

**MARYSVILLE FIRE DISTRICT**  
**MARYSVILLE FIRE DISTRICT BOARD OF DIRECTORS**  
**November 20, 2019 – 7 pm – Marysville City Hall**

**CALL TO ORDER/FLAG SALUTE**

Vice Chairperson Ross 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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Steve Muller	Rick Ross
Tom King	Tonya Christoffersen

**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:**

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Brett Vinson, District Attorney

Vice Chairperson Ross welcomed District Attorney Brett Vinson who was standing in for District Attorney Grant Weed. Vinson shared that Weed asked to portray his apologies for not being able to attend tonight's meeting.

**AUDIENCE PARTICIPATION/PRESENTATIONS**

Chief McFalls introduced and welcomed David Strube his wife Carol and daughter Amy. McFalls shared that on the night of August 17, 2019 David experienced a seizure and stopped breathing. Marysville Firefighters responded administering life-saving measures, saving David's life. For their life saving heroic actions that day Chief McFalls presented the following with the Phoenix Award:

BC Rick Jesus	FF Kaitlan Hereth
Captain Steve Neyens (not present)	FF Scott Minaker (not present)
FF/PM Kevin Schroeder (not present)	FF Austin Young (not present)
FF/PM Hunter Day	SNO911Dispatcher Chad Piazza
FF Josh Olsen (not present)	

Chief McFalls presented firefighter Chad Solbakken with a promotion certificate for completing the Driver Operator Program and recognized firefighter/paramedic Ryan Hardwick for completing the Harborview Medic School.

**MFD CONSENT AGENDA**

- A. Excuse Boardmember Stevens from the November 20, 2019, regular meeting
- B. Excuse Boardmember Norton from the November 20, 2019, regular meeting
- C. Approve minutes of the October 16, 2019, regular meeting
- D. Approve minutes of the October 21, 2019, budget workshop
- E. Approve minutes of the October 25, 2019, special meeting
- F. Approve minutes of the November 6, 2019, workshop meeting



G. Approve October 2019 Financial Statements

H. Approval of November Claims and Payroll:

- i. MFD RFA Expense Fund 778-70  
Voucher Numbers 191102001 - thru - 191102102 \$ 322,113.12
- ii. MFD Payroll (excluding benefits) \$ 1,120,005.75
- iii. MFD RFA Apparatus Fund 778-72  
Voucher Numbers 191101001 - thru - 191101001 \$ 150.78

**Motion:** To approve the MFD Consent Agenda Items A & B  
**Made By:** Muller  
**Seconded By:** King  
**Action:** PASSED unanimously

**Motion:** To approve the MFD Consent Agenda Items C & H  
**Made By:** King  
**Seconded By:** Muller  
**Action:** PASSED unanimously

### ***PUBLIC HEARING***

Vice Chairperson Ross opened the Public Hearing at 7:13 pm.

Consider Resolution(s) for Marysville Fire District Regional Fire Authority related to the Adoption of the Budget, for the year 2020, setting forth in summary form the totals of estimated revenues and appropriations for each separate fund and the set Regular Levy Rate at \$1.45 per thousand.

Finance Director McInnis reviewed the following Resolution:

- A. **MFD – Resolution 2019-032** “A Resolution Adopting the 2020 Operating Budget”

Vice Chairperson Ross solicited public comment. With none, the Public Hearing closed at 7:17 pm returning to the open public meeting.

### ***INFORMATION ITEMS***

**Communications:** Nothing more to report.

### ***COMMITTEE REPORTS***

EMS Committee: Approval of November EMS account recommendations.

<b>Month</b>	<b>Charity</b>	<b>Collections</b>	<b>Bankruptcy</b>	<b>Refunds</b>
November	2,091.42	30,574.06	0.00	640.50

**Motion:** To approve the November ambulance account recommendations.  
**Made By:** Muller  
**Seconded By:** King  
**Action:** PASSED unanimously  
**Planning Committee:** Has not met.

