

MARYSVILLE FIRE DISTRICT
JOINT MEETING OF MARYSVILLE FIRE DISTRICT BOARD OF DIRECTORS AND
SNOHOMISH COUNTY FIRE PROTECTION DISTRICT No. 12
September 18, 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	Pat Cook
Steve Muller	Tonya Christoffersen (executive session only/phone)

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 (executive session only/phone)

AUDIENCE PARTICIPATION/PRESENTATIONS

Chairperson Toyer welcomed everyone and asked for public comments. Local 3219 Secretary/Treasurer, Firefighter/Paramedic Joe Kendrick addressed the Board thanking them for their support of the 911 Ceremony. Kendrick shared he is looking forward to the start of the RFA and appreciates all the work that has gone into getting to this point.

Badge Pinning – Chief McFalls introduced newly hired firefighters Tim Dalton and Tyler Hoglund sharing brief bios on each. Chief McFalls swore them in and invited friends and family members up to help pin badges.

MFD CONSENT AGENDA

- A. Excuse Boardmember Stevens from the September 18, 2019, regular meeting
- B. Approve minutes of the August 21, 2019, regular meeting
- C. Approve August 2019 Financial Statements
- D. Approval of September Claims and Payroll:
 - i. MFD Expense Fund
Voucher Numbers 190902001 - thru - 190902073 \$ 259,040.19
 - ii. MFD Payroll (excluding benefits) \$ 1,039,006.86
 - iii. MFD Apparatus Fund
Voucher Numbers 0 - thru - 0 \$ 0.00



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

SCFD # 12 Consent Agenda

- A. Excuse Commissioner Christoffersen from the September 18, 2019, regular meeting
- B. Approve minutes of the August 21, 2019, special meeting
- C. Approve minutes of the September 16, 2019, special meeting
- D. Approve August 2019 Financial Statements
- E. Approval of September Claims:
 - i. SCFD #12 Expense Fund
Vouchers Numbers 190901001 - thru - 190901002 \$ 514.73

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

INFORMATION ITEMS

Communications: Nothing to report

COMMITTEE REPORTS

EMS Committee: Approval of September EMS account recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
September	4,076.45	26,912.23	0.00	727.62

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

Planning Committee: Nothing to report.

Personnel Committee: Has not met.

STAFF BUSINESS

Operations Report: Chief Cole reported on the following:

- We had 1,246 calls for the month which was down 10 calls from the same time last year. Response times were in the normal range.
- We have four recruits plus a CO at the Snohomish County Fire Academy, All are doing well. We will be starting our latest part-time recruit academy September 23, 2019 with twelve candidates attending.
- The Rescue Swimmers Class was canceled due to logistical problems with the pool. The four we had registered will attend in spring of 2020.

Overtime Report: Chief Cole reported the following:

We currently have one employee off with a work related injury. Four off on either FMLA or other extended leave. We have one part-time employee off on military leave and we are down thirteen part-time employees.

August 2019	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 57,427.27	949.00	1,030.75
Part time	\$ -	0.00	
Month Total	\$ 57,427.27	949.00	1,030.75
YTD Totals	\$ 415,519.68	6,848.09	9,271.84

Fire Prevention Report: Chief Maloney reported on the following:

- We are preparing for our Ratings Bureau Audit beginning September 30, 2019.
- Cert Class has started at Station 62 with 24 enrolled.
- We will be putting on a weeklong FEMA camp in house next year along with the City of Marysville Parks Department.

RFA Formation Update:

District Attorney Grant Weed reported the following:

- Our office is working closely with MFD staff and the Marysville City Attorney creating all the necessary documents to complete the transfer.
- Building the agenda for the October 1, 2019, 10 am RFA Start-Up meeting.

Local 3219 Union Report: No report.

OLD BUSINESS

District 12 – Establish Regular Meeting Date, Time and Location

District 12 Vice Chair Cook stated that they will table the discussion to establish the District 12 regular meeting date and time to a later date when Commissioner Christoffersen is available.

NEW BUSINESS

A. 2018 SAO Audit Exit Conference

Finance Manager McInnis reported that our 2018 SAO audit is nearly complete. The area they looked at are as follows:

- Financial Statements – No issues found
- Financial Condition – No issues found
- Full Payroll System – No issues found
- Self-Insurance Program for Unemployment Insurance – No issues found
- Bids and Procurement – PENDING

The pending item is being reviewed at a higher level due to the procurement being declared a sole source purchase. Our local auditor does not anticipate there being any issues.

