

MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS MEETING
November 21, 2018 – 6 pm - MFD Fire Station 62

CALL TO ORDER/FLAG SALUTE

Chairperson Cook called the meeting to order and Deputy Chief Neuhoff led the flag salute at 6 pm.

The following were in attendance:

Board of Directors:

Michael Stevens	Pat Cook
Tom King	Rick Ross
	Tonya Christoffersen

Staff Members:

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

Guests:

Grant Weed, District Attorney

AUDIENCE PARTICIPATION/PRESENTATIONS

Commissioner Christoffersen called for a motion to allow Commissioner Ross to participate in all discussions and motions by phone.

Motion: To approve Commissioner Ross to participate in the November 21, 2018 Regular Board Meeting, all Board Discussion and Motions by phone.
Made By: Christoffersen
Seconded By: Cook
Action: PASSED unanimously

MFD CONSENT AGENDA

- A. Approve minutes of the October 17, 2018, regular meeting
- B. Approval of November Claims and Payroll:
 - i. MFD Expense Fund \$ 287,276.70
Vouchers Numbers 181103001- thru -181103112
 - ii. MFD Payroll (excluding benefits) \$ 977,064.64
 - iii. MFD Apparatus Fund \$ 0.00
 - iv. MFD Reserve Fund \$ 62,726.40
Voucher Number 181102001

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

SCFD #12 Consent Agenda

- A. Approval of November Claims:
 - i. SCFD #12 Expense Fund \$ 2,660.01
Vouchers Numbers 181101001- thru -181101005

Motion: To approve the SCFD #12 Consent Agenda.
Made By: Cook
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 2019, setting forth in Summary Form the totals of Estimated Revenues and Appropriations for each separate fund.

Finance Manager McInnis reviewed the following resolutions and solicited public comment:

MFD – Resolution 2018B-6 “A Resolution Adopting the 2019 Operating Budget”

Motion: To adopt the 2019 Operating Budget.
Made By: Christoffersen
Seconded By: Stevens
Action: PASSED unanimously

FD12 – Resolution 2018A-4 “A Resolution Authorizing the 2019 Regular Levy”

Motion: To authorize the 2019 Regular Levy.
Made By: Christoffersen
Seconded By: Ross
Action: PASSED unanimously

FD12 – Resolution 2018A-5 “A Resolution Authorizing the 2019 EMS Levy”

Motion: To authorize the 2019 EMS Levy.
Made By: Christoffersen
Seconded By: Ross
Action: PASSED unanimously

FD12 – Resolution 2018A-6 “A Resolution Adopting the 2019 Operating Budget and Levy Certification”

Motion: To adopt the 2019 Operating Budget and Levy.
Made By: Ross
Seconded By: Cook
Action: PASSED unanimously

EXECUTIVE SESSION

Chairperson Cook called for a 15 minute executive session at 6:11pm to discuss the following:

- Pending Litigation per RCW 42.30.110(1)(i)
- Labor Negotiations per RCW 42.30.140(4)
- Evaluate the Performance of a Public Employee per RCW 42.30.110(1)(g)

The open public meeting will reconvene at 6:26 pm.

Commissioner Cook called for a 10 minute extension to return at 6:36 pm.

Commissioner Cook called for a 5 minute extension to return at 6:41 pm.

RECONVENE

The open public meeting reconvened at 6:41pm.

INFORMATION ITEMS

Communications: Nothing to report.

COMMITTEE REPORTS

EMS Committee: Approval of November EMS account recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
November	2,734.42	25,086.16	0.00	0.00

Motion: To approve the November ambulance recommendations.

Made By: Christoffersen

Seconded By: Ross

Action: PASSED unanimously

Planning Committee: Tabled.

Personnel Committee: Chief McFalls reported that the Personnel Committee met and interviewed seven for Career Firefighter positions. Five of the seven have moved forward in the hiring process.

RFA Committee: Chief McFalls shared that the next RFA Meeting is scheduled for November 27, 2018, 5 pm. Staff along with the District and City Attorneys have been working diligently to bring a finished RFA Plan to present to the RFA Committee for approval.

