

**MARYSVILLE FIRE DISTRICT**  
**BOARD OF DIRECTORS WORKSHOP**  
**December 4, 2019 – 7 pm – Marysville City Hall**

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

Chairperson Stevens called the MFD meeting to order and led the flag salute at 7 pm.  
Chairperson Christoffersen called the FD12 special meeting to order at 7 pm.

**The following were in attendance:**

**Board of Directors:**

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

**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  
State Auditor, Amanda Robinson

**Service Awards:** Chief McFalls presented the following service awards:

**5 Years**

- Ian Barrett, Firefighter – not present
- Luis Cruz, Firefighter – not present
- Nick Meyer, Firefighter

**10 Years**

- Tobin McGowan, Firefighter
- Jason Huizenga, Captain

**15 Years**

- Trevor Trueax, Firefighter/Paramedic – not present
- Noah Pester, Captain/Paramedic – not present
- Sam Eagle, Captain
- Tyler Dormaier, Firefighter/Paramedic – not present
- David Burlingame, Firefighter – not present
- Ryan Swobody, Firefighter – not present

**20 Years**

- Ty Siegert, Captain – not present
- Mirco Piazza, Medical Services Officer
- Tim Gunn, Firefighter – not present
- Brent Carlson, Firefighter/Paramedic – not present



### **25 Years**

- Terry Matsumura, Medical Services Admin – not present
- Cal Droke, Battalion Chief – not present
- Jason Tucker, Captain – not present
- Keith Taylor, Battalion Chief – not present
- Aaron Soper, Battalion Chief
- Craig Milless, Firefighter/Paramedic – not present
- Jeff Cole, Deputy Chief
- Keoni Brown, Firefighter

### **30 Years**

- Carl Lewis, Firefighter

### **35 Years**

- Russ Bennett, Firefighter/Paramedic – not present
- Dan Hageman, Firefighter

## **OLD BUSINESS**

**2018 SAO Audit Exit Conference:** Chairperson Stevens introduced SAO Audit Supervisor Amanda Robinson who reviewed the results of the accountability and financial statement audit of Snohomish County Fire District 12 for the fiscal year 2018. Robinson thanked Finance Director Chelsie McInnis, Deputy Chief Darryl Neuhoff, Payroll Specialist Sandra Elvrom, MSA Terry Matsumura and Human Resource Manager Steve Edin for their tremendous help and cooperation throughout the audit. Robinson pointed out that the District has had a long history of clean audits and they are very proud of our organization.

Robinson stated the audit conducted is a risk based audit approach to ensure the District is in compliance and adequately safeguarding public resources from fraud, loss or abuse. This includes design, implementation and maintenance of internal controls relevant to these objectives. The areas examined were those representing the highest risk of fraud, loss, abuse or noncompliance which included the following:

- Payroll – all areas under the payroll umbrella, controls are adequate to safeguard public funds, recommendation/management letter on exceeding vacation hour accruals and leave cash outs.
- Procurement – purchase and bid law exemptions, no recommendation needed.
- Self-Insurance for unemployment compensation – no concerns found.
- Financial condition and fiscal sustainability – no concerns found, the District has a solid cash position.

A recommendation was given resulting in a management letter regarding employees exceeding the District policy and Collective Bargaining Agreement for vacation hour accruals and unauthorized leave cash outs. The SAO acknowledges that the District is aware of the problem and has taken steps to bring down those excess balances. The recommendation of the SAO is to talk with legal counsel to try and recapture those funds.

Robinson congratulated the District for having clean financial statements. The full final report will be available in about two weeks.

District 12 Chairperson Christoffersen Closed the District 12 special meeting at 7:45 pm.

**Committee Appointments:**

Personnel Committee: Ross and Stevens – Alternate King

EMS Committee: King, Christoffersen – Alternate Norton

Planning Committee: Muller, Ross, Stevens and Norton, posted as a special meeting

**Motion:** To appoint the following Boardmembers to Committees:  
 Personnel Committee: Ross and Stevens with King as the alternate  
 EMS Committee: King and Christoffersen with Norton as the alternate  
 Planning Committee: Muller, Ross, Stevens and Norton

**Made By:** Ross  
**Seconded By:** King  
**Action:** PASSED unanimously

**Chief Contract Update:** Boardmember Steven shared that the Personnel Committee met with Chief McFalls to follow up on the requirements set at the September meeting regarding the Chiefs contract. A written performance plan was one of those requirements. It was decided to have District Attorney Grant Weed complete the Chiefs employment contract to be approved at the December 18, 2019 regular meeting allowing for the written performance criteria be added following the results from the All American Leadership organizational survey to be done at the end of January 2020.

**Motion:** To extend the Chiefs written performance plan due date to within sixty days from receiving the results of the All American Leadership Organizational Survey in January 2020.

**Made By:** Ross  
**Seconded By:** Muller  
**Action:** PASSED unanimously

**NEW BUSINESS**

None

**CALL ON STAFF**

- Edin** – Nothing more to report.
- Maloney** – After last contact with the Ratings Bureau, it appears our number will be improving.
- Cole** – Nothing more to report.
- Weed** – Nothing more to report.
- McInnis** – Nothing more to report.
- McFalls** – Regarding the SAO management letter, we are aware of the need to reduce the exceeded vacation accruals. Reassured the Board that we have a good plan in place moving forward.
- DeSanctis** – Nothing more to report.

**CALL ON BOARD**

**King** – Congratulations to Chief Cole on 25 years of service. Reminded all of the holiday parade this Saturday.

**Ross** – Congratulations Chief Cole. Congratulation Chelsie for another great audit.

**Christoffersen** – Shared that the Sewer District is getting behind PSFA contamination of our water.

**Norton** – Congratulations Chief Cole.

**Muller** – Congratulations to all of tonight's recipients.

**Stevens** – Thanks for the clear explanation and quick response to the management letter. Congratulation to all the years of service celebrated tonight.

**Cook** – Congratulations to all tonight's recipients and all crew members for a doing a great job.

### **ADJOURNMENT**

With no further action required, the meeting adjourned at 8:04 pm.

  
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Paula DeSanctis  
Board Secretary

12/18/19  
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Date approved