

**MARYSVILLE FIRE DISTRICT**  
**JOINT MEETING OF MARYSVILLE FIRE DISTRICT BOARD OF DIRECTORS AND**  
**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT No. 12**  
**July 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:**

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Tom King	Rick Ross
Rob Toyer	Tonya Christoffersen
Steve Muller	

**Staff Members:**

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

**Guests:**

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Grant Weed, District Attorney  
Peter Altman, Summit Law

***AUDIENCE PARTICIPATION/PRESENTATIONS***

**Badge Pining** – Chief McFalls introduced two of Marysville Fire Districts newer career firefighters Bradly Keen and Dakota Herrington. After reading a short bio on both employees Chief McFalls swore them in and pinned their badges.

***MFD CONSENT AGENDA***

- A. Excuse Board Members Steven and Cook from the 7-17-19 regular meeting
- B. Approve minutes of the June 15, 2019, regular meeting
- C. Approve June 2019 Financial Statements
- D. Approval of July Claims and Payroll:
  - i. MFD Expense Fund  
Voucher Numbers 190703001 - thru - 190703084 \$ 346,923.22
  - ii. MFD Payroll (excluding benefits) \$ 1,064,838.55
  - iii. MFD Apparatus Fund  
Voucher Numbers 190702001 - thru - 190702004 \$ 2,373.07

**Motion:** To approve the MFD Consent Agenda  
**Made By:** Muller  
**Seconded By:** Ross  
**Action:** PASSED unanimously



## SCFD # 12 Consent Agenda

A. Approve June 2019 Financial Statements

B. Approval of July Claims:

i. SCFD #12 Expense Fund

Vouchers Numbers 190701001 - thru - 190701002 \$ 7,714.48

**Motion:** To approve the SCFD #12 Consent Agenda.

**Made By:** Christoffersen

**Seconded By:** Ross

**Action:** PASSED unanimously

## INFORMATION ITEMS

**Communications:** Chief McFalls shared the following information as a follow up to the concern expressed at last month's meeting regarding the commitment to offering Battalion Chiefs services to District 15. Our records show, year to date, Marysville Fire District Battalion 61 has committed a total of 5 minutes 9 seconds to District 15. The unit hour utilization commitment year to date is 131 hours or 3%. Anything less the 16% has capacity and anything greater than 25% needs to be looked at. It is the Chiefs hope that these facts satisfy any concerns.

## COMMITTEE REPORTS

EMS Committee: Approval of July EMS account recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
July	3,688.59	16,261.22	0.00	50.00

**Motion:** To approve the July ambulance account recommendations.

**Made By:** Christoffersen

**Seconded By:** Muller

**Action:** PASSED unanimously

**Planning Committee:** Chief McFalls stated the Planning Committee met on June 24, 2019 discussing next steps. The next meeting is scheduled for Monday, July 22, 2019. Chief McFalls shared that the meeting is open to the full City Council and Fire Board. We will be looking at a couple presentations, one from All American Leadership and one from Center for Public Safety Excellences. These will be to help with organizational alignment and community driven strategic planning process.

**Personnel Committee:** Chief McFalls shared that the Personnel Committee met on July 11, 2019, interviewing three firefighters. Apollo Lewis has moved forward in the hiring process. Commissioner Christoffersen asked where we are in the process of establishing a new Training Captain position. Chief McFalls shared that the Training Captain position has been postponed. It will be discussed in the collective bargaining negotiations beginning next month.



## STAFF BUSINESS

### Operations Report: Chief Cole reported on the following:

- We were up 39 calls this month from last year for a total of 1,265 calls.
- In the Monthly Incident Report, the apparatus report shows both Engine 62 and Ladder 62, this is due to Ladder 62 being out of service for a portion of the month.
- The Incident Report also shows a very significant increase in the number of calls for Aid 62. This is the first full month that Station 62 has had 24 dedicated staffing. Correspondingly, we see a decrease in calls for Station 65, not being pulled to cover Station 62 calls, leaving them in their first due area.

**Overtime Report:** Chief Cole reported we have no fulltime employees out on light or limited duty. We have three fulltime employees off on FMLA or other leave. We are down thirteen part-time firefighters. We will be interviewing eleven part-time candidates on July 24, 2019 with hopes to start them in the September academy.

