

MARYSVILLE FIRE DISTRICT
JOINT MEETING OF MARYSVILLE FIRE DISTRICT BOARD OF DIRECTORS AND
SNOHOMISH COUNTY FIRE PROTECTION DISTRICT No. 12
April 17, 2019 – 6 pm – Marysville City Hall

CALL TO ORDER/FLAG SALUTE

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

The following were in attendance:

Board of Directors:

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

Staff Members:

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

Guests:

Grant Weed, District Attorney

AUDIENCE PARTICIPATION/PRESENTATIONS

Chief McFalls shared with the Board a letter received from the Center for Public Safety Excellence congratulating Deputy Chief/Fire Marshal Tom Maloney on receiving the Fire Marshal designation. He has demonstrated excellence through experience, education and community involvement signifying his commitment to his career in fire and emergency services.

Chairperson Toyer presented Maloney with a certificate congratulating him on this achievement.

Chief McFalls introduced guest Todd Fahlman, sharing that Fahlman will be running for Marysville City Council position 5.

MFD CONSENT AGENDA

- A. Approve minutes of the March 20, 2019, regular meeting
- B. Approval of April Claims and Payroll:
 - i. MFD Expense Fund
Voucher Numbers 190403001- thru – 190403081 \$ 280,820.19
 - ii. MFD Payroll (excluding benefits) \$ 1,027,775.66
 - iii. MFD Apparatus Fund
Voucher Numbers 190402001- thru - 190402006 \$ 75,436.36

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



SCFD # 12 Consent Agenda

A. Approval of April Claims:

i. SCFD #12 Expense Fund

Vouchers Numbers 190401001 - thru - 190401003 \$ 5,666.09

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

INFORMATION ITEMS

Communications: Chief McFalls shared an email from the Chair of our Pro Committee, also a retired fire service professional, Larry Pitzer. Pitzer expressed his appreciation for the fast response, care administered and personal interaction he received from our first responders. Chad Bonner and Chris Skagen on M63 along with Dylan Lowery, Tyler Hoglund, and Scott Minaker on A62; all performed outstanding patient care.

COMMITTEE REPORTS

EMS Committee: Approval of April EMS account recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
April	5,196.98	20,525.25	0.00	1,687.13

Motion: To approve the April ambulance account recommendations.
Made By: Christoffersen
Seconded By: Cook
Action: PASSED unanimously

Planning Committee: Tabled.

Personnel Committee: Chief McFalls reported that the Personnel Committee met earlier this morning. An email went out to all personnel as well as Boardmembers announcing that Douglas Cassidy has been moved forward in the hiring process.

STAFF BUSINESS

Operations Report: Chief Cole reported on the following:

- We ended the month with 1299 calls, up about 55 calls over 2018.
- Our response times were in the normal range and our turn out times continue to improve. Our turn out time is currently at an average of 1 minute 26 seconds, significantly better than last year's average of 1 minute 37 seconds.
- We are revamping the employee performance evaluation process. We will be training all supervisors before implementing the new form to all employees.
- Training:
 - a. We are participating in the Tri County Complex Coordinated Terrorism Attack Program. All reports back have stated it has been excellent training.

- b. We participated in a Bugout Drill this morning. This was a simulation of Sno911 dispatch being taken off line and having to move to their South campus. Through this training we have found areas we need to continue to work on. Overall this was a great learning experience.
- Our recruits at the Snohomish County Fire Academy continue to excel receiving excellent reviews.

Overtime Report: Chief Cole reported we currently have three full-time employees off on limited or no work duty. All are expected back in the next couple of weeks. We have four lateral firefighter candidates in the background and medical evaluation process. We are down eleven part-time firefighters. We have seven new part-time firefighters in progress. Both the lateral and part-time firefighters will be included in a joint recruit academy that will start in June and end July 3rd. We will be sending additional people to the Snohomish County Fire academy in both June and September.