**Personnel Committee:** Is scheduled to meet on December 3, 2019.

## **STAFF BUSINESS**

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

- McFalls and Boardmember King attended the Sno Isle Fire Commissioners meeting at Fire District 22. Speaker Chaplain Julie Boyer was very complimentary of Marysville and her interaction with our Peer Support team, stating MFD has established a very good reputation in the surrounding departments for our assistance and willingness to help in times of crisis. Also at the meeting Commissioner Roy Wa from Snohomish County Fire District 7 reported on the progress and current information as it pertains to the projected new radios in 2020. Any questions can be directed to Chief Neuhoff.
- MFD Chaplain Dan Hazen has formed a 2020 Task Force currently meeting one Saturday a Month. The Task Force will focus on healthy and effective department wide communication, trust building and improving positivity. McFalls thanked those involved in this voluntary based project; HR Manager Steve Edin, BC Aaron Soper, BC Rick Jesus, Capt. Kate Songhurst, FF Joe Kendrick and FF Jacob McConkey.
- Last week McFalls and Boardmember Muller attended the public services for Chief Stan Jones Sr. a long time Tulalip Tribal leader. MFD partnered with Tulalip Bay Fire Department displaying the American flag on the precession route.
- McFalls attended the November Quil Ceda Village Council Meeting where the MFD 2020 service agreement was approve by their Board.

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

- We had 1,120 responses for the month, down seven calls from last month. Cole stated we have had several significant calls lately keeping our crews very busy.
- The four recruits at the Snohomish County Training Academy along with the Company Officer are all doing outstanding. They will be back in about a month.
- The Board approved new fire hose nozzles have arrived and are in the process of training all the crews. January 2, 2020 they will go live on all the engines. Cole thanked BC Furness, BC Jesus, Capt. Tucker, Capt. Walbridge and FF Hopp for their dedication this week in training and familiarizing the crews with the new tools.
- Cole, Chie McFalls and Capt. Campbell attending training last week put on by the National Fallen Firefighter Foundation at the WSU campus in Everett. The training was on planning and preparing for a death in the line of duty.

**Overtime Report:** Chief Cole reported we had \$102,048.37 in overtime for the month. We currently have two off on light duty or work related injury. We have eight fulltime employees off on FMLA or extended leave. We have one off on military leave which after three months was just extended, we do not know how long that will be. Part-time firefighters Morris and Elton have received conditional offers from other departments and will be leaving us soon. We are currently down four part-time firefighters.

<b>October 2019</b>	<b>Dollars</b>	<b>Total Hours</b>	<b>Sick Leave Used</b>
Full-time	\$ 102,048.37	1,692.09	1,222,375.00
Part time	\$ -	0.00	
<b>Month Total</b>	<b>\$ 102,048.37</b>	<b>1,692.09</b>	<b>1,222,375.00</b>
YTD Totals	\$ 587,695.72	9,708.43	1,232,651.59

### **Fire Prevention Report:** Deputy Chief Maloney reported the following:

- The Fire Marshal's Office is working with the Building Officials on a plan for incentives to add sprinklers to older buildings as we revitalize down town. The plan will be presented to the City Council.
- The Rating Beuru will have a preliminary report by the end of the year.
- The empty hotel on 116<sup>th</sup> is expected to have new ownership in the first quarter of 2020.
- Keep the wreath green will be starting Thanksgiving Day.
- The Fire Marshal's Office shut down Display Manufacturing. When taking ownership of the building they were required to bring the building up to code to include sprinklers. We worked with them for eighteen months and they have only completed half of the sprinkler system installation. The business was shut down until the sprinkler system installation is complete.
- Thanked the Board for approving the budget allowing the fire prevention division to attend training conferences.

