

**MARYSVILLE FIRE DISTRICT**  
**MARYSVILLE FIRE DISTRICT BOARD OF DIRECTORS**  
**October 16, 2019 – 7 pm – Marysville City Hall**

***CALL TO ORDER/FLAG SALUTE***

Chairperson Stevens called the meeting to order and led the flag salute at 7 pm.

**The following were in attendance:**

**Board of Directors:**

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Michael Stevens	Rick Ross
Tom King	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  
Laura Davis, Summit Law

***AUDIENCE PARTICIPATION/PRESENTATIONS***

***MFD CONSENT AGENDA***

- A. Excuse Boardmember Norton from the October 16, 2019, regular meeting
- B. Approve minutes of the September 18, 2019, regular meeting
- C. Approve minutes of the October 1, 2019, special RFA start-up meeting
- D. Approve minutes of the October 25, 2019, special meeting
- E. Approve September 2019 Financial Statements
- F. Approval of October Claims and Payroll:
  - i. MFD Expense Fund
    - Voucher Numbers 191002001 - thru - 191002088 \$ 302,108.73
  - ii. MFD Payroll (excluding benefits) \$ 1,058,776.57
  - iii. MFD Apparatus Fund
    - Voucher Numbers 191001001 - thru - 191001002 \$ 12,639.95

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

***INFORMATION ITEMS***

**Communications:** Nothing to report.



**COMMITTEE REPORTS**

EMS Committee: Approval of October EMS account recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
October	275.00	33,872.33	0.00	1,528.22

**Motion:** To approve the October ambulance account recommendations.  
**Made By:** Ross  
**Seconded By:** King  
**Action:** PASSED unanimously

**Planning Committee:** Has not met.

**Personnel Committee:** Has not met.

**STAFF BUSINESS**

**Fire Chief Report:** Chief McFalls reported on the following:

- An updated organization chart was included in the board packets and will be attached to the MFD RFA Plan.
- Reviewed the upcoming Board Meetings; 10/21/19 Budget Workshop all day at Station 66, 10/22/19 Officers Meeting/Consultant is Board optional all day at Station 66, 10/23/19 Snure Seminar 6:30pm – 9:30pm at Tulalip Resort, 10/24/19 thru 10/26/19 WFLA Conference at Tulalip Resort. The MFD Honor Guard will help with posting the colors at the opening ceremonies.
- We have six member attending the City sponsored eight month leadership academy; Keith Taylor, Don McGhee, Jacob Kuehn, Craig Walbridge, Chris Skagen, and Chad Crandall.
- Our fire fighters are wearing pink throughout October in honor of cancer prevention month.

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

- Last month we had 1,157 calls which is up 31 calls from 2018.
- We have four members attending the Snohomish County Fire Training Academy along with a company officer. All are doing well with great reviews. Acting Captain Dave Burlingame is doing an outstanding job as the Company Officer.
- We recently graduated part-time recruit academy +19-03. Of the twelve candidates, eleven made it through the academy. Eight of those have interviews with other organizations around the area.
- Currently working with Deputy Chief Neuhoff on a rewrite of fire response plans.

**Overtime Report:** Chief Cole reported we have one employee off with a work related injury. We have five employees off on part or fulltime FMLA and one off on military leave. We are currently down four part-time employees.

September 2019	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 70,127.67	1,168.25	1,004.75
Part time	\$ -		
<b>Month Total</b>	<b>\$ 70,127.67</b>	<b>1,168.25</b>	<b>1,004.75</b>
YTD Totals	\$ 485,647.35	8,016.34	10,276.59

**Fire Prevention Report:** Chief Maloney reported on the following:

- We started the process with the Survey and Ratings Bureau. Thank you to BC Jesus and the Equipment Committee as well as Lead Mechanic Josh Farnes for their help in preparation. We made some significant progress to move towards improving our rating to a little over a 2.
- We handed out over 900 helmets at Touch-a-Truck in September.
- We had a mobile home fire with no smoke alarms. We installed six smoke alarms in the mobile home park as a result.