June 2018	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 61,419.58	1,066.17	652.50
Part time	\$ -	0.00	0.00
<b>Month Total</b>	<b>\$ 61,419.58</b>	<b>1,066.17</b>	<b>652.50</b>
YTD Totals	\$ 328,329.84	5,366.09	7,471.59

**For June, the F/T overtime was \$ 61,419.58 and the P/T overtime was \$ 0.00.**

**Fire Prevention Report:** DC Maloney shared that in addition to the Fire Prevention report in the packets he has provided a final fireworks report. We had a total of three fireworks related incidents. Maloney also shared we had three fires over the weekend. Two total losses and one sprinkler save. This is our second sprinkler save in six weeks. Maloney would like to discuss in the future as an RFA the possibility of starting a residential sprinkler ordinance for new construction.

### RFA Formation Update:

District Attorney Weed shared that his associate Brett Vinson has spent a couple of days at the Marysville Fire District Administration office reviewing all current agreements and ILA's. Weed stated they have a good idea of what needs to be done to transfer those agreements over to the RFA. We are working on a review of bi-laws and governance policies needing to be put in place with the new RFA. We are also working on the proper documentation of the transfer of assets. Weed stated he has been in contact with City Attorney John Walker regarding all items that involve the City.

Finance Director McInnis shared the following elements of the RFA formation that the administrative staff have been working on:

- We have obtained our new state UBI number, both the industrial insurance and unemployment accounts are active. Human Resource Manager Steve Edin is working on transitioning the employees from the Fire District 12 accounts to the new Marysville Fire District accounts.
- Our Federal ID number will stay the same because our name and function of government did not change.



- We have a new MCAG number issued by the State Auditor's Office. We have done the necessary reporting for the dissolution of an agency and the creation of a new one. We have been issued an audit schedule for both the old and new agencies.
- We are reviewing financial policies for any necessary updates or recommendations for change moving into the RFA.
- We are overhauling and customizing the financial planning model so it is specific to the RFA in preparation for the 2020 budget process.
- We have begun work on the fourth quarter RFA budget that will need to be adopted October 1, 2019 to operate from 10/1 to 12/31.
- County Treasurer Tax Accounts and funds have been established in preparation for the transfer of assets from Marysville Fire District and Fire District 12 to the Regional Fire Authority account.
- Along with the agreements and ILA's, we are reviewing all current resolutions to identify which will be needed for the RFA.

**Finance Report:** Finance Director McInnis reported on the June 2019 budget and funds report.

- The fund balance report shows Marysville Fire District ended June with \$11.5 million and District 12 ended June with \$2.1 million.
- The MFD operating budget has utilized \$638k of the fund balance as budgeted. MFD revenues are on track with 50% collected and expenses are on track with 53% remaining.
- The capital and apparatus funds have collated 50% of revenues with 16% of expenditures remaining.
- Fire District 12 is on track with revenue collection at 53% and expenses are at 50%.
- Review of the comparison chart first half to first half 2018 to 2019 shows our revenues have increased 5.8% and expenditures increased 10.6%, the large component of that being the ten new hires.

McInnis shared we received a preliminary assessed value notice from the County Assessor's Office. As it stands right now, the boundary of Marysville School District has a preliminary estimated increase of about 8.5% in assessed value for the taxes being collected in 2020.

McInnis gave an update on the intergovernmental transfer payment of \$900k to get the GEMT retroactive settlements out. The moneys have been received by HCA. The deposits are starting to come back in, we received our first settlement payment of \$600K. We anticipate the entire \$3.2 million to be received within the next couple of weeks.

McInnis shared that we received an email from Snohomish County recognizing the Marysville Fire District and Sandra Elvrom for our thorough and accurate payroll processes. They shared that we have helped them redefine their own processes. They really appreciate our working relationship.

There have been some recent legislative changes to our procurement and purchasing thresholds that will be incorporated into our existing policy and brought to the Board in August for approval.

**Local 3219 Union Report:** No report.

## **OLD BUSINESS**

No old business to discuss.

## **NEW BUSINESS**

### **A. MFD Agenda Bill: Resolution 2019B-7 “Surplus and Sale Authorization of 4 Vehicles”**

Chief Neuhoff shared that we have three ambulances and one fire engine that we are asking to surplus and authorize for sale.

**Motion:** To authorize Resolution 2019B-7 the “Surplus and Sale of 4 Marysville Fire District owned Vehicles”

**Made By:** Ross

**Seconded By:** King

**Action:** PASSED unanimously

### **B. Board of Directors Retreat “Date Options”**

Chief McFalls shared that we are looking at the potential dates of October 21-22, 2019 for the upcoming 2020 budget retreat and is recommending that we hold this year’s retreat at Semiahmoo in Bellingham. The Board was in agreement to move forward with DeSanctis requesting quotes from Semiahmoo for the suggested dates for the 2020 Budget retreat.