**Finance Report:** Finance Director McInnis Reported The following:

- McInnis met with PCG, the consulting firm who helps prepare our cost report for the GEMT program, to review the SFY2019 draft cost report. We have finalized and submitted this cost report along with our SFY 2021 GEMT Agency Participation Agreement ensuring continued enrollment through 2021. Since starting the program our costs of transport has increased from approximately \$2,400 to \$2,900.
- McInnis reported a potential loss was identified in an accounts payable warrant that was issued by the District. A check in the amount of just over \$17K was mailed out to TSI Incorporated. In that mail process it was intercepted by what we believe to be a mail theft ring out of Chicago. The check was successfully cashed at the bank and the money was withdrawn from our account. All the necessary investigative reports have been filed with Bank of America and the Snohomish County Sheriff's Offices. SAO has been notified and have already closed the case noting that we have taken all the necessary steps. The Bank of America investigation is almost complete; if the bank does not return the funds our next option will be to file a claim with WCIA. We have a \$10K deductible, which will be the maximum loss we could sustain.

**Legal Counsel Report:** Nothing more to report.

**Local 3219 Union Report:** No union member present.

## **OLD BUSINESS**

**Committee Assignments:**

To avoid a quorum of Marysville Fire District Boardmembers the committee assignments were recommended to be reduced to two members and one alternate. It was recommended that the Planning Committee have additional members and be posted as a special meeting. The following were recommend for each committee:

**EMS Committee:**

Members – Christoffersen and King  
Alternate – Norton

**Personnel Committee:**

Members – Ross and Stevens



Alternate – King

Planning Committee:

Members – Ross, Stevens, Muller and Norton

Alternate – None

These are recommendations only. A motion will be made at a later meeting to finalize committee appointments.

**Motion:** To table the appointment of committee members until the December 4, 2019 regular workshop meeting.

**Made By:** Muller

**Seconded By:** King

**Action:** PASSED unanimously

### **NEW BUSINESS**

**Agenda Bill: MFD – Resolution 2019-032** “A Resolution Adopting the 2020 Operating Budget”

**Motion:** To approve Resolution 2019-032 adopting the 2020 Operating Budget.

**Made By:** Muller

**Seconded By:** King

**Action:** PASSED unanimously

**Agenda Bill: MFD – Resolution 2019-033** “A Resolution Amending Policy No. 1070 as Adopted by Resolution 2019-001”

District Attorney Vinson shared two prepared draft versions of resolution 2019-033. The first securing a vote for the District 12 representation on the MFD RFA Board in the event of an absence. The second securing a vote for both District 12 and City Council in the event of an absence. Vinson shared that District Attorney Grant Weed and City Attorney Jon Walker have had lengthy discussions on if it is possible, and within the frame work of the RFA plan already set, to allow for or add alternate voting members. Though the two Attorneys disagree they appreciate and respect each other’s difference of legal opinion on the matter. One solution they both agreed on was to allow for an absent member to attend the meeting by phone or skype. It was suggested that Resolution 2019-033 be tabled until further consideration and discussion between the two Attorneys.

**Motion:** To table Resolution 2019-033 securing a vote in the absence of a Boardmember, Amending Policy No. 1070 as adopted by Resolution 2019-001 for a later meeting.

**Made By:** Muller

**Seconded By:** King

**Action:** PASSED unanimously

**Agenda Bill: 2020 Administrative Wages and Benefits**

Chief McFalls presented the 2020 Administrative Wages and Benefits proposal including the following elements: (1) COLA Increase of 4%, (2) District paid HRA/VEBA annual contribution of \$1,250, and (3) Revisions to Policy 2400 (Exempt Employees) and 2401 (Non-Exempt Employees). The revisions include enforcing the current vacation cap accrual



maximums and creates a plan to reduce existing overages and prevent future overages from occurring.

A brief discussion followed on how aggressive our plan should be in reducing the current overage of vacation hours. Finance Director McInnis shared that as long as the District has a clearly defined plan and continues to show progress in reducing excess hours while effectively managing those under the cap that this will satisfy the SAO management letter recommendation.

