

**MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS WORKSHOP
November 6, 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:

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

Staff Members:

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

Guests:

Grant Weed, District Attorney

DISCUSSION ITEMS

Service Awards: Chief McFalls stated he would like to present the 2019 service awards at the December 4, 2019 Board Workshop. The Board was in agreement to allow the presentation of service awards at the December 4, 2019 Board Workshop.

OLD BUSINESS

2020 Budget Proposal Update: Finance Director McInnis reviewed the 2020 budget proposal update. Revenues are the same as originally estimated for all funds. There have been no updates from the Assessor's Office on property values from the previous estimate. Expenses in both the Capital and Apparatus funds have remained unchanged. The proposed update to the Expense Fund appropriations is largely due to the latest audit recommendation that is being issued. The auditors will be attending the December 4, 2019 Board Workshop to discuss the management letter they will be issuing on the topic. The original verbal recommendation by our local auditor of employee balance accruals in excess of vacation caps that are set in policy was further reviewed at a regional level. Because the same issue is found at other fire and school districts they were not able to leave it at a verbal recommendation, resulting in a management letter being issued. As a product of that, we must illustrate a timely plan to alleviate those balances that are in excess of the cap and strictly enforce the cap that is in our policy. Part of this budget update is to provide a cash-out of up to eighty hours to those non-represented employees that are currently over the cap; a plan for represented employee balances is currently being addressed in contract negotiations and was already included in the original budget presentation. The total 2020 administrative wage and benefit proposal will be brought to the Board by the Chief at the November 20, 2019 Board Meeting. For part of this re-work we



reduced the cost of the three new back fill positions by 25%, to reflect the estimated actual hire date of not before 03/31/2020. A medical software license was requested by our Medical Services Administrator, Terry Matsumura, adding \$2,700 to the computer licensing line item. This new software (Code Stat 11) will be utilized in conjunction with our new LUCAS devices and defibrillator units, replacing an older version (Code Stat 8) not compatible with the new equipment. The net effect of the changes discussed equates to \$16,600 less than the original proposal for a total Expense Fund Budget of \$24,860,910.

Following the update, there was a lengthy discussion on how the funds are allocated by division and alternative service delivery models available in the fire service today.

Resolution 2019-033 “A Resolution Amending Policy No. 1070 as Adopted by Resolution 2019-001”

District Attorney Grant Weed shared the language he drafted as directed by the Board securing representation of FD12 in absence of the voting member and/or non-voting member for review before the November 20, 2019, regular board meeting.

Boardmember Norton noted it might be necessary to add the same language in the event that an appointed Councilmember is absent. Weed will draft a second Resolution with added language to include securing a Council vote in the absence of an appointed Councilmember to be reviewed at the November 20, 2019 regular meeting.

Chief McFalls stated that with both Boardmembers Norton and Stevens being absent from the upcoming November 20, 2019 regular meeting he would like confirmation of a quorum to hold the meeting and adopt the 2020 Budget. All four remaining Boardmembers confirmed they will be in attendance at the November 20, 2019 regular meeting.

NEW BUSINESS

None

CALL ON STAFF

Edin – Nothing more to report.

Maloney – Chelan conference went great. We had our largest attendance to date.

Cole – Nothing more to report.

Weed – Nothing more to report.

McInnis – Nothing more to report.

McFalls – Congratulated all of our re-elected members.

DeSanctis – Nothing more to report.

CALL ON BOARD

King – Will be attending the Sno-Isle Commissioners meeting tomorrow night.

Ross – Stated he enjoyed the WFCM Conference, great speakers. Shared that the Marysville Fire District won 2nd place for the Management Excellence Award, thanked staff for their help in the submission of the application for the award.

Christoffersen – Appreciated the Snure Seminar, great information.



Norton – Questioned when we are considered a quorum of City Council and the need for posting meeting notices. District Attorney Grant Weed shared it is a fine line, depending on the topics discussed.

Muller – Shared he would like to see more conference/seminars focused on the service changes within the fire service.

Stevens – Nothing more to report.

EXECUTIVE SESSION

Chairperson Stevens called for a twenty minute executive session at 8:30 pm to review the performance of a public employee pursuant RCW 42.30.110(1)(g) to return at 8:50 pm.

Chairperson Stevens called for a ten minute extension to return at 9 pm.

Chairperson Stevens called for a ten minute extension to return at 9:10 pm.

Chairperson Stevens called for a ten minute extension to return at 9:20 pm.

Chairperson Stevens called for a ten minute extension to return at 9:30 pm.

RECONVENE

The open public meeting reconvened at 9:30 pm.

Chairperson Stevens called for a motion regarding discussion in executive session.

- Motion:** To authorized the Chiefs performance plan in connection to the Chiefs contract be turned over to the Personnel Committee.
- Made By:** Ross
- Seconded By:** Muller
- Action:** PASSED unanimously

ADJOURNMENT

With no further action required, the meeting adjourned at 9:32 pm.



 Paula DeSanctis
 Board Secretary



 Date approved