March 2018	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 73,673.07	1,168.00	1,278.00
Part time	\$ -	0.00	
Month Total	\$ 73,673.07	1,168.00	1,278.00
YTD Totals	\$ 171,778.32	2,825.42	4,320.25

For March, the F/T overtime was \$ 73,673.07 and the P/T overtime was \$ 0.00.

Fire Prevention Report: DC Maloney shared that the RFA ballots were mailed out on April 4th. Both the City and the District have received several emails and calls mostly geared towards the financial aspects of the RFA. We had a conference today with the consultant to start drafting a thank you for the outcome. Maloney shared his appreciation to the Local, stating they have been a tremendous help.

First Quarter 2019 Financial Update: Finance Director Chelsie McInnis gave the 2019 financial update.

MFD: All revenue and expenditure budgets are running on track. For capital spending we have satisfied the purchase of the three ambulances, one staff vehicle, and the Ultra Sonic PPE washer. There are outstanding capital items to purchase, including two staff vehicles. We continue to collect revenues from the GEMT program, total amount collected to date is approximately \$1.3 million. The Washington State Health Care Authority notified us we will be receiving the large intergovernmental funds transfer (IGT) invoice in early May, with 30 days to remit payment. The District will receive the IGT funds back, along with the additional federal share of funds in late June or early July. Additional retroactive settlements are expected to be received towards the end of April 2019 through September 2019. As of March 31, the District has spent \$677,000 of fund balance, leaving the combined ending fund balance of MFD funds at \$11.7 million. The District has budgeted to spend approximately \$2.5 million of Expense Fund cash balance by year end.

FD12: District 12's primary revenue source is property taxes. As of March 31, we have received approximately 6% of those. First half property taxes are due by April 30, the district



will see a large collection percentage occur during April. Expenditures are on track with 25% expended leaving a combined ending fund balance in the District 12 funds of \$1.4 million.

Local 3219 Union Report: No Report.

OLD BUSINESS

No old business to discuss.

NEW BUSINESS

A. 2018 MFD Annual Report – Draft Review

Chief McFalls recognized and thanked Sandra Elvrom and all staff for their work on preparing the 2018 MFD Annual Report.

Finance Director McInnis shared that the 2018 MFD Annual Report is being provided to the Board for a one month review period. We will ask for official approval of the document at the May Board meeting.

B. Agenda Bill - 2018 Annual SAO Financial Report – Draft Review

Finance Director McInnis gave a detailed review of the report explaining that this financial report is required by RCW to be submitted 180 days after the end of the fiscal year, due May 30, 2019. This is being provided for one month Board review, with approval at the May Board meeting.

C. Agenda Bill – MFD Resolution 2019B-3 “Defibrillator – Sole Source and Surplus”

DC Neuhoff explained that we are needing to replace and surplus three old defibrillators with newer models that are consistent with what is currently being used. As a result of that device being made by only one manufacturer and sold through only one vendor it qualifies as a sole source purchase. We must officially declare the purchase sole source, eliminating the competitive bidding requirements.

Motion: To approve MFD Resolution 2019B-3 “Defibrillator – Sole Source and Surplus”

Made By: Ross

Seconded By: King

Action: PASSED unanimously

D. Agenda Bill – MFD Resolution 2019B-4 “Chest Compression Device – Sole Source Declaration”

DC Neuhoff shared that we have budgeted for the purchase of two chest compression devices, one will be funded through a federal grant award. Our Medical Advisor, Dr. Cooper, has instructed us that we are to purchase a specific device that is consistent with the others that are in the County. The device Dr. Cooper is requiring us to purchase is made by only one manufacturer and sold through only one vendor. This requires us to go through the process of declaring it a sole source purchase, eliminating the bidding process.



Motion: To approve MFD Resolution 2019B-4 "Chest Compression Device – Sole Source Declaration"
Made By: King
Seconded By: Christoffersen
Action: PASSED unanimously

CALL ON BOARD MEMBERS

King – Personnel Committee met this morning and all went well. Marysville hosted this month's Sno – Isle Commissioner meeting at Station 62 which was well attended. Thanked Paula and Chief McFalls for hosting. The guest speaker, Dr. Cooper, gave a great talk.