**Finance Report:** Finance Director Chelsie McInnis reported on the following:

- Shared the third quarter finance update summarizing January through September Financial activity. This marks the final report of the old Marysville Fire District and District 12 funds. Revenues and expenses are on track with budget. The fund balance used of the MFD expense fund sat at \$908k, which was budgeted.
- The RFA funds transfer was seamless. All new accounts have been set up and all old accounts closed.
- Update on the GEMT program, as reported previously we have received all of our retroactive settlements for the managed care programs for the fiscal years 2017 and 2018. We received a letter from HCA confirming we will be receiving an additional settlement of \$1.5 million for the fee for service type transports for fiscal year 2018.

**Legal Counsel Report:** District Attorney Grant Weed gave an update on what his office has been working on following the RFA start up meeting.

- Recorded the deed that transfers all property to the RFA.
- Finished all the transfer of titles of all rolling stock, and apparatus vehicles to the RFA.
- Completed the transfer of all personal property and equipment that was authorized and accepted into the RFA.
- All financial transfers have been completed.

The following are items that Weeds office is currently working on to be brought to the Board at a later date:

- Continue to work with City Attorney Jon Walker on an ILA for IT services.
- A more robust set of rules and procedures for the operation of the Board and District.
- An amendment to the Sno Isle Library ILA as a result of the RFA formation.

**Local 3219 Union Report:** Reserved comment for closed session.

## **OLD BUSINESS**

### **Committee Appointments**

Personnel Committee:

**Motion:** To appoint Kamille Norton, Michael Stevens and Tom King to the Personnel Committee.

**Made By:** Muller

**Seconded By:** King

**Action:** PASSED unanimously

## **NEW BUSINESS**

### **Agenda Bill - Interlocal Cooperative Purchasing Agreement – SCFD #17**

DC Neuhoff shared this is a simple ILA allowing SCFD #17 (Granite Falls) to purchase off of our awarded bid for power cots.

**Motion:** To approve the Interlocal Cooperating Purchasing Agreement with SCFD #17.  
**Made By:** King  
**Seconded By:** Ross  
**Action:** PASSED unanimously

### **Bid Award – Shop Exhaust Extraction System**

DC Neuhoff explained that the shop is in need of an exhaust extraction system. With diesel being the biggest particulate problem causing all kinds of problems down the road, we would like to install the same system that is in all the stations to help with exhaust exposure. One contractor, PSF Mechanical, submitted for this bid with a contract value of \$59,396.54.

**Motion:** To approve the Shop Exhaust Extraction System bid award to PSF Mechanical.  
**Made By:** Muller  
**Seconded By:** Ross  
**Action:** PASSED unanimously

### **FD12 Voting/Non-Voting Positions**

Commissioner Ross asked for Board approval to allow District Attorney Grant Weed to draft language to be brought forward to the Board be added to the RFA Operating Agreement securing representation of District 12 on all RFA voting matters.

**Motion:** To direct District Attorney to draft a resolution supplementing the current operating plans to include language securing representation of District 12 by allowing an alternate.  
**Made By:** Muller  
**Seconded By:** Ross  
**Action:** PASSED unanimously

### **CALL ON STAFF**

**Edin** - He and DC Cole will be attending the WCIA Annual Meeting this Friday representing MFD.

**Neuhoff** – Happy to be here and excited to see this organization take off in a new direction.

**Maloney** – Nothing more.

**Cole** – Nothing more.

**Weed** – Nothing more.

**McInnis** – Nothing more.

**McFalls** – Nothing more.

**DeSanctis** – Nothing more.



**CALL ON BOARD**

**King** – Looking forward to the WFCa Conference next week.

**Ross** – Thank you to everyone for making this RFA happen.

**Christoffersen** – Thanked everyone for everything. Happy Halloween.

**Muller** – Glad everything went smooth with the RFA transition.

**Stevens** – Congrats to everyone on the RFA and the smooth transition. Gave a personal thanks to previous Boardmember Donna Wright, Tom King and Roy Wa with Sno Isle for taking the helm leading the hospitality room for our hosted event during the WFCa Conference.

