

MARYSVILLE FIRE DISTRICT
JOINT MEETING OF MARYSVILLE FIRE DISTRICT BOARD OF DIRECTORS AND
SNOHOMISH COUNTY FIRE PROTECTION DISTRICT No. 12
August 21, 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
Steve Edin, Human Resource Manager
Paula DeSanctis, Board Secretary

Guests:

Grant Weed, District Attorney
Peter Altman, Summit Law- joined executive session/phone

AUDIENCE PARTICIPATION/PRESENTATIONS

Chairperson Toyer welcomed everyone and asked for public comments. Captain Patrick Woolcock, Captain Sam Eagle, Firefighter Jacob Kuehn, and Firefighter Jacob McConkey shared letters they prepared in support of the reinstatement of firefighter Dylan Lowery.

Badge Pinning – Chief McFalls introduced newly hired firefighters Josiah Windle, Doug Cassidy, Elliott Lauritzen, Dustin Jensen, Christopher Lytle, and Christopher Burnette. Mayor Nehring swore them in and Chief McFalls invited family member up to help pin badges.

MFD CONSENT AGENDA

- A. Approve minutes of the July 17, 2019, regular meeting
- B. Approve July 2019 Financial Statements
- C. Approval of August Claims and Payroll:
 - i. MFD Expense Fund
Voucher Numbers 190804001 - thru - 190804083 \$ 26,1300.57
 - ii. MFD Payroll (excluding benefits) \$ 1,026,663.77
 - iii. MFD Capital Reserve Fund
Voucher Numbers 190803001 - thru - 190803001 \$ 30,000.00
 - iv. MFD Apparatus Fund
Voucher Numbers 190802001 - thru - 190802004 \$ 93,514.56

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

SCFD # 12 Consent Agenda

- A. Approve minutes of the July 30, 2019, special meeting
- B. Approve July 2019 Financial Statements
- C. Approval of August Claims:
 - i. SCFD #12 Expense Fund
Vouchers Numbers 190801001 - thru - 190801002 \$ 57.35

Motion: To approve the July 30, 2019 special meeting minutes.
Made By: Ross
Seconded By: Cook
Action: PASSED unanimously

Motion: To approve the July 2019 Financial Statements.
Made By: Cook
Seconded By: Ross
Action: PASSED unanimously

Motion: To approve the August Claims in the amount of \$57.35.
Made By: Ross
Seconded By: Cook
Action: PASSED unanimously

INFORMATION ITEMS

Communications: Chief McFalls shared information for the WFCA Conference this October at Tulalip Resort. He also shared the Medic one Foundation Summer News Letter containing pictures of recently graduated Marysville Firefighter/Paramedic Ryan Hardwick.

COMMITTEE REPORTS

EMS Committee: Approval of August EMS account recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
August	1,576.92	29,531.86	0.00	1,902.52

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

Planning Committee: Chief McFalls reported the Planning Committee met on July 22, 2019 and listened to two presentations; one from All American Leadership and the other from Center for Public Safety Excellence with the possibility of presenting at the 2020 budget workshop.

Personnel Committee: Has not met.

STAFF BUSINESS

Operations Report: Chief Cole reported on the following:

- We had 1,258 responses for the month which is down six from this month last year. The apparatus response total includes both Engine 62 and Ladder 62 due to ladder 62 being out of service.
- Congratulation to Tyler Hoglund for completing the 2019-2 Snohomish County Recruit Academy. Tyler did an outstanding job receiving the first WHIP award.
- We have four attending the Snohomish County Fire Academy 2019-3, Lauritzen, Windle, Cassidy, and Lewis. FF Dave Burlingame will also attend as an Acting Officer.

Overtime Report: Chief Cole reported we had one employee off on limited duty with a work related injury, three off on administrative leave, three full time employees off on FLMA or other extended leave. We have one part-time off on military leave for approximately three months. We are down thirteen part-time firefighters. We have eleven part-time candidates currently in the background and medical process.

July 2019	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 29,762.57	533.00	769.50
Part time	\$ -	0.00	0.00
Month Total	\$ 29,762.57	533.00	769.50
YTD Totals	\$ 358,092.41	5,899.09	8,241.09

For June, the F/T overtime was \$ 29,762.57 and the P/T overtime was \$ 0.00.

Fire Prevention Report: Chief Maloney gave a summary of the current FEMA camp. Maloney thanked our members for their participation and the Local for their support of the event.