STAFF BUSINESS

Operations Report: Chief McFalls reported for Chief Cole on the following:

- Our calls were down by 189 from this month last year.
- Our five recruits, as well as our Company Officer, are all doing extremely well at the Snohomish County Academy.

- We received three Lateral Paramedic applications to be reviewed next week.
- We had an incident at Station 63 leaving the bay doors inoperable. All steps are being taken to get the Station up and running.
- We had a significant incident involving gun fire. We have met with MPD, their experience was invaluable. We have learned a lot that will help with future events.

Overtime Report: Overtime includes the expense of sending seven rescue swimmers to training. We had two off on intermittent FMLA, two on full FMLA, and one off with an injury. We are currently down five full-time positions who are at the Academy and 11 part-time firefighters.

October 2018	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 94,558.31	1,660.00	937.08
Part time	\$ -	0.00	
Month Total	\$ 94,558.31	1,660.00	937.08
YTD Totals	\$ 679,961.12	11,672.24	10,481.23

For October, the F/T overtime was \$ 94,558.31 and the P/T overtime was \$ 0.00.

Fire Prevention Report: We have had a busy month with fires. All other information was in the fire report.

Local 3219 Union Report: Union Vice President Matt Campbell reported for Local 3219 commending the District for trying a new approach regarding staffing issues but believes it has fallen short. Campbell stated we need a minimum of 24 full-time employees on duty using overtime when necessary, thus not relying on part-time employees to supply adequate service to our community.

An in depth discussion followed regarding the 2019 staffing plan. Chief McFalls stated he drafted an email regarding 2019 staffing and sent it to all MFD employees. McFalls will forward that same email to all Boardmembers.

Campbell shared that the MFD will be holding a food drive at Safeway on November 27, 28, 29, and 30 from 2pm to 7pm. All are welcome.

OLD BUSINESS

No old business to discuss.

NEW BUSINESS

Agenda Bill: MFD Resolution 2018B-7 "A Resolution Adopting a Declaration of Emergency and Waiving of Competitive Bidding Requirements in Accordance with RCW 39.04.280" DC Neuhoff shared that the incident at Station 63 has caused the fire apparatus to be moved to Station 62. An engineer inspected the bay doors at Station 63 and they have been temporarily repaired. The District is asking for the declaration of emergency to get Station 63 operational and moving the fire apparatus back to Station 63.

Motion: To adopt a Declaration of Emergency and Waiving of Competitive Bidding Requirements in Accordance with RCW 39.04.280.
Made By: Stevens
Seconded By: King
Action: PASSED unanimously

Agenda Bill: MFD Resolution 2018B-8 "A Resolution Declaring Surplus and Transfer of Ownership of Twelve 50' Sections of 1 3/4" Fire Hose"

DC Neuhoff stated this transfer of hose is to the Everett Community College Fire Program.

- Motion:** To approve Declaring Surplus and Transfer of Ownership of Twelve 50' Sections of 1 3/4" Fire Hose.
Made By: King
Seconded By: Christoffersen
Action: PASSED unanimously

MFD Resolution – 2018B-9 "A Resolution declaring Surplus and Transfer of Ownership of Ninety 50' Sections of 1 3/4" Fire Hose"

DC Neuhoff stated this transfer of hose is to the Skagit County Community College Fire Program.

- Motion:** To approve Declaring Surplus and Transfer of Ownership of Ninety 50' Sections of 1 3/4" Fire Hose.
Made By: Stevens
Seconded By: King
Action: PASSED unanimously

Agenda Bill: 2019 Administrative Re-Organization/Non-Represented Staff Wages

Chief McFalls stated we are looking for Board approval of the following as presented at the Budget Workshop:

- 2019 job title for the Finance Director and increase the monthly wage to \$11,731.22 effective 1/1/2019.
- Update of the Human Resources Manager Job description.
- Proposed organizational chart.
- Payroll clerk monthly wage increase to \$5,267.66 effective 1/1/2019.
- Temporary wage for the Admin Assistant to receive Accounting Tech wage while out on FMLA leave.
- Moving Mechanic Step Plan to step 2 effective 1/1/2019.