**CLOSED SESSION**

Chairperson Stevens called for a closed session at 7:30 pm for a grievance meeting pursuant RCW 42.30.140(4)(a)

**RECONVENE**

The open public meeting reconvened at 8 pm.

**EXECUTIVE SESSION**

Chairperson Stevens called for a twenty minute executive session at 8 pm to return at 8:20 pm to evaluate complaints or charges brought against a public officer or employee; to review the performance of a public employee; to adopt strategy or position regarding grievance proceedings pursuant RCW 42.30.140(4)(a)

Chairperson Stevens called for a ten minute extension at 8:20 to return at 8:30

Chairperson Stevens called for a ten minute extension at 8:30 to return at 8:40

Chairperson Stevens called for a ten minute extension at 8:40 to return at 8:50

Chairperson Stevens called for a ten minute extension at 8:50 to return at 9:00

**RECONVENE**

The open public meeting reconvened at 9 pm.

Chairperson Stevens asked for a motion regarding the topic as discussed in executive session.

- Motion:** To defer the decision on the topic of grievance up to 14 days subject to agreement to settle the grievance with terms and conditions as discussed in executive session.
- Made By:** Ross
- Seconded By:** Muller
- Action:** PASSED unanimously

**ADJOURNMENT**

With no further action required, the meeting adjourned at 9:10 pm.

  
Paula DeSanctis  
Board Secretary

11/20/19  
Date approved

## Fire Prevention Report

Prepared by: Thomas Maloney, Deputy Chief/Fire Marshal and PIO Christie Veley  
October 16, 2019

- The total fire loss for 2019:
  - There were 1 fire incidents investigated in September 2019. There have been a total of 24 fires investigated in 2019, with \$19.4 million in assessed value and over \$1.3 million in fire loss.
  
- We had our initial meeting with the ratings bureau and we are making progress towards reducing our rating. We will have a draft report in about two months. Noticeable improvements have been within the organization.
  
- We are conducting research to see how we can create a program in reducing the cost of retro-fitting fire suppression systems in our older downtown buildings as they become revitalized and the original use is changing. Changing the original use will often require fire suppression systems.
  
- A fire that destroyed a mobile home on the Tulalip reservation provided an opportunity to educate neighbors on smoke alarms. We gave/installed six smoke alarms in the two homes closest to the home that burned. We also pushed out safety messages to the media reminding families to have working smoke alarms and a home fire escape plan.
  
- In October we will begin doing monthly fire extinguisher training with all Marysville School District bus drivers.
  
- Over the last month we participated in Touch a Truck, where we saw our largest crowd ever and interacted with hundreds of families. Engine 65 also took part in the Lakewood HS Homecoming Parade.
  
- Our Facebook audience increased another 3 percent this month to 3,159 likes and 3,279 follows. Our posts over the last month have reached 35,000 people. Our Twitter audience is also up to 1,741 followers.

### Public Education

**Number of Public Education Attendees**

<b>Program</b>	<b>People Reached Current Month</b>	<b>2019 Total</b>
Preschool Program	0	296
Elementary Age (K-5)	20	570
High School	0	40
Station Tours	0	188
Smoke Alarm Installations	4	57
Youth Fire-Setter Interventions	0	0
Helmet Fittings	0	0
Public Events	1000	2400
Car Seat Installs	2	12
Older Adult Fire/Fall Prevention	0	20
Parent Education	0	30
Fire Extinguisher Training	10	60

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	1	1	0	0	0	0	0	1	\$ 6,000.00	\$ 6,000.00	
October											
November											
December											
<b>Totals</b>	<b>22</b>	<b>14</b>	<b>1</b>	<b>7</b>	<b>9</b>	<b>4</b>	<b>0</b>	<b>5</b>	<b>\$ 19,457,677.00</b>	<b>\$ 1,268,463.00</b>	

