer of Ownership of Twelve 50' Sections of 1 3/4 " Fire Hose"
Made By: Toyer
Seconded By: Ross
Action: PASSED unanimously

CALL ON BOARD MEMBERS

Ross – Thanked Board Secretary DeSanctis for getting information out to all members before the meetings. Thanked McInnis and Cole for the budget updates. Congratulated Matt Campbell and all Rescue Swimmers. Thanked Weed for all his work and guidance on the City ILA.

King – Stated the Public Conversation Forum went very well. Attended the open house at Pain Field Terminal.

Stevens – Stated his appreciation to Cole and staff for revamping the staffing model.

Toyer – Nothing more.

McFalls – Welcomed and thanked City Finance Director Sandy Langdon for joining us this evening. Agreed that tonight's RFA Forum went great.

Cole – Nothing more.

McInnis – Nothing more.

Maloney – Nothing more.

Neuhoff – Thanked Chief Cole for an excellent presentation on staffing. We have a great plan moving forward.

Cook – Nothing more.


DeSanctis – Stated the packets and per diem for those attending the WFCM Conference will be available tomorrow.

ADJOURNMENT

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



Paula DeSanctis
Board Secretary



Date approved

Fire Prevention Report

October 17, 2018

- The total fire loss for 2018:
 - There were 14 fire incidents investigated in 2018, with \$1.8 million in assessed value and \$421,165 in fire loss.
- The Fall CERT class is well underway and going great. The practical will be on October 30th.
- We hosted a class sponsored by the International Fire Marshals Association on September 25 and 26 with 20 attendees from across the state.
- DC/FM Maloney has been selected to present at the Center of Public Safety Excellence, 2019 Excellence Conference in March, in Los Angeles. The title of the presentation is *Ensuring the Future* the topic will focus on strategic planning process.
- We've reached more at-risk kids during Fire Prevention Week. We did a fire safety presentation for all kindergartners at Quil Ceda Elementary. We also launched a fire prevention week social media campaign.
- We are launching a new system to better track our smoke alarm installations. Every engine will be supplied with a smoke alarm installation guide and forms for smoke alarm recipients. Those forms will encourage more fire safety education when we install smoke alarms.
- Our Facebook audience increased 1 percent this month to 2,143 follows and 2,095 likes. Our Twitter audience is up to 1,346 followers.

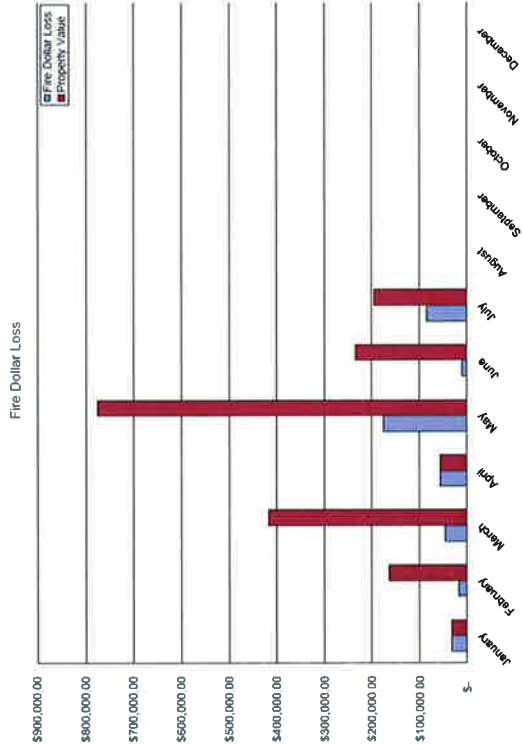
Public Education

Number of Public Education Attendees

| Program | Current Month | 2018 |
|----------------------------------|----------------------|-------------|
| Preschool Program | 0 | 395 |
| Elementary Age (K-5) | 72 | 302 |
| High School | 0 | 80 |
| Station Tours | 30 | 124 |
| Smoke Alarm Installations | 0 | 15 |
| Youth Fire-Setter Interventions | 0 | 1 |
| Helmet Fittings | 0 | 20 |
| Public Events | 100 | 3245 |
| Car Seat Installs | 1 | 5 |
| Older Adult Fire/Fall Prevention | 0 | 20 |

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 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | \$ 233,555.00 | \$ 10,178.00 |
| July | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | \$ 195,909.00 | \$ 83,961.00 |
| August | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$ - | \$ - |
| September | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$ - | \$ - |
| October | | | | | | | | | | |
| November | | | | | | | | | | |
| December | | | | | | | | | | |
| Totals | 14 | 10 | 2 | 2 | 10 | 0 | 2 | 2 | \$ 1,874,646.00 | \$ 421,165.00 |



Marysville Fire District Fire Causes Ending September 30, 2018