McInnis gave the Board the option of attending or opting out of an auditors exit conference. It was the consensus of the Board to opt out of the exit conference and receive an electronic copy of the audit report.

B. MFD Resolution 2019B-8 – Authorizing the Transfer of Personal Property Assets

District Attorney Weed shared that there is a schedule attached listing all personal property assets valued at \$5k and over required by the State Auditor's Office with an added line stating "and any and all other items of person property to include all items under \$5k".

Motion: To authorize Resolution 2019B-8 authorizing transfer of personal property assets.
Made By: Ross
Seconded By: Muller
Action: PASSED unanimously

C. MFD Resolution 2019B-9 – Authorizing the Transfer of Certain Rolling Stock

District Attorney Weed stated there is a schedule added listing all rolling stock with one unique item that is titled exclusively in the District 12 stock, a 1961 Crown. This title transfer will be separate. For efficiency, Weed's office has coordinated with a title transfer agency. When the items are ready to transfer, they will do this as a batch for us.

Motion: To approve Resolution 2019B-9 authorizing the transfer of certain rolling stock.
Made By: King
Seconded By: Cook
Action: PASSED unanimously

D. MFD Resolution 2019B-10 – Authorizing the Transfer of Certain Real Property

The RFA Plan has specific language that deals with the continued use of the Fire Administration Building by the RFA and continued use of a portion of the Public Safety Building that is currently used as a fire station by the RFA. There is a separate letter of understanding that will be entered into between the RFA and the City of Marysville as the owner of the Public Safety Building to deal with the impound lot and the special area that hosts the IT equipment.

Motion: To authorize Resolution 2019B-10 authorizing the transfer of certain real property.
Made By: Cook
Seconded By: King
Action: PASSED unanimously

E. MFD Resolution 2019B-11 – Authorizing the Transfer of Certain Fund Balances

Motion: To authorize Resolution 2019B-11 authorizing the transfer of certain fund balances.
Made By: Ross
Seconded By: Muller
Action: PASSED unanimously

F. FD12 Resolution 2019A-2 - Authorizing the Transfer of Personal Property Assets

Motion: To authorize Resolution 2019A-2 authorizing the transfer of personal property assts.
Made By: Ross
Seconded By: Cook
Action: PASSED unanimously

G. FD12 Resolution 2019A-3 – Authorizing the Transfer of Certain Rolling Stock

Motion: To authorize Resolution 2019A-3 authorizing the transfer of certain rolling stock.
Made By: Ross
Seconded By: Cook
Action: PASSED unanimously

H. FD12 Resolution 2019A-4 – Authorizing the Transfer of Certain Real Property

Motion: To authorize Resolution 2019A-4 authorizing the transfer of certain real property.
Made By: Ross
Seconded By: Cook
Action: PASSED unanimously

I. FD12 Resolution 2019A-5 – Authorizing the Transfer of Certain Fund Balances

Motion: To authorize Resolution 2019A-5 authorizing the transfer of certain fund balances.
Made By: Ross
Seconded By: Cook
Action: PASSED unanimously

J. MFD LOU - Approval of Letter of Understanding Between Snohomish County Fire District 12, The City of Marysville, and The Marysville Fire District Regional Fire Authority Regarding Real Property to be used by the Marysville Fire District Regional Fire Authority Pending its Transfer to the Regional Fire Authority in 2021.

Action will be taken on the MFD LOU at the October 1, 2019, RFA Start-Up Meeting.

K. FD12 LOU - Approval of Letter of Understanding Between Snohomish County Fire District 12, The City of Marysville, and The Marysville Fire District Regional Fire Authority Regarding Real Property to be used by the Marysville Fire District Regional Fire Authority Pending its Transfer to the Regional Fire Authority in 2021.

Action will be taken on the FD12 LOU at the October 1, 2019, RFA Start-Up Meeting.

L. FD12 Amended City ILA – Fifth Amendment to Agreement for Joint Operation of Fire and Emergency Medical Protection Facilities.

Motion: To authorize the Fifth Amendment to Agreement for Joint Operation of Fire and Emergency Medical Protection Facilities dissolving midnight on 9/30/19.
Made By: Ross
Seconded By: Cook
Action: PASSED unanimously

CALL ON BOARD MEMBERS

King – Thanked Toyer and wished him well. Thanked the Fire District for participating in Touch – a –Truck.

