

MARYSVILLE FIRE DISTRICT
SPECIAL MEETING
MARYSVILLE FIRE DISTRICT BOARD OF DIRECTORS
October 1, 2019 – 10 am – Marysville City Hall

CALL TO ORDER/FLAG SALUTE

Chaplain Dan Hazen opened with a prayer.

Chief McFalls called the meeting to order and led the flag salute at 10 am.

The following were in attendance:

Board of Directors:

Michael Stevens	Tonya Christoffersen
Kamille Norton	Rick Ross
Tom King	
Rob Toyer	
Steve Muller	

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
Brett Vinson, District Attorney Assistant

OPENING REMARKS BY COUNSEL

District Attorney Grant Weed summarized our RFA journey. Weed started by thanking the Elected Officials for the foresight of moving this forward. Thanked Marysville Staff, Chief McFalls, Chelsie McInnis, Steve Edin and the three Deputy Chiefs for preparing all the items on today's agenda. Thanked City staff Jon Nearing, Gloria Hirashima and City Attorney Jon Walker for their help in preparing action item paperwork before us today. Thanked his partner, Brett Vinson, for tag teaming with him on this process.

Recap of formation:

- Actions taken by City Council and Fire District 12 to initiate this formation
- Forming a committee
- Creating and adopting an RFA Plan
- Submission and approval of the voters
- April 2019 voter approved
- October 1, 2019 creation of a new municipal entity "The Marysville Fire District".

The business of the RFA is guided by the directives in the RFA Plan. The previous Interlocal Agreement that was drafted and entered into in 1991 between the City of Marysville and Fire District 12 has been terminated by previous actions that the Marysville City Council and Fire District 12 have taken with an effective date on October 1, 2019 for a seamless transition into the Marysville Fire District RFA.



OATH OF OFFICE

District Attorney Weed administered the Oath of Office for each individual Boardmember and Chief Martin McFalls as the District Secretary.

SELECTION OF BOARD CHAIR/VICE CHAIR

District Attorney Grant Weed asked for nominations for the Marysville Fire District Board Chair, Boardmember Muller nominated Boardmember Michael Stevens as the Board Chair.

Motion: To appoint Michael Stevens as the Marysville Fire District Board Chair
Made By: Muller
Seconded By: Norton
Action: PASSED unanimously

Chairperson Stevens asked for nominations for the role of the Marysville Fire District Board Vice Chair.

Boardmember Muller nominated Boardmember Rick Ross as the Board Vice Chair.

Motion: To appoint Rick Ross as the Marysville Fire District Board Vice Chair
Made By: Muller
Seconded By: King
Action: PASSED unanimously

AUDIENCE PARTICIPATION/PRESENTATIONS

None

ADOPT MASTER RESOLUTION

District Attorney Vinson shared that he prepared the Master Resolution 2019-001, which includes resolutions 2019-009 thru 2019031.

Finance Director McInnis shared that to alleviate the need for multiple signings, Resolutions 2019-009 thru 2019-031 and Operational Policies Series 1,000 thru 9,000 have been consolidated into the Master Resolution 2019-001 for only one signature. Within that group of policies only two of those chapters needed immediate edit: Policy Chapter 1,000 series, which is the Board of Directors policy set, and Policy Chapter 6,000, which is the Financial Fiscal Management Series.

McInnis gave a brief description and explanation of purpose and changes made to each individual resolution within Master Resolution 2019-001, as well as applicable policy revisions proposed.

District Attorney Grant Weed stated that within the 1,000 policy series we have made the immediate revisions needed, we will be coming back later with a comprehensive update to certain Board policies marked for further edit.

Motion: To adopt Master Resolution 2019-001 to include Resolution 2019-009 thru 2019-031 and Operational Policies and Standards
Made By: Ross
Seconded By: Muller
Action: PASSED unanimously

ADOPT CONVEYANCE RESOLUTIONS

District Attorney Weed stated that both the Marysville City Council and FD12 Commissioners have already taken actions needed to transfer various assets to the RFA. Today the RFA Board will accept those transfers of Real Property, Rolling Stock, Personal Property and Fund Balances.



Resolution 2019-002 Real Property

District Attorney Weed shared that Resolution 2019-002 includes two Quit Claim Deeds with a list of all real property that the Marysville Fire District and FD12 have owned over the previous years.

Motion: To adopt Resolution 2019-002 Transfer of Real Property
Made By: King
Seconded By: Norton
Action: PASSED unanimously

Resolution 2019-003 Rolling Stock

District Attorney Weed shared Resolution 2019-003 is an acceptance of all rolling stock. Included is an asset transfer deed accepting transfer of ownership from The Marysville Fire District to the RFA. There is one item solely owned by District 12, a 1961 Crown fire engine that will be transfer separately. A licensing agent has been contacted to assist in preparing the necessary title transfer documents.

