

PRELIMINARY AGENDA
MARYSVILLE FIRE DISTRICT BOARD OF DIRECTORS
REGULAR MEETING
January 15, 2020 – 7 pm – Marysville City Hall

1. Call to Order/Flag Salute

2. Audience Participation

Oath of Office: Apollo Lewis, Ryan Hardwick

Recognition: David Burlingame

3. MFD Consent Agenda

- A. Approve minutes of the December 18, 2019, regular meeting
- B. Approve December 2019 Financial Statements
- C. Approval of January Claims and Payroll:
 - i. MFD Expense Fund
Voucher Numbers 191 - thru - 191 \$
 - ii. MFD Payroll (excluding benefits) \$
 - iii. MFD Capital Fund
Voucher Numbers 191- thru -191 \$

4. Information Items

- A. Communications:
- B. Committee Reports
 - i. EMS Committee: Approval of December EMS accounts recommendations
 - ii. Planning Committee:
 - iii. Personnel Committee:

5. Staff Business

- A. Fire Chief Report
- B. Operations Report
- C. Personnel/Overtime Report
- D. Fire Prevention Report
- E. Finance Report
- F. Legal Counsel Report
- G. Local 3219 Union

6. Old Business

- A. Agenda Bill - Administrative Benefit Policies #2400 and #2401 Amendment

7. New Business

- A. Agenda Bill – Resolution 2020-001 “Travel Fund Authorized Balance Increase”
- B. Architect and Engineer Services Selection

8. Executive Session

- A. To Discuss Collective Bargaining Negotiations Per RCW 42.30.140(4)(a)

9. Call On Board Members

10. Adjournment

THE PUBLIC IS INVITED TO ATTEND

Special Needs

The Marysville Fire District strives to provide accessible opportunities for individuals with disabilities. Please contact our Human Resources Department, (360) 363-8510, at least five business days prior to any District meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the Marysville Fire District main number.

The Board of Directors may add and/or take action on other items not listed on the agenda.

MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
December 18, 2019 – 7 pm – Marysville City Hall

CALL TO ORDER/FLAG SALUTE

Chairperson Stevens called the meeting to order and led the flag salute at 7:04 pm.

The following were in attendance:

Board of Directors:

Steve Muller	Rick Ross
Tom King	Tonya Christoffersen
Michael Stevens	
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

AUDIENCE PARTICIPATION/PRESENTATIONS

None

MFD CONSENT AGENDA

- A. Approve minutes of the November 20, 2019, regular meeting
- B. Approve minutes of the December 3, 2019, Personnel Committee special meeting
- C. Approve minutes of the December 4, 2019, workshop
- D. Approve November 2019 Financial Statements
- E. Approval of December Claims and Payroll:
 - i. MFD RFA Expense Fund 778-70
Voucher Numbers 191202001 - thru – 191202086 \$ 301,082.66
 - ii. MFD Payroll (excluding benefits) \$ 1,074,988.60
 - iii. MFD RFA Capital Fund 778-72
Voucher Numbers 191201001 - thru – 191201001 \$ 30,000.00

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

INFORMATION ITEMS

Communications: Chief McFalls informed the Board that the January Workshop falls on January 1, 2020, New Year's Day. The Board was in agreement to cancel the January 1, 2020 MFD Workshop Meeting due to the New Years holiday.

COMMITTEE REPORTS

EMS Committee: Approval of December EMS account recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
December	150.00	43,668.91	770.00	987.70

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

Planning Committee: Scheduled to meet Tuesday, January 14, 2020, 6:30 pm at Station 63 and on February 11, 2020, 6:30 pm at Station 65.

Personnel Committee: Has not met.

STAFF BUSINESS

Fire Chief Report: Chief McFalls reported on the following:

- We received a thank you card from the Medic One Foundation for FF Solomon Wilson attending Class 46. Tulalip Cares has covered tuition of our medic students in the past and would like to thank them for their annual donation.
- Snohomish County Chiefs met on December 2, 2019. The guest speaker was Doctor Catherine Counts who works with Seattle Fire Medic One conducting quality assurance studies for cardiac arrest patients through data collection and analysis. Snohomish County Chiefs is looking to hire her and her team members to work with our local departments.
- December 5, 2019 Sno-Ilse Commissioners met in Monroe, Doctor Eric Cooper and Executive Director Kelly Fox gave a Snohomish County EMS update and gave a passionate plea for a housing partnership. They have been given notice of need to vacate their current building by January 1, 2020
- December 7, 2019 was the Marysville for the Holidays parade and tree lighting event. L62 and Battalion 61 were both in the parade. DC Cole joined MPD in the EOC at Station 61 that night.
- December 9, 2019, Chief attended the Historical Society Christmas potluck dinner. There was a farewell to former Councilmember and MFD Boardmember Rob Toyer.
- December 10, 2019, DC Maloney, DC Neuhoff, HR Manager Edin and Chief attended the City employee holiday lunch at the Opera House.
- December 11, 2019 our crews partnered with Marysville Police for coffee with a cop at Marysville Toyota. Also on December 11th was the kick off for Tour of Lights sponsored by Marysville Parks and Recreation.
- December 12, 2019 DC Maloney, HRM Edin and Chief McFalls joined CAO Hirashima and the City of Marysville for the annual Red Cross Real Hero's Breakfast. Two former MFD Phoenix award recipients were awarded the Real Hero's Award. Several of our neighboring Districts received awards as well.
- December 14, 2019 the Vision 2020 committee with facilitator Chaplain Dan Hazen met at Allen Creek Church.
- December 16, 2019 McFalls attended the Quil Ceda Village meeting along with Tulalip Police Chief Chris Sutter and gave the November Public Safety report. Chief Sutter is looking to discuss partnerships on the embedded Social Work Program.

- December 17, 2019 BC Furness and McFalls attended the final recruit evaluations at the Snohomish County Fire Training Academy 20-3. The recruit will graduate December 19, 2019. PIO Veley and McFalls accepted a Christmas gift from the kids at Pinewood Elementary.
- We received a phone call in regards to a letter sent from Central Peirce Fire and Rescue Battalion Chief Keith Wright looking to recoup money from Districts participating in the GEMT Program. This reimbursement request was for monies their agency spent years ago to help bring the program to our area. This issue was discussed at a meeting earlier last year and it was decided at that time not to participate in this reimbursement request; the decision still stands.

Operations Report: Chief Cole reported on the following:

- We had 1,208 call for the month which is down 95 from last year. We were up about 27 transports for the same time last year.
- Marysville Firefighters collected \$4,723 and 1,764 lbs. of food for the Marysville Food Bank.
- A couple of our recent incidents have had a lot of interest on social media.

Overtime Report: Overtime for the month was \$69,438. We had two full-time employees off with duty related injuries, six full-time employees off on FMLA or other extended leave. Our one part-time employee who has been off on military leave has been hired as a full-time Firefighter at another district. Another two part-time employees have both been hired full-time at other districts and we are currently down nine part-time firefighters. On December 16, 2019 we conducted part-time interviews with twelve candidates, we are working through the hiring process. This was our first time using the NeoGov program implemented by HRM Edin and it seems to be successful.

November 2019	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 69,438.10	1,137.75	1,463.75
Part time			
Month Total	\$ 69,438.10	1,137.75	1,463.75
YTD Totals	\$ 657,133.82	10,846.18	1,234,115.34

Fire Prevention Report: Deputy Chief Maloney reported the following:

- December 5, 2019 DC Maloney attended the Chamber breakfast receiving a plaque for being a 25 year member. Commissioner King was named Volunteer of the Year.
- We had a unique car fire reaching over 4,000 people on Facebook with over 200 shares and 50 plus comments. It was a Nissan Skyline, the plates were from Burien and had no seats.

Finance Report: Finance Director McInnis Reported The following:

- Our December ambulance transports, non GEMT revenues, were up 6% for a total 2019 collection of just over \$2.5 million. A full statistical analysis report will be provided by the February meeting.
- Our 2019 budget cycle has closed. No amendments were needed to the budget with approximately \$500k remaining in the Expense Fund budget.
- The RFA interim financing period is over. The RFA will now begin collecting its own taxes come January 1, 2020. McInnis will monitor our \$5.7 million minimum fund balance set by policy closely. We will likely dip below that point in March before we get our large sum of taxes in April. This will require an additional motion from the

board to further authorize any expenditures depleting the fund balance below the minimum threshold.