The Board was also in agreement to meet Tuesday, October 1, 2019, 10 am at Marysville City Hall to initiate the start of the Regional Fire Authority.

### **C. Electronic Fund Transfer Authorization**

The County is requesting we obtain documented approval of the individuals authorized to initiate/request the electronic funds transfer of monies from our local bank accounts.

**Motion:** To authorize Martin McFalls, Chelsie McInnis, and Steve Edin, to submit transfer requests to the Snohomish County Treasurer for the electronic transfer of monies deposited into the Key Bank Ambulance Billing Account.”

**Made By:** Christoffersen

**Seconded By:** Muller

**Action:** PASSED unanimously

## **EXECUTIVE SESSION**

Chairperson Toyer called for a 20 minute executive session at 6:55 pm to discuss Collective Bargaining Negotiations per RCW 42.30.140(4)(a) to return at 7:20 pm.

Chairperson Toyer called for a ten minute extension to return at 7:30 pm.

## **RECONVENE**

The open public meeting reconvened at 7:35 pm.

District Attorney Grant Weed shared that in anticipation of the formation of the RFA, a notice be given to Quil Ceda Village of the intent to assign the current ILA to the RFA.

**Motion:** To authorize a Notice of Intent to Quil Ceda Village to assign the ILA with Quil Ceda Village to the RFA.  
**Made By:** Ross  
**Seconded By:** Muller  
**Action:** PASSED unanimously

### **CALL ON BOARD MEMBERS**

**King** – Great idea posting the fireworks ban on all the reader boards around town including schools.

**Toyer** – Thanks to the crew for a great job on the Fourth of July.

**Christoffersen** – Recognized how busy our crews are. Thank you for all your hard work.

**Ross** – Thanked Chief McFalls and congratulated firefighters Herrington and Keen on their badge pinning. Thanked Grant Weed and Chelsie McGinnis for all their work on the RFA processes.

**Neuhoff** – Nothing more to report.

**Muller** – Nothing more to report.

**McInnis** – Nothing more to report.

**McFalls** – Nothing more to report.

**Cole** – Nothing more to report.

**Weed** – Nothing more to report.

**Edin** – NeoGov, our online applicant tracking software goes live on Monday, July 22, 2019.

**DeSanctis** – Nothing more to report.

### **ADJOURNMENT**

With no further action required, the meeting adjourned at 7:48 pm.

  
Paula DeSanctis  
Board Secretary

8/21/19  
Date approved

# Fire Prevention Report

Prepared by: Thomas Maloney, Deputy Chief/Fire Marshal  
July 17, 2019

- The total fire loss for 2019:
  - There were 2 fire incidents investigated in June 2019. There have been a total of 13 fires investigated in 2019, with \$14.6 million in assessed value and over \$413,000 in fire loss.
- There were 2 confirmed fireworks-related emergency incidents during the July 4<sup>th</sup> holiday: 1 fire in District 12 and 1 injury at Boom City.
- We participated in the city's Splish Splash Bash for the second year and shared water and lifejacket safety information with dozens of families.
- We received good response from two social media videos we produced: on our new Lucas devices and a reduction in fireworks-related incidents. We will be working toward producing more content to engage our community.
- We are again working with the city, schools, Salvation Army and other organizations to sponsor a School Supply Drive for at-risk students in the Marysville/Tulalip area.
- Our Facebook audience increased 3 percent this month to 2,964 follows and 2,862 likes. Our Twitter audience is also up to 1,627 followers.

## Public Education

**Number of Public Education Attendees**

<b>Program</b>	<b>Current Month</b>	<b>2019</b>
Preschool Program	0	266
Elementary Age (K-5)	200	495
High School	0	0
Station Tours	0	128
Smoke Alarm Installations	2	49
Youth Fire-Setter Interventions	0	0
Helmet Fittings	0	0
Public Events	100	700
Car Seat Installs	1	5
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	3	2	0	1	0	1	0	1	\$ 11,136,942.00	\$ 46,454.00
May	3	2	0	1	2	0	0	1	\$ 1,537,899.00	\$ 135,095.00
June	2	1	0	1	1	1	0	0	\$ 423,800.00	\$ 64,000.00
July										
August										
September										
October										
November										
December										
<b>Totals</b>	<b>13</b>	<b>8</b>	<b>0</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>\$ 14,699,641.00</b>	<b>\$ 413,049.00</b>