Toyer – Nothing more to report.

Ross – Congratulated DC Maloney on his achievement. Happy Easter.

Christoffersen – Thanked everyone for the opportunity to attend Fire Ops. Happy Easter.

Cook – Asked Neuhoff to bring one of the chest compression units to the next meeting for the Board to view.

Maloney – Nothing more to report.

Neuhoff – Informed the Board that the three new ambulances have arrived at the shop and are being outfitted.

Muller – Spoke about the preliminary long response times to the Notre Dame Cathedral Fire. Ross stated there was a first alarm about half hour before where responders found no fire and left the scene. This could be tied into the response times.

Stevens – Nothing more to report.

McInnis – Nothing more to report.

McFalls – Nothing more to report.

Cole – Nothing more to report.

Weed – Nothing more to report.

DeSanctis – Nothing more to report.

EXECUTIVE SESSION

Chairperson Toyer called for a ten minute executive session at 6:46 pm to consider the minimum price at which real estate will be offered for sale or lease pursuant RCW 42.30.110(1)(c) and to review the performance of a public employee pursuant RCW 42.30.110(1)(g) to return at 6:56 pm.

Chairperson Toyer called for a five minute extension to return at 7:01.

Chairperson Toyer called for a five minute extension to return at 7:06.



Chairperson Toyer called for a two minute extension to return at 7:08.

RECONVENE

The open public meeting reconvened at 7:10 pm

Motion: To approve the extension of the limited duty time for an employee as discussed in executive session, not to exceed one month unless the treating physician releases him by May 1, 2019.
Made By: Stevens
Seconded By: Ross
Action: PASSED unanimously

ADJOURNMENT

With no further action required, the meeting adjourned at 7:15 pm.

Motion: To adjourn the April 17, 2019 regular meeting
Made By: Christoffersen
Seconded By: Muller
Action: PASSED unanimously



Paula DeSanctis
Board Secretary

5/15/19
Date approved

Fire Prevention Report

April 17, 2019

- The total fire loss for 2019:
 - There were 2 fire incidents investigated in March 2019, with \$1.3 million in assessed value and \$105,000 in fire loss.
- We had two successful open houses for the RFA. We answered some good questions and memories for the kids.
- I was notified that my Chief Fire Officer Designation was renewed and I obtained Fire Marshal Designation from Center of Public Safety Excellence (CPSE). I have also been asked to serve as a peer reviewer for other candidates seeking designation.
- The kitchen hood class went well with over 20 attendees. We are currently working on a program to ensure that our commercial hood systems are being service by certified companies who have been trained by the extinguishing company. This is also being discussed throughout the county as well as Skagit County.
- Our Facebook audience increased over 1.5% percent this month to 2,743 follows and 2,651 likes. Our Twitter audience is also up 2% to 1,547 followers.

Public Education

Number of Public Education Attendees

Program	Current Month	2019
Preschool Program	25	225
Elementary Age (K-5)	30	95
High School	0	0
Station Tours	10	118
Smoke Alarm Installations	0	6
Youth Fire-Setter Interventions	0	0
Helmet Fittings	0	0
Public Events	0	0
Car Seat Installs	0	2
Older Adult Fire/Fall Prevention	0	0
Parent Education	0	30

Marysville Fire District 2019 Fire Incident Totals										
Month	Total Investigations	Accidental	Incendiary	Undetermined	Residential	Commercial	Vehicle	Other	Total Property Value	Total Fire Loss
January	0	0	0	0	0	0	0	0	\$ 0	\$ 0
February	3	2	0	1	1	0	0	2	\$ 258,000.00	\$ 62,500.00
March	2	1	0	1	1	1	0	0	\$ 1,343,000.00	\$ 105,000.00
April										
May										
June										
July										
August										
September										
October										
November										
December										
Totals	5	3	0	2	2	1	0	2	\$ 1,601,000.00	\$ 167,500.00