- Motion:** To approve the 2019 Administrative Re-Organization/Non-Represented Staff Wages as presented.
Made By: Ross
Seconded By: King
Action: PASSED unanimously

Agenda Bill: Third Amendment Quil Ceda Village Services Agreement

- Motion:** To approve the Third Amendment to the Quil Ceda Village Services Agreement.
Made By: King
Seconded By: Ross
Action: PASSED unanimously

Agenda Bill: Approval of revised 1000 Series Polices, 3000 Series Policies, Policy #2070 – Work Place Violence

- Motion:** To approve the 1000 Series Polices, 3000 Series Policies, Policy #2070 - Work Place Violence.

Made By: Stevens
Seconded By: Ross
Action: PASSED unanimously

Agenda Bill: 2018 Capital Asset Inventory

Motion: To approve the Asset Inventory
Made By: King
Seconded By: Stevens
Action: PASSED unanimously

Station 66 Heating and Cooling System: DC Neuhoff shared that this is for informational purposes only at this time but could be a future expense. The heating and cooling system at Station 66 is not sufficiently heating. There is a leak in the cooling coil on the roof. It is about \$15,000 to replace just the coil and would take about 6 weeks. It would cost about \$45,000 to replace the whole unit and get it up and running. Neuhoff will get a number of quotes and keep the board informed.

CALL ON BOARD MEMBERS

Ross – Thanked Chelsie for her work on the budget. Wished everyone a Happy Thanksgiving and stated he enjoys serving alongside all the Board members.

King – Stated the last set of interviews went very well.

Stevens – Agreed with Boardmember King. We had a good group of candidates. Happy Thanksgiving.

McFalls – Happy Thanksgiving.

Cole – Nothing more to report.

McInnis – Happy Thanksgiving and thank you for supporting the 2019 transitions.

Maloney – Happy Thanksgiving.

Neuhoff – Happy Thanksgiving.

Weed – Happy to be of service. Hope you all have a Happy and safe Thanksgiving.

Savage – Thank you for all of your support. Happy Thanksgiving.

DeSanctis – Informed the Board that we will be hosting the Sno-Isle Commissioners Holiday Dinner meeting on Thursday, December 6, 2018, 6:15pm at Station 62. Happy Thanksgiving everyone!

ADJOURNMENT

With no further action required, the following motion was made to adjourn at 7:40 pm.


Paula DeSanctis
Board Secretary

12/19/18
Date approved

Fire Prevention Report

November 21, 2018

- The total fire loss for 2018:
 - There were 18 fire incidents investigated in 2018, with \$2.3million in assessed value and \$702,000 in fire loss.
- Three members of our Fire Prevention Division attended the Fire Prevention Institute in Chelan, gaining knowledge and contacts that will enable us to become even more effective at reducing our communities risk for fires and injuries.
- We held the second of two public forums on the RFA exploration process. Six people attended, including a rep from the Marysville Globe. The event was very successful with the audience extremely engaged in a Q&A with staff.
- We partnered with Gibby Home Fire Prevention to install several smoke alarms at the Snug Harbor mobile home park.
- Our Facebook audience increased 2 percent this month to 2,193 follows and 2,133 likes. Our Twitter audience is up to 1,379 followers.

Public Education

Number of Public Education Attendees

Program	Current Month	2018
Preschool Program	194	589
Elementary Age (K-5)	120	422
High School	0	80
Station Tours	38	162
Smoke Alarm Installations	0	15
Youth Fire-Setter Interventions	0	1
Helmet Fittings	0	20
Public Events	0	3245
Car Seat Installs	2	7
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	4	3	1	0	4	0	0	0	\$ 509,247.00	\$ 280,710.00
November										
December										
Totals	18	13	3	2	14	0	2	2	\$ 2,383,893.00	\$ 701,875.00