Legal Counsel Report: District Attorney Grant Weed reported the following:

- City IT Services ILA should be ready to bring to the RFA Board for consideration in January 2020.
- Working on a draft of RFA Rules and Procedures to bring to the Board by February at the latest.
- Assisting in reviewing a Training Consortium ILA which will also be coming before the Board in the near future.

Local 3219 Union Report: No Union representation present.

OLD BUSINESS

Agenda Bill – Administrative Leave Bank

Chief McFalls explained his proposal to amend the previously adopted exempt administrative employee benefit policy (#2400) by increasing the allowable annual hours and cap maximum of the separately defined administrative bank. He further explained how the addition of the separate administration bank for exempt administrative employees was created and it's relation to the recent management letter issued by the State Auditor's Office regarding District employees exceeding the vacation accrual caps defined in policy. Discussion began on how best to ensure the District is satisfying the SAO management letter issues.

Finance Director McInnis shared the three main criteria in the management letter that SAO recommends the District address:

- Regardless of what the policy is, the District must follow it.
- Any accruals or cash outs that are allowed in excess of these policies must be documented and authorized.
- The District must attempt to recover the current balance of excess hours granted and those unauthorized excess leave cash outs previously paid to retirees.

The policies as presented for exempt and non-exempt administrative employees have set the vacation banks to be managed in a "use it or lose it" manner. The expectation is that every supervisor will get a report of their employees hours and manage those vacation hours accordingly. The goal is that all employees will be able to take all time earned within the year. The terms of this vacation bank management for the represented employee group are currently being bargained under the same general framework. Moving forward there is an annual cash-out provision being added for those that are in currently in excess. During our next audit we will be expected to demonstrate to SAO that the District has taken the necessary steps to remedy the accounts currently in excess and proper management has been implemented to eliminate future excess without appropriate authorization.

Due to the legal considerations present in possible recovery of excess hours granted and paid, District Attorney Grant Weed suggested that the discussion be continued in executive session as it is listed on the agenda.

Chiefs Contract – Chairperson Stevens shared that the Personnel Committee met with Chief McFalls to discuss his contract renewal. District Attorney Grant Weed was directed to finalize Chiefs Employment Contract with the provision to add the performance criteria and goals after the results of the All American Leadership survey have been reviewed.

District Attorney Grant Weed summarized the drafted Chiefs Employment Contract.

- The contract is a two year renewal from 1-1-2020 thru 12-31-2021.
- The first year (2020) will be a 3% salary increase.
- The second year (2021) salary increase will be based on the performance criteria and goals.
- Additional clean up to language.
- Update name to Marysville Fire District RFA.

Motion: To approve the Chiefs Employment Contract
Made By: Ross
Seconded By: King
Action: PASSED unanimously

NEW BUSINESS

Agenda Bill: First Amendment to Sno-Isle Libraries Fire/EMS Services ILA

Finance Director McInnis explained the necessity of this amendment due to RFA creation. Effective 10/01/19, the service contract now includes the Grove Street library building location. Funding terms and service levels assigned remain the same. Language was added referencing the RFA creation. The Sno-Isle Library has approved the proposed ILA amendment.

Motion: To approve the First Amendment to the Sno-Isle Libraries Fire/EMS Services ILA
Made By: Muller
Seconded By: Norton
Action: PASSED unanimously

CALL ON BOARD

King – Thank you to the Firefighters for their participation in the food drive at Safeway. Appreciated everyone who showed up to coffee with a cop at Marysville Toyota.

Christoffersen – Merry Christmas everyone and happy New Year.

Muller – Thanked everyone who goes out this time of year to help the less fortunate. Have a nice safe holiday. Looking forward to 2020.

Ross – Had a blast working with everyone in 2019 and looking forward to 2020.

Norton – Had the opportunity to volunteer at the Marysville Toy Store, thanked PIO Christie for the good work she does there organizing the volunteers and making everything run smoothly.

Stevens – Merry Christmas everyone.

McFalls – Thank you to the staff and Board for a monumental 2019 and looking forward to an even better 2020.

McInnis – Nothing more to report.

Weed – Nothing more to report.

Cole – Nothing more to report.

Maloney – Have a great holiday season.

Neuhoff – Appreciates the Boards discussion. Merry Christmas and Happy New Year.

Edin – Nothing more to report.

DeSanctis – Nothing more to report.

EXECUTIVE SESSION

Chairperson Stevens called for a 15 minute executive session at 8:20 pm to discuss Potential Litigation per RCW 42.30.110(1)(i) to return at 8:35 pm.

Chairperson Stevens called for a 15 minute extension to return at 8:50 pm.

Chairperson Stevens called for a 15 minute extension to return at 9:05 pm.

Chairperson Stevens called for a 10 minute extension to return at 9:15 pm.

Chairperson Stevens called for a 10 minute extension to return at 9:25 pm.

Chairperson Stevens called for a 10 minute extension to return a 9:35 pm.

Chairperson Stevens called for a 5 minute extension to return at 9:40 pm.

ADJOURNMENT

With no further action required, the meeting adjourned at 9:40 pm.

Paula DeSanctis
Board Secretary

Date approved

Fire Prevention Report

Prepared by: Thomas Maloney, Deputy Chief/Fire Marshal
December 18, 2019

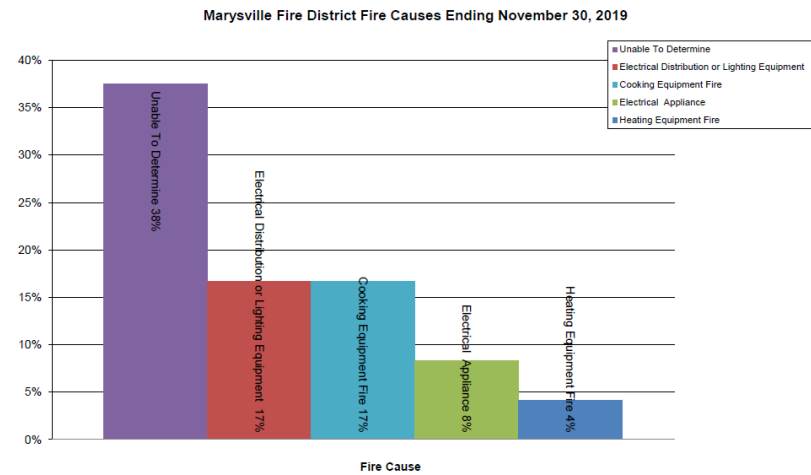
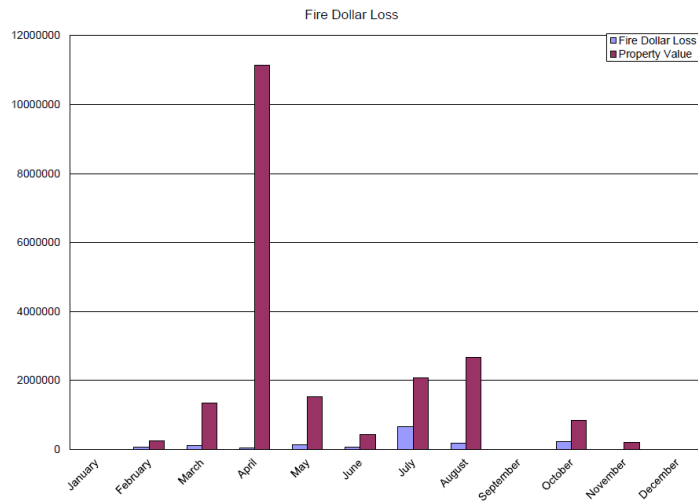
- The total fire loss for 2019:
 - There was one fire incident investigated in November 2019. There have been a total of 24 fires investigated in 2019, with over \$20 million in assessed value and over \$1.4 million in fire loss.
- We attended the annual Chamber of Commerce Banquet where we were recognized for 25-years of membership.
- We are once again pushing our Keep the Wreath Green campaign to prevent structure fires in our jurisdiction this holiday season. All fire stations have giant wreaths hung outside. The green bulbs change to red when there is a structure fire within MFD. The bulbs are changed to white when a U.S. firefighter dies in the line of duty. We currently have 1-Red and 3-White bulbs displaying.
- Still waiting to hear officially from the Washington State Rating Bureau but preliminary discussions look positive for improving. While we have more to do we have implemented the building blocks to improve our rating.
- Christie participated in the Marysville Holiday Toy Store and was able to network with members of our community, and also provide safety information for families shopping at the toy store.
- For the second year in a row, we partnered with Marysville Police to participate in their Christmas Coffee with a Cop at Marysville Toyota.
- Our Facebook audience increased another 2 percent this month to 3,312 likes and 3,450 follows. Our Twitter audience is also up to 1,782 followers.