**Motion:** To approve the 2020 Administrative Wage and Benefits Proposal, Policy No. 2400 Revisions – Administrative Staff Benefit Plan (Exempt) and Policy No. 2401 Administrative Staff Benefits Plan (Non-Exempt).  
**Made By:** Muller  
**Seconded By:** King  
**Action:** PASSED unanimously

**Agenda Bill: 2020 Quil Ceda Village Fire and Emergency Services Agreement**  
Chief McFalls shared the Quil Ceda Village Council approved a 5% increase for a total value of \$592,125 for the 2020 Fire and Emergency Services Agreement between Quil Ceda Village and Marysville Fire District.

**Motion:** To approve the 2020 Quil Ceda Village Fire and Emergency Services Agreement and authorize Chief McFalls to sign and execute the agreement.  
**Made By:** King  
**Seconded By:** Muller  
**Action:** PASSED unanimously

### **CALL ON BOARD**

**King** – As it relates to Chief McFalls earlier report on attending the Sno Isle Commissioner Meeting: King was very impressed with speaker Julie Boyers comments on MFD and the entire Northwest leading the way in chaplain services.

**Christoffersen** – Encourages everyone to read the included thank you letter from a citizen regarding two of our responders. Congratulated all who were recognized tonight. Happy Thanksgiving!

**Muller** – Happy Thanksgiving!

**Ross** – Congratulated all the Phoenix Award recipients. Thanked District Attorney Brett Vinson for being here tonight. Thanked Finance Director McInnis for all her work and presentation of the budget. Thanked Boardmember Muller for his leadership and perspective. Happy Thanksgiving!

### **ADJOURNMENT**

With no further action required, the meeting adjourned at 8:26 pm.

  
Paula DeSanctis  
Board Secretary

12/18/19  
Date approved

## Fire Prevention Report

Prepared by: Thomas Maloney, Deputy Chief/Fire Marshal  
November 20, 2019

- The total fire loss for 2019:
  - There were 2 fire incidents investigated in October 2019. There have been a total of 24 fires investigated in 2019, with over \$20 million in assessed value and over \$1.4 million in fire loss.
- We are in the planning stages of providing a basic fire origin overview with MPD and surrounding police departments. This has been put on hold for now as we continue to work the logistics out.
- We are working with some sprinkler companies to develop a program for retrofitting some of our old downtown buildings. We have just started to develop the strategy and plan before we bring it forward for policy.
- We wrapped our fall CERT program in partnership with the City of Marysville Emergency Management team. About two dozen local residents graduated from the class and are now better equipped to help themselves and others in the event of a disaster.
- Our Public Educator Christie Veley recently finished a two-day course on Youth Firesetting. She is now equipped to act as a Youth Firesetting Interventionist and provide resources to families of children who exhibit unhealthy behaviors with fire.
- In October, we visited all kindergartners at Quil Ceda Elementary (in addition to other school visits), sharing fire safety lessons and teaching them that firefighters are community helpers.
- Our Facebook audience increased another 2 percent this month to 3,248 likes and 3,376 follows. Our Twitter audience is also up to 1,761 followers.

### Public Education

Program	People Reached Current Month	2019 Total
Preschool Program	188	484
Elementary Age (K-5)	80	650
High School	0	40
Station Tours	25	213
Smoke Alarm Installations	3	60
Youth Fire-Setter Interventions	0	0
Helmet Fittings	2	2
Public Events	300	2700
Car Seat Installs	0	12
Older Adult Fire/Fall Prevention	0	20
Parent Education	0	30
Fire Extinguisher Training	35	95

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	2	2	0	0	2	0	0	0	\$ 845,823.00	\$ 227,166.00
November										
December										
<b>Totals</b>	<b>24</b>	<b>16</b>	<b>1</b>	<b>7</b>	<b>11</b>	<b>4</b>	<b>0</b>	<b>5</b>	<b>\$ 20,303,500.00</b>	<b>\$ 1,495,629.00</b>