Toyer – Thanked everyone for their professionalism over the last seven years. Shared this is a great way to end his time as the Board Chair. Stated he is looking forward to observing the RFA as it comes into formation as a citizen.

Ross – Thanked Toyer for his service on the Board and for his inspiration. Thanked the staff for the outstanding work and professionalism.

Cook – Thanked Toyer for his service on the MFD Board. Thanked staff and labor for an outstanding job. Thanked Chelsie for her fine work, congratulation on another clean audit.

Muller – Thanked Toyer for his service. Thanked Chelsie for the clean audit. Stated Touch – a-Truck went great and thanked everyone who participated. Excited for the RFA, only two weeks away.

McInnis – Nothing more to report.

McFalls – Thanked Toyer for his years of outstanding service on the Marysville Fire District Board.

Maloney – Nothing more to report.

Neuhoff – Congratulation Boardmember Toyer on his last meeting with MFD.

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 fifteen minute executive session at 6:45 pm to return at 7:00 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) – Two matters with possible action to follow.
- Potential litigation with legal counsel per RCW 42.30.110(1)(i)



Chairperson Toyer called for a fifteen minute extension to return at 7:15 pm.
Chairperson Toyer called for a fifteen minute extension to return at 7:30 pm.
Chairperson Toyer called for a fifteen minute extension to return at 7:45 pm.
Chairperson Toyer called for a fifteen minute extension to return at 8:00 pm.
Chairperson Toyer called for a fifteen minute extension to return at 8:15 pm.
Chairperson Toyer called for a ten minute extension to return at 8:25 pm.
Chairperson Toyer called for a five minute extension to return at 8:30 pm.

RECONVENE

The open public meeting reconvened at 8:30 pm.

Chairperson Toyer asked for a motion to extend Chief Martin McFalls contract as discussed in executive session.

Motion: To extend Chief Martin McFalls employment contract for a period of two years subject to the following conditions:

1. Establishment of written performance criteria developed jointly by the Chief and the Board of Directors within sixty days of the end of the current contract.
2. The first year salary will be a 3% pay increase.
3. The second year salary increase will be based off of the previous year's performance review.

Made By: Ross
Seconded By: Muller
Action: PASSED 4 to 1

ADJOURNMENT

With no further action required, the meeting adjourned at 8:40 pm.



Paula DeSanctis
Board Secretary



Date approved

Fire Prevention Report

Prepared by: Thomas Maloney, Deputy Chief/Fire Marshal
September 18, 2019

- The total fire loss for 2019:
 - There were 5 fire incidents investigated in May 2019. There have been a total of 21 fires investigated in 2019, with \$19.4 million in assessed value and over \$1.3 million in fire loss.
- We participated with city, schools, Salvation Army and other organizations to sponsor the School Supply Drive for students in the Marysville/Tulalip area. We provided over 400 backpacks to children in need.
- We are in the planning stages of providing a basic fire origin overview with MPD and surrounding police departments. We are hoping to finish this before December.
- We will be having our fire rating reviewed by the Washington State Ratings Bureau at the end of the month. This review is periodically conducted to ensure that we are meeting standards.
- We kicked off our fall CERT class in partnership with the City of Marysville, with about 24 students.
- We partnered with FEMA in August for their first-ever Regional Youth Preparedness Camp. Firefighters taught extinguisher usage, rescue techniques, and PIO skills to 40 students from around the country.
- We began the Toy Store and Food Bank meetings to get ready for the respective drives for our community.
- Our Facebook audience increased 2 percent this month to 3,081 follows and 3,192 likes. Our Twitter audience is also up to 1,711 followers.

Public Education

Number of Public Education Attendees

Program	Current Month	2019
Preschool Program	0	296
Elementary Age (K-5)	0	550
High School	40	40
Station Tours	10	188
Smoke Alarm Installations	0	53
Youth Fire-Setter Interventions	0	0
Helmet Fittings	0	0
Public Events	100	1400
Car Seat Installs	2	10
Older Adult Fire/Fall Prevention	20	20
Parent Education	0	30
Fire Extinguisher Training	3	50

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	3	2	1	0	1	1	0	0	\$ 2,670,214.00	\$ 187,003.00
September										
October										
November										
December										
Totals	21	13	1	7	9	4	0	4	\$ 19,451,677.00	\$ 1,262,463.00