Public Education

Program	People Reached Current Month	2019 Total
Preschool Program	0	484
Elementary Age (K-5)	0	650
High School	0	40
Station Tours	5	218
Smoke Alarm Installations	1	61
Youth Fire-Setter Interventions	0	0
Helmet Fittings	1	3
Public Events	300	3000
Car Seat Installs	2	14
Older Adult Fire/Fall Prevention	0	20
Parent Education	0	30
Fire Extinguisher Training	15	110

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	1	1	0	0	1	0	0	0	\$ 200,000.00	\$ 200.00
December										
Totals	25	17	1	7	12	4	0	5	\$ 20,503,500.00	\$ 1,495,829.00



TOTAL MONTHLY INCIDENTS

	2019	2018	Diff
Jan	1,110	1,202	(92)
Feb	1,083	1,106	(23)
Mar	1,299	1,247	52
Apr	1,064	1,129	(65)
May	1,217	1,158	59
Jun	1,265	1,226	39
Jul	1,258	1,264	(6)
Aug	1,236	1,246	(10)
Sep	1,157	1,126	31
Oct	1,120	1,127	(7)
Nov	1,050	1,145	(95)
Dec	1,137	1,208	(71)
Total	13,996	14,184	(188)

➤ Incidents Over 2018 (188)

Annual Averages

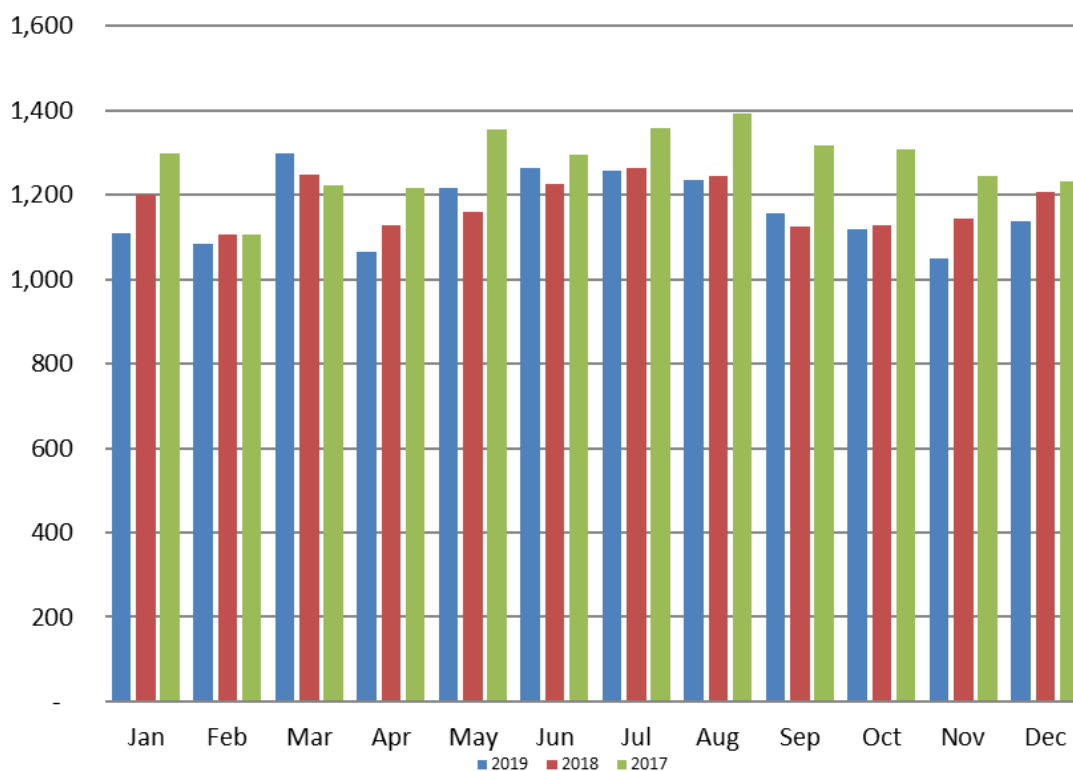
➤ Daily Alarms 38

➤ Monthly Alarms 1,166

➤ Response Time 06:47

➤ Monthly Transports 501

➤ Response % – EMS vs. Fire 88%/12%



Call counts reported in previous months may have been updated to reflect most current and accurate data; this can occur due to corrections in dispatch error or other findings that were subsequently corrected.

MARYSVILLE FIRE DISTRICT
MONTHLY INCIDENT REPORT

DECEMBER 2019

INCIDENT COUNT BY ALARM TYPE

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
EMS													
AID	-	-	7	-	-	-	-	-	1	-	1	-	9
BLS	308	308	366	345	341	373	357	361	347	347	301	330	4,084
BLSN	210	226	251	208	262	252	280	236	217	214	201	221	2,778
MED	379	342	431	333	385	393	359	359	354	348	335	372	4,390
MEDX	28	20	30	16	25	24	20	25	16	20	20	20	264
MVC	25	18	20	22	18	25	20	31	27	24	20	23	273
MVCE	1	4	7	1	3	4	8	5	4	1	4	2	44
MVCM	4	9	10	6	4	7	16	14	16	8	9	7	110
MVCN	17	29	24	18	28	27	14	17	21	24	26	25	270
MVCP	3	3	1	6	3	3	3	5	2	5	4	5	43
SUBTOTAL	975	959	1,147	955	1,069	1,108	1,077	1,053	1,005	991	921	1,005	12,265
FIRE													
FAC	16	13	14	15	17	17	8	12	20	21	17	20	190
FAR	8	20	16	10	16	14	11	19	13	20	23	12	182
FAS	4	10	1	2	-	3	-	2	2	2	4	2	32
FB	-	2	5	-	1	5	10	13	2	1	2	-	41
FC	6	3	4	3	2	7	3	5	1	4	4	5	47
FCC	-	-	-	2	2	2	1	2	-	1	1	1	12
FIRE	3	1	7	4	3	2	9	6	5	5	5	2	52
FR	15	5	9	9	7	6	10	4	11	5	8	7	96
FRC	-	-	-	4	4	4	12	3	1	3	3	4	38
FS	23	21	29	24	44	37	47	35	21	23	14	16	334
FTU	4	1	1	2	2	7	4	7	6	1	5	6	46
MVCF	1	-	-	-	1	2	-	-	1	-	-	1	6
SUBTOTAL	80	76	86	75	99	106	115	108	83	86	86	76	1,076
OTHER													
COA	4	6	5	5	3	2	3	5	3	7	4	6	53
COAM	-	-	-	-	-	-	1	1	-	-	-	-	2
GLI	4	4	4	1	2	2	2	-	2	1	2	4	28
GLO	8	3	1	1	1	1	2	2	-	-	2	1	22
HZ	1	2	-	1	2	2	3	1	1	-	-	-	13
MU	-	-	1	-	-	-	-	-	-	-	-	-	1
SC	37	33	54	26	40	42	55	65	63	35	34	44	528
RESA	-	-	-	-	-	-	-	-	-	-	1	-	1
RESST	-	-	-	-	-	1	-	-	-	-	-	-	1
RESSW	-	-	1	-	1	1	-	-	-	-	-	-	3
RESWA	1	-	-	-	-	-	-	1	-	-	-	1	3
SUBTOTAL	55	48	66	34	49	51	66	75	69	43	43	56	655
TOTAL	1,110	1,083	1,299	1,064	1,217	1,265	1,258	1,236	1,157	1,120	1,050	1,137	13,996