RFA Formation Update:

District Attorney Grant Weed reported the following:

- Weed has been reviewing all of the resolutions and policies and procedures to be brought forward to the new RFA Board for adoption. The intent is to prepare a single resolution with an attachment that has all the various prior resolutions and policies and procedures still relevant and current. Weed will meet with Chief McFalls and Finance Director McInnis to go through them to be sure we are not missing any and to identify any that should not be brought forward for adoption by the RFA Board on October 1, 2019.
- Weeds office has mailed out about sixty letters to the various parties that have contractual relations with Marysville Fire District giving them notice of the formation of the RFA making them aware that the RFA will take over assumption of those agreements effective October 1, 2019.
- Weeds office is working on setting up all of the conveyance documents, meaning, transfer of real properties/apparatus/equipment/monies that are in ownership of Marysville Fire District or District 12. Documents will be brought to the new RFA Board for approval and acceptance of those conveyances.

HR Manager Steve Edin reported the following:

The Department of Retirement Systems will require us to set up new accounts since we are becoming a new entity. We are in the process of getting applications out to all employees for re-enrollment. The goal is to have everything ready to submit to DRS by mid-September. Resolutions will be brought to the RFA Board for approval.

Finance Director McInnis reported the following:

- Working on the fourth quarter 2019 budget for the RFA to have an operating budget starting October 1, 2019. Essentially it is the remainder of the Marysville Fire District budget.
- Updating our ALS license with the state. MSA Matsumura did a fabulous job on completing the application and narrative for submittal.
- Working with the County Treasurer and Assessor establishing tax accounts for tax collections and fund accounts for when all the money assets transfer to the RFA.
- Working through our fiscal management policy series and any resolutions that need to be updated.

Finance Report: Finance Director McInnis shared that the State Auditors will be onsite starting August 26, 2019 for the 2018 audit period. They are scheduled to be onsite for two weeks and scheduling an exit conference in about three weeks.

Local 3219 Union Report: Local 3219 President Cody Brooke congratulated the six new hires pinned tonight. Brooke shared a prepared letter on behalf of himself and the entire Local in support of the reinstatement of Firefighter Dylan Lowery.

OLD BUSINESS

A. Ballistics Protection Summary of Findings:

Chief Cole reviewed the summary of the ballistics protection findings, thanking the Committee and crews for all the time and work they spent researching and testing products. Cole shared that the current budgeted amount of \$80k for ballistic gear will not be sufficient to complete the entire purchase. Cole stated this year's budget will purchase one helmet and vest/plate combination per seat. In 2020 we will submit a budget request to purchase the additional vests, which will cover the entire department. Chief Neuhoff shared that policies and procedures will be put into place as to when the ballistic gear is to be worn. Cole, Neuhoff, and Captain Bailey answered all Board questions regarding ballistic gear characteristics and protections provided.

NEW BUSINESS

A. MFD Agenda Bill: Arlington Battalion Chief Service Agreement

Commissioner Cook shared his concern that committing our battalion chief services under contract to other neighboring districts may be unnecessarily reducing the battalion chief service capacity within our own jurisdiction.

Motion: To approve the Interlocal Agreement for Battalion Chief Services provided to the City of Arlington and Authorize Fire Chief McFalls to Execute the Agreement.
Made By: Muller
Seconded By: Stevens
Action: PASSED 6 to 1

B. Agenda Bill: Policy Revision #6055 “Purchasing; Bids and Contract”

Finance Director McInnis shared that there are necessary revisions to the district bidding and procurement policy as a result of Senate Bill 5418; changes were effective July 1, 2019. The essence of the Bill is to try and streamline some of the local government purchasing processes. For fire districts, legislature increased the purchasing thresholds for materials, equipment and supplies from \$10k to \$40k; public works thresholds have been increased from \$20k to \$30k. The proposed policy revision incorporates these changes as well as additional federal procurement threshold updates. Another change was to cooperative purchasing (i.e. piggybacking) processes. Formerly, if the district were to piggy-back on another government award, we had to verify that the awarding agency met the district’s minimum bid requirements before we could utilize the bid award; under the update legislation the district must verify that the awarding agency met their own minimum bidding requirements. We have also updated any forms and check-lists that we used as part of our internal control process and added a section defining the ability for the district to purchase from the Federal Government General Service Administration Program.

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

C. Agenda Bill: All American Consulting Contract

Chief McFalls shared that at the most recent Planning Committee meeting the members listened to a presentation given by the CEO of All American Consulting. It is the Planning Committees recommendation to bring this consulting firm in for an organizational and culture consultation session benefiting the Board and all Marysville Fire District members following the budget workshop. This would be a three day commitment: October 21, 22 and 23, 2019. Chief stated he would like to get as many members as possible to attend.