Motion: To adopt Resolution 2019-003 Transfer of Rolling Stock
Made By: Norton
Seconded By: Ross
Action: PASSED unanimously

Resolution 2019-004 Personal Property

District Attorney Weed stated that a schedule has been included with a list of all assets with value of \$5k or greater and/or are considered small and attractive assets for inventory purposes. There is an asset transfer included for the RFA to assume ownership.

Motion: To adopt Resolution 2019-004 Transfer of Personal Property
Made By: Ross
Seconded By: King
Action: PASSED unanimously

Resolution 2019-005 Fund Balance

District Attorney Weed reported this is the acceptance of funds separated into the following sections:

- Transfer of the fund balances that the City of Marysville and FD12 jointly accumulated under the old Marysville Fire District ILA arrangement.
- Transfer of fund balances separately held FD12.
- Effective today's date, all future receipts and refunds of FD12 and EMS property tax collections.
- Effective today's date, all future election costs associated with FD12 Commissioner positions will be paid for and deducted from the RFA expense fund.
- Authorizing the County Treasurer to close the FD12 Reserve Fund.
- Authorizing the County Treasurer to close all the former Consolidated Marysville Fire District Funds.
- Transfer of all existing Marysville Fire District imprest and revolving accounts held outside the County Treasurers Office.

Motion: To adopt Resolution 2019-005 Transfer of Fund Balances
Made By: Muller
Seconded By: Norton
Action: PASSED unanimously



PUBLIC HEARING

Board Chair Stevens opened the Public Hearing at 11:40 am to consider Resolution 2019-006 "Adopting the Marysville Fire District, Regional Fire Authority Fourth Quarter 10/1/19 thru 12/31/19 Operating Budget"

Finance Director McInnis stated the primary goal in preparing the fourth quarter RFA budget was to keep it at or below what was remaining in the current Marysville Fire District and FD 12 adopted operating budgets, adding no new expenses but shoring up any re-appropriation that needed to occur.

Starting her budget presentation, McInnis reviewed the new RFA fund structure that will consist of three funds:

- MFD Expense Fund with an estimated beginning balance of \$10,185,007, estimated revenues of \$4,852,369, and estimated expenditures of \$5,807,985, with an estimated ending fund balance of \$9,229,390.
- MFD Capital/Reserve Fund with a beginning balance of \$5,332,000, estimated revenues of \$387,000, and estimated expenditures of \$99,600, with an estimated ending balance of \$5,619,400.
- MFD Apparatus Fund with a beginning balance of \$25,100, estimated revenues of \$14,150, and estimated expenditures of \$14,075, with an estimated ending fund balance of \$25,175.

Aggregate totals for the 2019 fourth quarter budget will start with an estimated fund balance of \$15,542,106, total revenues of \$5,253,519, total expenditures of \$5,921,660, with an estimated ending fund balance of \$14,873,965.

RECONVENE

Chairperson Stevens called to reconvene the open public meeting at 11:53 am.

Chairperson Stevens called for a motion to adopt Resolution 2019-006 the 2019 fourth quarter RFA budget.

Motion: To adopt Resolution 2019-006 adopting the Marysville Fire District, a Regional Fire Authority Fourth Quarter 2019 Operating Budget
Made By: Ross
Seconded By: King
Action: PASSED unanimously

TRANSFER AND ASSIGNMENT OF EXISTING AGREEMENTS

District Attorney Vinson shared that after reviewing all existing contracts and agreements and State Law they found that by virtue of State Law 52.26.100 all current contracts and agreements shall remain in full force not needing an amendment.

Notices were sent out to all agencies holding contracts or agreements with the Marysville Fire District informing them of the RFA formation, that there is no change to the current agreement, and that our name will remain the "Marysville Fire District". Those notices were separated into three categories:

- Simple Notification – basic simple services, phone, internet, etc...
- Formal Notification – professional services, doctors, legal, etc...
- Inquiry/Statement - Interlocal Agreements – allowing the agency to request an amendment if so desired.

The letters were mailed with no responses. Vinson stated we will be adopting a resolution formally accepting the rights, liabilities, and obligations of all the contracts and agreements with a catch-all phrase to cover anything else that may have been missed.

Chairperson Stevens called for a motion adopting Resolution 2019-007 Accepting transfer and assignment of all existing agreements.

Motion: To adopt Resolution 2019-007 accepting transfer and assignment of existing agreements
Made By: Norton
Seconded By: Muller
Action: PASSED unanimously

INTERLOCAL AGREEMENT FOR IT SERVICES

District Attorney Vinson shared that they have been working closely and cooperatively with the City of Marysville for an Agreement for IT Services going forward. That discussion is continuing and is being drafted by City Attorney Jon Walker. District Attorneys Weed and Vinson are both confident that the City will provide IT Services to the District while this agreement is being negotiated and drafted.

INTERLOCAL AGREEMENT FOR FIRE MARSHALS SERVICES

District Attorney Vinson share that he and City Attorney Jon Walker worked together on the Interlocal Agreement for Fire Marshal Services as proposed under the RFA Plan that was approved. The Plan intent was that the same level of service would be provided without compensation. This is a status quo type ILA that allows for further discussion in the future if necessary.