1. Includes all dispatched alarms

MARYSVILLE FIRE DISTRICT
MONTHLY INCIDENT REPORT

DECEMBER 2019

AVERAGE RESPONSE TIME BY ALARM TYPE

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
EMS													
BLS	0:06:03	0:06:40	0:06:39	0:06:28	0:06:33	0:06:14	0:06:23	0:06:02	0:06:27	0:06:33	0:06:34	0:06:27	0:06:25
BLSN	0:07:25	0:08:22	0:07:46	0:07:52	0:07:46	0:07:22	0:07:31	0:07:31	0:07:39	0:07:41	0:07:47	0:07:32	0:07:41
MED	0:06:01	0:06:48	0:06:05	0:06:22	0:06:17	0:06:12	0:06:06	0:06:12	0:06:18	0:06:31	0:06:13	0:06:23	0:06:17
MEDX	0:07:09	0:07:19	0:05:04	0:06:00	0:05:38	0:05:26	0:04:52	0:05:25	0:05:56	0:05:47	0:06:04	0:05:16	0:05:50
MVC	0:07:29	0:08:10	0:06:54	0:07:05	0:08:15	0:06:38	0:06:33	0:07:33	0:05:46	0:07:37	0:06:22	0:07:18	0:07:05
MVCE		0:10:53	0:05:07	0:04:47	0:07:03	0:04:10	0:06:23	0:04:43	0:09:10		0:09:56		0:06:50
MVCM		0:05:34	0:07:47	0:07:20	0:08:28	0:07:11	0:07:32	0:06:13	0:05:52	0:07:40	0:05:36	0:05:39	0:06:31
MVCN	0:07:32		0:07:52	0:09:34	0:07:06	0:07:44	0:07:05	0:07:13	0:06:57	0:07:17	0:06:16	0:07:39	0:07:31
MVCP	0:05:47	0:04:20	0:01:53	0:04:07	0:03:51	0:05:47	0:04:09	0:01:59	0:09:13	0:03:54	0:04:25	0:05:15	0:04:18
SUBTOTAL	0:06:47	0:07:16	0:06:07	0:06:37	0:06:46	0:06:18	0:06:17	0:05:52	0:07:02	0:06:38	0:06:35	0:06:26	0:06:30
FIRE													
FAC	0:07:00	0:07:53	0:06:21	0:06:53	0:07:56	0:06:25	0:05:09	0:04:58	0:06:41	0:07:24	0:07:00	0:06:45	0:06:50
FAR	0:07:44	0:08:21	0:09:08	0:07:20	0:07:46	0:06:26	0:08:10	0:06:40	0:07:33	0:08:26	0:07:40	0:07:32	0:07:44
FAS	0:07:06	0:06:31	0:07:44	0:05:18		0:06:20		0:05:14	0:06:49	0:06:26	0:07:35	0:07:16	0:06:35
FB			0:11:52		0:09:31	0:05:55	0:10:11	0:08:30	0:09:25		0:06:27		0:08:46
FC	0:06:27	0:08:37	0:03:32	0:05:19	0:08:26	0:06:18	0:04:43	0:07:22		0:07:44	0:06:21	0:04:35	0:06:05
FCC				0:04:36	0:07:43	0:06:51		0:07:42					0:06:45
FIRE		0:11:57	0:05:03		0:00:06		0:01:04	0:07:20		0:09:45			0:05:10
FR	0:08:44	0:08:12	0:06:11	0:05:19	0:06:54		0:06:02	0:05:49	0:05:04		0:08:18	0:05:58	0:06:48
FRC				0:05:31	0:09:12	0:07:58	0:07:21	0:03:37	0:07:39	0:06:55		0:07:57	0:07:21
FS	0:07:52	0:07:52	0:08:44	0:07:23	0:07:32	0:06:49	0:07:14	0:07:28	0:07:17	0:07:45	0:06:16	0:07:23	0:07:29
FTU	0:07:07	0:07:19		0:06:31	0:05:27	0:07:25	0:07:31	0:06:37	0:07:53	0:07:21	0:06:41	0:07:54	0:07:13
SUBTOTAL	0:07:26	0:08:20	0:07:19	0:06:01	0:07:03	0:06:43	0:06:23	0:06:29	0:07:18	0:07:43	0:07:02	0:06:55	0:06:59
OTHER													
COA	0:07:48	0:09:48	0:07:07	0:06:40	0:07:56	0:06:08	0:07:32	0:08:01	0:10:48	0:09:10	0:09:46	0:07:41	0:08:24
GLO	0:05:12	0:07:14	0:04:10	0:08:50	0:04:17	0:06:18	0:09:15	0:07:57			0:05:13		0:06:18
GLI	0:07:48	0:07:00	0:07:33	0:06:20	0:06:42	0:05:44					0:08:07	0:07:41	0:07:10
HZ	0:04:53	0:08:08			0:07:05	0:06:23	0:09:17	0:07:14	0:06:54				0:07:16
SC	0:08:51	0:07:51	0:08:27	0:08:37	0:08:12	0:07:28	0:08:43	0:08:14	0:07:40	0:08:11	0:07:17	0:07:53	0:08:10
SUBTOTAL	0:06:54	0:08:00	0:06:49	0:07:37	0:06:50	0:06:24	0:08:42	0:07:52	0:08:27	0:08:41	0:07:35	0:07:45	0:07:28
TOTAL AVG	0:06:35	0:07:16	0:06:50	0:06:51	0:06:51	0:06:33	0:06:45	0:06:37	0:06:45	0:06:56	0:06:46	0:06:45	0:06:47
90th Percentile	0:09:58	0:11:24	0:10:33	0:10:46	0:10:41	0:10:18	0:10:24	0:10:00	0:10:16	0:10:37	0:10:18	0:10:01	0:10:24

1. Excludes dispatched and cancelled alarms, mutual aid given alarms, "zero" response times, and those on-scene times resulting in response times in excess of 15 minutes due to a staging (standby) event where our actual unit on-scene time is earlier than reported by dispatch.
2. Subtotal averages are approximate.
3. 90th Percentile time is relative to all calls (emergent and non-emergent), excluding those noted above.
4. 90th Percentile Translation – "90% of the time, Marysville Fire District arrived at a dispatched alarm within the time noted."
5. Response times reported in previous months may have been updated to reflect most current data.