Motion: To approve the All American Leadership Services contract and budget appropriation, and authorize Fire Chief Martin McFalls to sign the associated professional services contract.
Made By: King
Seconded By: Muller
Action: PASSED unanimously

D. Approval of Nozzle Bid Award

Chief Neuhoff explained that we are looking to move forward with the purchase of our aging nozzles. One bid was returned, which has met the minimum bid specifications and complied with vender qualifications. Staff is proposing the bid be awarded to Municipal Emergency Services, Inc.

Motion: To approve the nozzle bid award as presented.
Made By: Ross
Seconded By: Muller
Action: PASSED unanimously

CALL ON BOARD MEMBERS

King – Congratulations to our new firefighters. Looking forward to the formation of the RFA.

Toyer – Nothing more to report.

Stevens – Confirmed workshop dates. Informed the Board that he will not be in attendance for the September 18, 2019 regular meeting. Thank you to everyone who came out to speak tonight.

Christoffersen – Thank you everyone.

Ross – It was an honor to watch the new firefighters be sworn in tonight. Thanked District Attorney Weed, Finance Director McInnis, and all other staff for their work on the RFA preparation.

Cook – Thanked the members for standing tall for an employee they believe in.

Neuhoff – Shared information only changes to the SNO911 ILA.

Muller – Great to see the six new members. Confirmed the dates of the Budget Workshop and consultant presentation.

McInnis – Nothing more to report.

McFalls – Shared he received a call from a resident regarding wanting to donate real property to the Marysville Fire District.

Maloney – Thanked Christie for her part in the FEMA camp.

Cole – Nothing more to report.

Weed – Nothing more to report.

Edin – Nothing more to report.

DeSanctis – Nothing more to report.

EXECUTIVE SESSION

Chairperson Toyer called for a twenty minute executive session at 7:30 pm to return at 7:50 pm to discuss the following:

- Collective Bargaining negotiations per RCW 42.30.140(4)(a)
- Evaluate the performance of a public employee per RCW 42.30.110(1)(g)
- Potential litigation with legal counsel per RCW 42.30.110(1)(i)

Chairperson Toyer called for a twenty minute extension to return at 8:10 pm.

Chairperson Toyer called for a five minute extension to return at 8:15 pm.

Chairperson Toyer called for a five minute extension to return at 8:20 pm.

Chairperson Toyer called for a five minute extension to return at 8:25 pm.

RECONVENE

The open public meeting reconvened at 8:25 pm.

ADJOURNMENT

With no further action required, the meeting adjourned at 8:27 pm.



Paula DeSanctis
Board Secretary

9/18/19

Date approved

Fire Prevention Report

Prepared by: Thomas Maloney, Deputy Chief/Fire Marshal
August 21, 2019

- The total fire loss for 2019:
 - There were 5 fire incidents investigated in May 2019. There have been a total of 18 fires investigated in 2019, with \$16.7 million in assessed value and over \$662,000 in fire loss.
- We participated in National Night Out, operating an information booth at Jennings Park and visiting various community events throughout Marysville. We provided information on car seat safety, home escape plans and the outdoor burn ban to dozens of families.
- We also participated in the city's booth at the Handmade and Homegrown Festival. We handed out kitchen timers to help mitigate cooking fires, which are a major cause of fire in our area. We also handed out flameless candles to prevent candle fires.
- We will be playing a large role in FEMA's first-ever Regional Youth Preparedness Camp the third week of August. Firefighters will help teach kids how to respond in a disaster when emergency responders may not be available.
- We continue working with city, schools, Salvation Army and other organizations to sponsor the School Supply Drive for at-risk students in the Marysville/Tulalip area. We expect this drive to serve between 300-600 children.
- Our Facebook audience increased 5 percent this month to 3,131 followers and 3,024 likes. Our Twitter audience is also up to 1,671 followers.

Public Education

Number of Public Education Attendees

Program	Current Month	2019
Preschool Program	30	296
Elementary Age (K-5)	55	550
High School	0	0
Station Tours	50	178
Smoke Alarm Installations	4	53
Youth Fire-Setter Interventions	0	0
Helmet Fittings	0	0
Public Events	600	1300
Car Seat Installs	3	8
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	
July	5	3	0	2	3	0	0	0	\$ 2,081,822.00	\$ 662,411.00	
August											
September											
October											
November											
December											
Totals	18	11	0	7	8	3	0	4	\$ 16,781,463.00	\$ 1,075,460.00	