Motion: To adopt the Interlocal Agreement for Fire Marshal Services
Made By: Norton
Seconded By: Ross
Action: PASSED unanimously

RECESS

Chairperson Stevens called for a five minute recess at 12:10 pm to return at 12:15 pm.

RECONVENE

The open public meeting reconvened at 12:15 pm.

LETTER OF UNDERSTANDING REGARDING FACILITY USE-PUBLIC SAFETY BUILDING

District Attorney Vinson again shared that the Public Safety Building Agreement was contemplated in the RFA Plan with the intent to maintain status quo. When drafting the agreement there were several areas that were reserved for the continued use by the City of Marysville, specifically the fenced parking lot area and the secure server I-net room. The other spaces consistent with the intent of the plan are the evidence room, a space in the truck bay, and a space where a monopole is installed. The use of the public safety building will continue January 1, 2022 through December 31, 2023 with other dates for the data rooms and towers.

Motion: To authorize the entry into the Letter of Understanding regarding the Facility Use – Public Safety Building
Made By: Muller
Seconded By: Ross
Action: PASSED unanimously



INTERLOCAL AGREEMENT APPENDIX WITH WASHINGTON CITIES INSURANCE AUTHORITY

Human Resource Manager Edin shared that the Washington Cities Insurance Authority is a risk pool that provides liability coverage to over 150 cities and districts in the state of Washington. The Marysville Fire District has been a member for many years. They provide our liability coverage for our rolling stock as well as our real property and liability coverage for our employees. They provide training services, pre defense services among other consultation services for various risk issues. Edin stated it is his recommendation to continue our coverage through WCIA. District Attorney Weed stated that the WCIA has already taken action accepting the RFA as a new member.

Motion: To enter into an Interlocal Agreement with Washington Cities Insurance Authority as an RFA
Made By: Ross
Seconded By: King
Action: PASSED unanimously

COMMITTEE ASSIGNMENTS

Chief McFalls gave a brief overview of each of the committees.

After brief discussion the following motion was made to appoint members to the EMS Committee.

Motion: To appoint Tom King, Tonya Christoffersen and Kamille Norton to the EMS Committee
Made By: Ross
Seconded By: Muller
Action: PASSED unanimously

All other committees will be address at the October 16, 2019, regular meeting.

APPROVAL OF REGULAR MEETING TIME AND LOCATION

After much discussion it was agreed by the Board of Directors to hold two monthly meetings on the first and third Wednesday of each calendar month. The first Wednesday will be a workshop and the third Wednesday will be to hold the monthly regular meeting. Both will begin at 7 pm at Marysville City Hall.

Motion: To adopt Resolution 2019-008 establishing that the Marysville Fire District Regular Board Meetings shall be held at 7 pm on the first and third Wednesday of each calendar month at Marysville City Hall Council Chambers as amended. The meetings held on the first Wednesday of each calendar month shall be open public workshop meetings not open to public comment unless approved so by a majority of the Board.
Made By: Muller
Seconded By: Ross
Action: PASSED unanimously

Motion: To cancel the October 2, 2019, Marysville Fire District workshop meeting.
Made By: Muller
Seconded By: Ross
Action: PASSED unanimously

CALL ON STAFF

McFalls – Thanked everyone for their vision and leadership for seeing this formation through.

McInnis – Thanked Weed and Vinson for all their help, they have been great to work with. Thanked the Board and Staff. Stated she is excited that we are here. Shared her earliest record of moving towards some form of consolidation was in 2003.

Weed – Thanked DeSanctis for all her work she has done to prepare for the RFA.

Vinson – Thanked everyone.

Cole – Nothing more to report.

Maloney - Nothing more to report.

Neuhoff – Welcomed Board member Norton.

Edin – Nothing more to report.

DeSanctis – Nothing more to report.

CALL ON BOARD MEMBERS

King – Thanked all staff and welcomed Boardmember Norton.

Ross – Shared his appreciation to Grant and Brett. Thanked Chelsie for the hours and hours of work she has committed to this formation. Thanked Paula for all she does. Thanked the Board for the positive difference being made. Stated he will be drafting proposed language to be added to the RFA Plan allowing the non-voting Commissioner to have a vote in the absence of the voting Commissioner. Ross will present this at the October 16, 2019 meeting.

Christoffersen – Echoed everyone's comments. Thanked everyone.

Muller – Thanked everyone for their hard work. This has been a very successful process, we have a great team and excited moving forward.

Norton – Thanked staff and attorneys. Asked to be excused from the October 16, 2019 meeting, she will be out of town. Happy to be here and looking forward to being involved.

Stevens – Expressed his appreciation to Grant and Chelsie for all the work behind the scenes to make today possible. Welcomed everyone to the new Marysville Fire District.

ADJOURNMENT

With no further action required, the meeting adjourned at 1:15 pm.


Paula DeSanctis
Board Secretary

10/16/19
Date approved