MARYSVILLE FIRE DISTRICT
MONTHLY INCIDENT REPORT

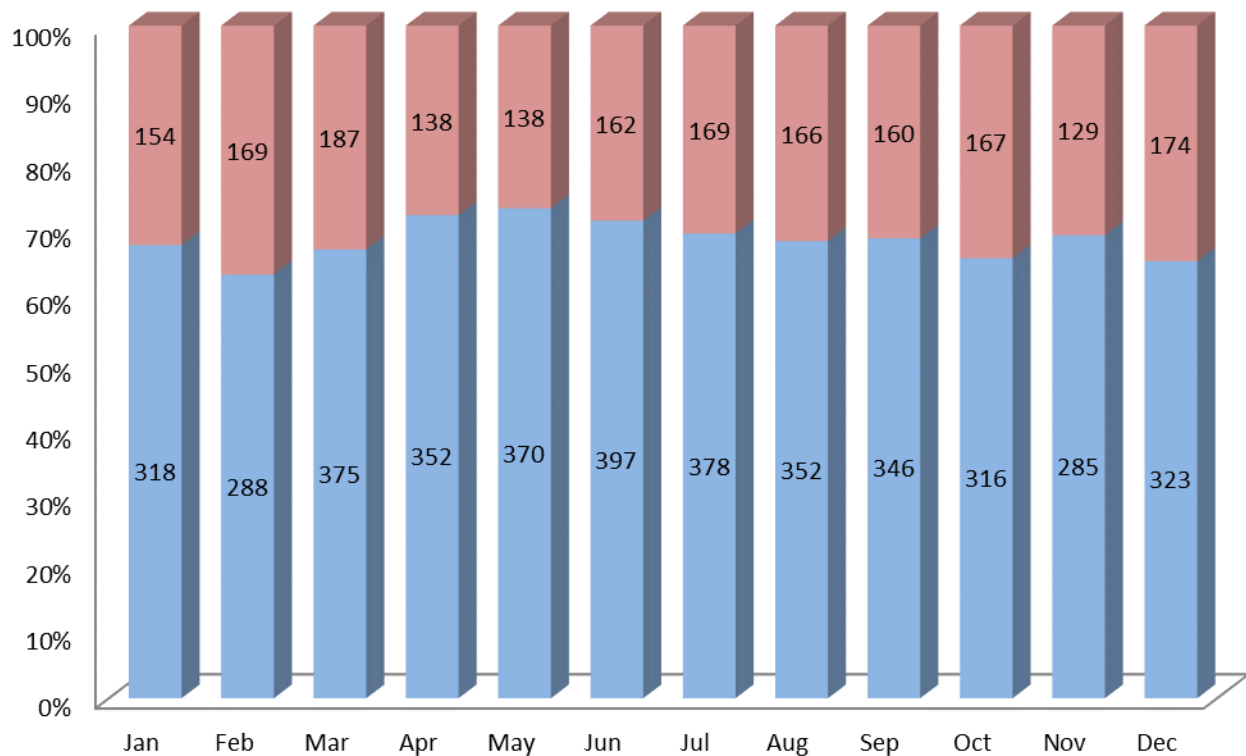
DECEMBER 2019

ALS/BLS TRANSPORTS

	2019			2018	+ / (-)
	ALS	BLS	TOTAL	TOTAL	
Jan	154	318	472	550	(78)
Feb	169	288	457	454	3
Mar	187	375	562	537	25
Apr	138	352	490	501	(11)
May	138	370	508	473	35
Jun	162	397	559	492	67
Jul	169	378	547	508	39
Aug	166	352	518	522	(4)
Sep	160	346	506	497	9
Oct	167	316	483	465	18
Nov	129	285	414	490	(76)
Dec	174	323	497	482	15
Total	1913	4100	6013	5971	42 0.7%

PATIENT DESTINATION

Providence	96.41%
Cascade Valley	3.39%
Other Facility	0.20%



MARYSVILLE FIRE DISTRICT
MONTHLY INCIDENT REPORT

DECEMBER 2019

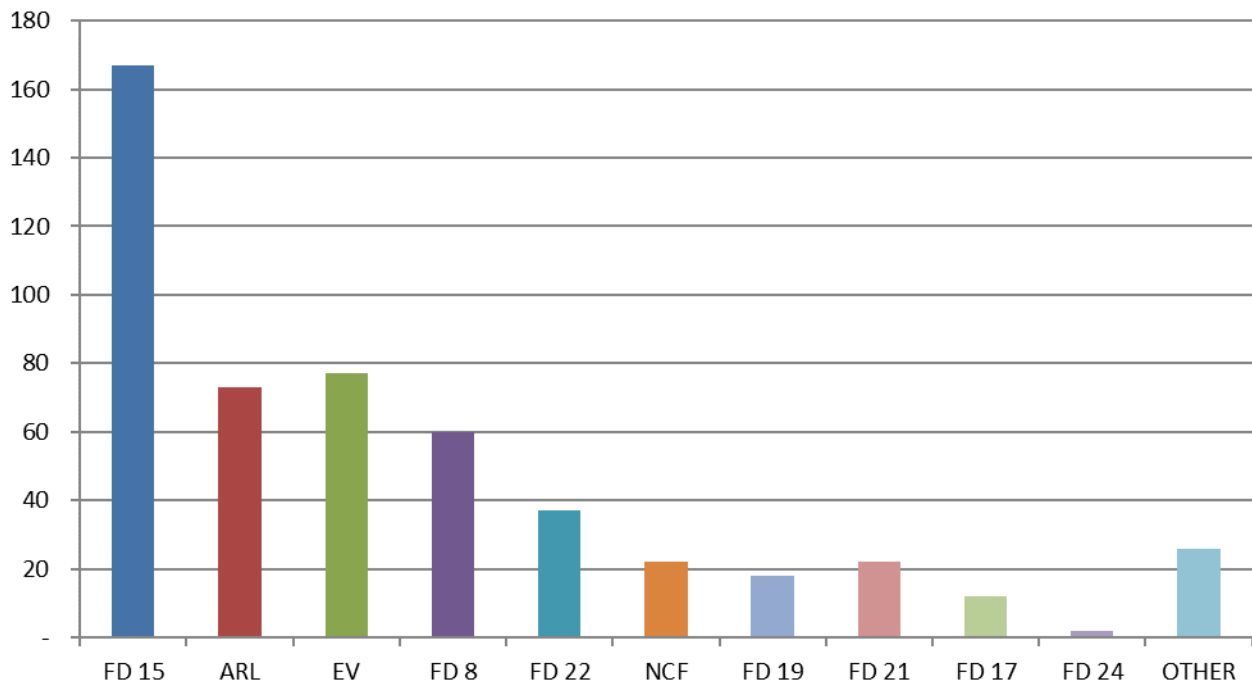
MUTUAL AID GIVEN

ARRIVED ON SCENE

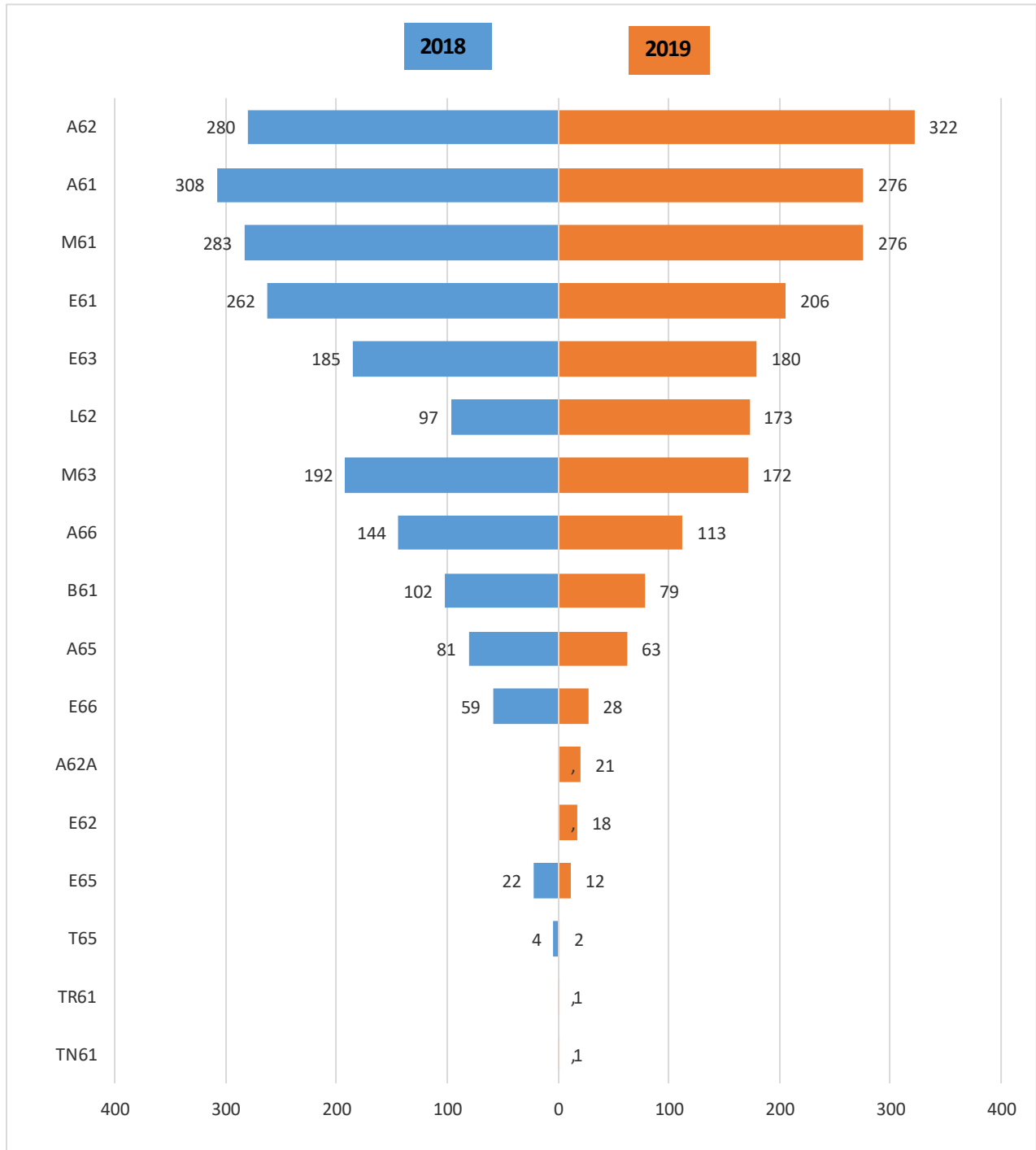
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
FD 15	13	9	13	8	15	11	17	23	13	13	16	16	167
ARL	8	4	6	7	4	6	8	7	6	10	4	3	73
EV	2	3	5	4	7	4	6	19	4	3	11	9	77
FD 8	7	1	8	7	4	7	8	1	6	7	2	2	60
FD 22	2	-	4	2	6	3	6	2	3	4	2	3	37
NCF	5	-	3	2	1	-	3	3	2	1	1	1	22
FD 19	2	1	-	-	3	3	2	3	2	-	-	2	18
FD 21	-	2	5	2	-	1	3	1	1	1	3	3	22
FD 17	-	1	-	1	-	3	3	1	-	1	2	-	12
FD 24	-	-	-	-	1	-	-	-	-	-	1	-	2
OTHER	3	2	2	3	-	3	2	-	3	-	4	4	26
TOTAL	42	23	46	36	41	41	58	60	40	40	46	43	516

TOTAL MUTUAL AID GIVEN BY MFD

Arrived	42	23	46	36	41	41	58	60	40	40	46	43	516
Cancelled	72	46	62	67	69	60	78	77	46	51	58	61	747
TOTAL	114	69	108	103	110	101	136	137	86	91	104	104	1,263

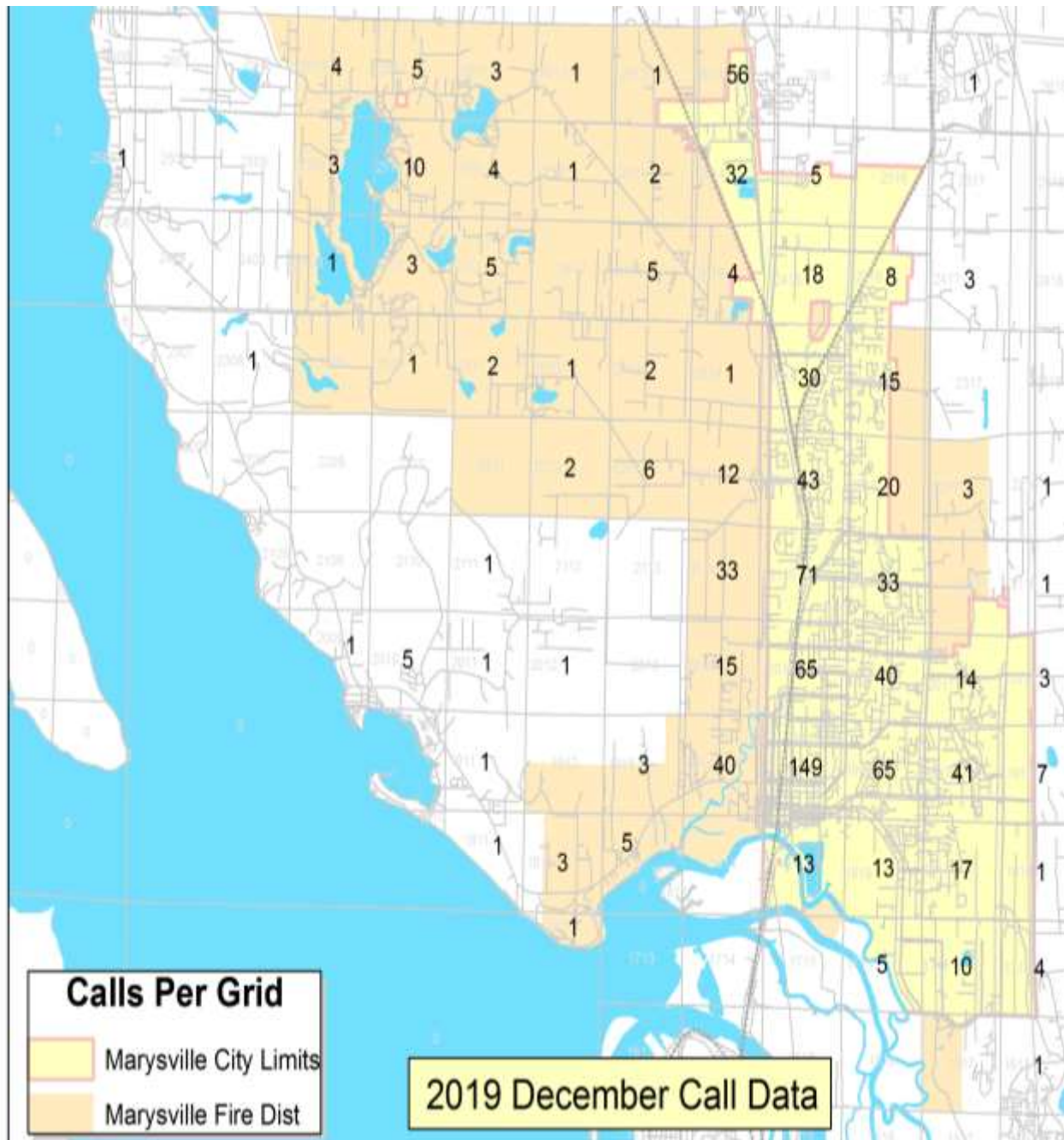


APPARATUS RESPONSE TOTALS



1. Includes all dispatched alarms

CALL COUNT BY GRID – ARRIVED AT SCENE



1. Excludes dispatched and cancelled alarms

INCIDENT TYPE CODES

TYPE	DESCRIPTION	TYPE	DESCRIPTION
AID	Generic Aid Call	MAF	Mutual Aid Fire Type
BLS *	BLS Response	MCI *	Mass Casualty Incident
BLSN	BLS Non-code Response	MED *	Medic Response/ALS
COA	Carbon Monoxide Alarm	MEDX *	Medic Upgraded Response
COAM *	Carbon Monoxide Medic	MU	Move Up
FAC *	Fire Alarm Commercial	MVC *	Motor Vehicle Collision—Code
FAR *	Fire Alarm Residential	MVCE *	Motor Vehicle Collision—Entrap
FAS *	Fire Alarm—Sprinkler Flow	MVCF *	Motor Vehicle Collision—Fire
FB *	Fire—Brush Response	MVCM *	Motor Vehicle Collision—Medic
FC *	Fire - Commercial Response	MVCN	Motor Vehicle Collision—Non Code
FCC *	Fire - Commercial Confirmed	MVCP *	Motor Vehicle Collision—Pedestrian
FIRE	Fire Call	RESA *	Rescue—Aircraft
FR *	Fire—Residential	RESST*	Rescue -- Structure
FRC *	Fire --Residentail Confirmed	RESSW *	Rescue—Swift Water
FS	Fire—Single	RESWA *	Rescue—Water
FTU	Fire—Type Unknown	SC	Service-Call
GLI *	Gas Leak Inside Structure	TRA *	Technical Rescue High/Low Angle
GLO *	Gas Leak Outside	TRWR *	Technical Rescue Water—River
HZ *	Hazmat Response	TRWS *	Technical Rescue Water/Surface Water
MAA	Mutual Aid Aid Type		

**Incident types with an asterisk are classified as emergent.*

MARYSVILLE FIRE DISTRICT

Regional Fire Authority

AGENDA BILL

BOARD MEETING DATE: January 15, 2020

AGENDA ITEM: 2020 Administrative Vacation Leave and Floating Holiday Policies	AGENDA SECTION: Old Business
PREPARED BY: Martin McFalls, Fire Chief	
ATTACHMENTS: 1. Policy No. 2400 (Revised policy language highlighted) 2. Policy No. 2401 (Revised policy language highlighted)	
BUDGET CODE: N/A	AMOUNT: N/A
<p>SUMMARY:</p> <p>At the December 18, 2019 Fire Board Meeting, the Marysville Fire District Board directed staff to make the following changes to the District's vacation leave policies for Administrative Exempt and Non-Exempt personnel:</p> <ol style="list-style-type: none">1. Policy No. 2400 & 2401 (Exempt & Non-Exempt Employees – Staff Benefit Plan) is revised as follows:<ul style="list-style-type: none">• New Vacation Hours Overage Policy:<ol style="list-style-type: none">1. Begin enforcing a new 500 hour maximum vacation cap. All unused hours over the maximum will be lost.2. If an exempt/non-exempt employee is at the 500 hour maximum (or over) as of 12/31/2019:<ol style="list-style-type: none">a. All vacation hours earned during the year must be used.b. Up to 80 hours of unused vacation leave earned during the year will be cashed out annually until the balance is brought down 500 hours.c. All unused vacation hours over the 500 hour maximum cap may be cashed out upon separation of employment.2. Staff is also proposing one clarification to the Holidays policy regarding floating hours. Administrative employees currently receive 24 floating holiday hours per year. Current practice is to add 2 accrued hours per month to employee vacation balances, not the entire 24 since the hours are technically not accrued.	

RECOMMENDED ACTION:
1. Approve Policy No. 2400 Revisions (Administrative Staff Benefit Plan - Exempt) 2. Approve Policy No. 2401 Revisions (Administrative Staff Benefit Plan - Non-Exempt)

Chapter 4
Benefits – Non Represented Employees

2400

ADMINISTRATIVE STAFF BENEFIT PLAN
(EXEMPT)

The Administrative Benefit Plan outlines the basic benefits and rules applicable to employees covered there under. The Board of District reserves the right to exceed any benefit described herein by identifying the same in an individual Employment Agreement.

The following positions are identified for inclusion under the Administrative Benefit Plan:

<u>Exempt Position</u>
Fire Chief
Deputy Chief of Operations
Deputy Chief, Fire Marshal
Deputy Chief, Communications
Finance Director
HR Manager

DUTIES

The duties of employees covered under this Benefit Plan shall be set forth in their position descriptions and/or Employment Agreements.

INSURANCE

Medical/Dental Insurance

The District provides medical and dental insurance through the WA Fire Commissioners Association Health Care Plan, OR an equivalent type program for each employee and legal dependents.

The District pays 100% of the cost of the monthly premium of a medical insurance program and dental insurance for full time employees. The District pays 90% of the cost of the monthly premium of a medical insurance and dental insurance program for the full time employee's dependents.

Regular part time employees will receive medical/dental insurance benefits for the

employee only (i.e., 100% employee and 0% for dependents).

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The District shall pay one hundred percent (100%) of the premium to provide an EAP as selected by the District, for each eligible employee and their dependents.

COLLEGE LEVEL STUDY PAYMENT PROGRAM

The Fire District's College Level Study Reimbursement Program (CLSRP) provides payment for college level course work at a regionally accredited college, university or vocational training institution.

- a) The Chief must review and approve all CLSRP requests, thus assuring that the education is related to the employee's current position or to a field within a reasonable line of professional progression for the employee within the District.
- b) No paid time shall be used to participate in educational courses eligible under the College Level Study Reimbursement Program
- c) Upon completion of such course(s), employee must provide proof of a grade "C" or better. Should the employee fail to do so, the employee shall be required to reimburse the District for all monies paid on his or her behalf.
- d) Payment shall be for actual tuition/book costs only; no District funds shall be paid for lab fees, or other related costs associated with the course(s).
- e) If an employee separates from employment with the District prior to thirty-six (36) months after completion of the District paid course(s) for any reason other than layoff, or permanent disability as a result of job related injury, the employee shall reimburse the District on a pro-rated basis. Such reimbursement shall be at the rate of 1/36 of monies paid by the District for each month short of the thirty-six (36) month period.
- f) College Level Study payments shall be made only with funds budgeted for such purpose by the District. The District, in its sole discretion, shall determine if and to what extent to fund the College Level Study Reimbursement Program.
- g) The District's obligations toward program payments are those cost stated in section "d" minus any outside financial assistance, scholarships and benefits, etc.

TERM LIFE INSURANCE

The District shall provide a basic term policy with the face value amount of \$25,000.

DISABILITY INSURANCE

A disability insurance policy with a 180 day maximum waiting period will be made available to eligible staff employees (excluding LEOFF 1) should they choose to participate and pay the cost of the premiums.

RETIREMENT

The District shall pay the employer's portion of the applicable LEOFF Retirement System (Law Enforcement Officers and Fire Fighters) and/or PERS (Public Employees Retirement System) monthly premiums for all employees eligible under these retirement plans.

WAGES

COLA increase: Effective January 1 of each year, the base wage will be increased by one hundred (100%) percent of the Seattle/Tacoma/Bremerton CPI-W all items, Revised Series (1982-84-100) as published by the Bureau of Labor Statistics. The increase will not be less than one (1%) or exceed four (4%) percent.

DEFERRED COMPENSATION

The District agrees to provide a Deferred Compensation plan. Employee participation shall be voluntary.

The District agrees to match the employee participant's contributions to the deferred compensation program up to a maximum of four percent (4%) of the employee participant's base monthly wage. The contribution will occur on a monthly basis only. The employee participant shall notify the District of any changes in contribution at intervals established by the District. Such change in contributions shall be allowed at least once every six (6) months. Change requests in the contribution amount shall take place in the month requested and continue until the employee participant requests another change request.

The combined maximum contributions of the plan participant of the District shall not exceed the maximum deferral limits of Section 457 plans as established by the Internal Revenue Service.

Employees with 15 years or more may convert the District's deferred compensation match (up to 4%) to longevity pay for the duration of their service. Example: Employee with 15 years of service shall receive an additional 4% longevity pay which would equal

8% total for longevity.

HEALTH REIMBURSEMENT ARRANGEMENT/VEBA

Marysville Fire District has adopted the HRA VEBA Medical Reimbursement Plan for Public Employees in the Northwest ("Plan"). The District will contribute to the Plan on behalf of all employees group ("Group") defined as employees eligible to participate in the Plan. Each eligible employee must submit a completed and signed Membership Enrollment Form to become a Plan participant and be eligible for benefits under the Plan.

Contributions on behalf of each eligible employee shall be based on the following selected funding sources/formulas:

As of January 1, of each year, an employer contribution of \$1,250 shall be made into each Administrative staff HRA VEBA account.

LONGEVITY

Employees shall receive an additional pay increment beginning after completion of six (6) years of continuous service with the District as follows:

Total Years of Service	Additional Percent
Upon completion of 6 years	2%
Upon completion of 9 years	3%
Upon completion of 15 years	4%
Upon completion of 20 years	5%

LEAVE

Note: Regular Part Time employees will receive Leave benefits at the rate of:
3.5 – 6 hours per day = 50%
6 hours but less than 8 hours per day = 75%

Holidays

Full time employees shall be granted a total of one hundred four (104) hours annually of holiday time. The following holidays shall be observed:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day

January 1st
Third Monday in January
Third Monday in February
Last Monday in May
July 4th

Labor Day	First Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Day	December 25 th

Three Floating Holidays (24 hours) posted as two hours per month to vacation balance.

If the holiday falls on a regularly scheduled workday, qualifying part time employees will receive their regularly scheduled hours off with pay.

Annual Vacation Leave Schedule

Exempt Administrative Employees shall earn paid vacation time as follows:

Completed Years of Service	Hours Earned/Month	Hours/Year
0 – 4	8	96
5 – 10	12	144
11 – 14	16	192
15 +	18	216

Exempt Employee Vacation Policy

- At 12/31 of each year, the maximum allowed vacation hours carry over into the following year shall be 500 hours. All unused hours over the maximum will be lost.
- If an exempt employee is over the 500 hour maximum as of 12/31/19, the following procedures shall apply:
 - All vacation hours **earned** during the year must be used, or lost;
 - Up to 80 hours of vacation in excess of the cap will be cashed out to the employee until the balance is brought down below 500 hours.
 - All unused vacation hours over the 500 hour maximum cap may be cashed out upon separation of employment.
- Vacation schedules shall be implemented so as not to cause a hardship on the District.

Exempt Vacation Overage Example:

	12/31/2019 Vaca Bal	2020 Earned	2020 Used	12/31/20 Payroll Adj	12/31/20 80 Hr Cashout	12/31/2020 Vaca Bal
EXAMPLE (500 and Under):						
Employee A (Using Full 2020 Earned Vaca)	500	240	-240	0	0	500
Employee B (Using Partial 2020 Earned Vaca)	500	240	-200	-40	0	500
Employee C (Excess of 500 at 12/31/19 Using Full 2020 Earned Vaca)	600	240	-240	0	-80	520
Employee D (Excess of 500 at 12/31/19 Using Partial 2020 Accrued Vaca)	600	240	-200	-40	-80	520

Sick Leave

Employees who work full time will accrue sick leave at a rate of eleven (11) hours per month.

Maximum Accrual. Unused sick leave accrued before January 1 of each year will be placed in the employee's sick leave bank. The maximum allowed accumulated sick leave for full time employees shall be 1040 hours.

Sick Leave Use. Sick leave shall be deducted and used on an hour-for hour basis.

Employees shall be entitled to use sick leave when they are incapacitated for the performance of their duties by reason of personal sickness or injury. Additionally, employees will be allowed to use accrued sick leave or other paid time off for the illness of certain family members where the employee's presence is required. The presence of an employee shall be deemed as required for medically documented illness or injury involving the employee's immediate family, which shall consist of spouse, registered domestic partner, son, daughter, step child, parent, parent-in-law, or grandparent.

Employees may use his/her choice of sick leave or other paid time off to care for a child (under the age of (18) eighteen) with a health condition, which requires treatment or supervision.

Application and limitations for family medical leave use shall be governed by District Policy 2600, "*Family and Medical Leave*" – and the "Washington's Family Care Law."

Notice of Inability to Report for Duty. Employees shall notify MFD of their inability to report for their scheduled duty at least one (1) hour prior to their scheduled shift, unless there is a bona fide emergencies. Every reasonable effort shall be made by employees to schedule health care appointments on their time off. Health care appointments during working hours shall be subject to the approval of the immediate supervisor. Employees on sick leave for three (3) consecutive days or more may be required to obtain an excused absence from a physician. After the third use of sick leave in any calendar year, the employee may, in the Chief's discretion, be required to obtain an excused absence from a physician.

Exhaustion of Sick Leave. Time off for sickness/disability in excess of accrued sick leave shall be charged to unused vacation. Employees who exhaust all of their accrued sick and vacation leave and family medical leave may be granted additional leave without pay, to a maximum of six (6) months.

Transfer of Sick Leave. Any employee with over 600 hours of accumulated sick leave, may transfer his/her balance in excess of 600 to another employee who is sick or disabled, on the following conditions:

The recipient of the sick leave must first exhaust all of his/her own available sick leave.

The amount of sick leave received by an employee shall be based upon the length of time the employee's physician states, in writing, the employee will be unable to work and shall be an amount that will allow the employee to use sick leave for a total of 1040 hours. However, in extraordinary circumstances where the employee's physician provides clear, written verification that an employee will be able to return to full active duty without restriction during a period of not more than twelve (12) months from the date of illness or injury, the District's Board of Directors may, in its sole discretion, allow an additional sick leave transfer of up to 1040 hours.

If there is more than one employee who wishes to donate sick leave, it will be the responsibility of the donating employees to decide among themselves who will donate what amount. Such amounts shall be designated in writing to the Employer's Human Resources Manager.

If the receiving employee does not use all of the sick leave donated, the unused portion shall be credited back to the employee(s) who donated it in proportion to the amounts originally donated.

No employee will be compelled or pressured under any circumstances to make a donation of sick leave. Donation shall be solely voluntary.

Sick Leave Cash Out. Upon separation of employment each employee under this policy with ten (10) or more years of fulltime service with the District shall be entitled to have his/her accumulated and unused sick leave cashed out at his/her current rate of pay (not including transferred sick leave) in accordance with the list below, to a maximum accumulation of 1040 hours. Exception: Employees

that are terminated for cause shall not be entitled to the sick leave cash out.

Years of Service	Cash out
10 years to 19 years =	15%
20 years to 25 years =	20%
25 years and above =	30%

Industrial Insurance

In the case of employees who are absent due to illness or injury for which they are receiving payment from the Washington State Department of Labor and Industries, Insurance Division, the Employer's obligation shall be limited to the provisions of RCW 41.04.500-550.

Limited Duty.

Employees who suffer an temporary illness or injury may request a limited duty assignment during the period of recovery, A limited duty assignment is one in which the employee is not required to perform all of the normal functions of the rank or job classification to which the employee belongs. Limited duty assignments shall be subject to availability of work and will be contingent upon the employee's physical condition and the attending physician's recommendations. Limited duty shall be governed pursuant to Policy #2410, "Limited Duty Assignments".

Bereavement Leave

In the event of death in the employee's immediate family, the employee shall be granted three days of paid bereavement leave. If travel time is required, the Fire Chief may allow additional days off without pay or the use of accrued vacation leave.

The immediate family shall be defined as spouse, registered domestic partner, children (including stepchildren), grandchildren (including step grandchildren), mother, father (including stepparents), brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, grandparent-in law.

ADMINISTRATIVE STAFF BENEFIT PLAN (NON-UNION) (NON EXEMPT)

The Administrative Benefit Plan outlines the basic benefits and rules applicable to employees covered there under. The Board of District reserves the right to exceed any benefit described herein by identifying the same in an individual Employment Agreement.

The following positions are identified for inclusion under the Administrative Benefit Plan:

<u>Non Exempt Position</u>
Payroll Clerk
Accounting Technician
Fleet and Facilities Lead
Mechanic
PIO/Public Educator
Administrative Assistant

DUTIES

The duties of employees covered under this Benefit Plan shall be set forth in their position descriptions and/or Employment Agreements.

INSURANCE

Medical/Dental Insurance

The District provides medical and dental insurance through the WA Fire Commissioners Association Health Care Plan, OR an equivalent type program for each employee and legal dependents.

The District pays 100% of the cost of the monthly premium of a medical insurance program and dental insurance for full time employees. The District pays 90% of the cost of the monthly premium of a medical insurance and dental insurance program for the full time employee's dependents.

Regular part time employees will receive medical/dental insurance benefits for the employee only (i.e., 100% employee and 0% for dependents).

Application of costs for insurance benefits shall begin on the first day of the effective date of this Benefit Plan.

Employees who retire from the District through normal service retirement or disability retirement shall be eligible to purchase employee and dependent medical insurance coverage at the District's group rate, provided the insurance carrier provides such an option to the District.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The District shall pay one hundred percent (100%) of the premium to provide an EAP as selected by the District, for each eligible employee and their dependents.

COLLEGE LEVEL STUDY PAYMENT PROGRAM

The Fire District's College Level Study Reimbursement Program (CLSRP) provides payment for college level course work at a regionally accredited college, university or vocational training institution.

- b) The Chief must review and approve all CLSRP requests, thus assuring that the education is related to the employee's current position or to a field within a reasonable line of professional progression for the employee within the District.
- h) No paid time shall be used to participate in educational courses eligible under the College Level Study Reimbursement Program
- i) Upon completion of such course(s), employee must provide proof of a grade "C" or better. Should the employee fail to do so, the employee shall be required to reimburse the District for all monies paid on his or her behalf.
- j) Payment shall be for actual tuition/book costs only; no District funds shall be paid for lab fees, or other related costs associated with the course(s).
- k) If an employee separates from employment with the District prior to thirty-six (36) months after completion of the District paid course(s) for any reason other than layoff, or permanent disability as a result of job related injury, the employee shall reimburse the District on a pro-rated basis. Such reimbursement shall be at the rate of 1/36 of monies paid by the District for each month short of the thirty-six (36) month period.
- l) College Level Study payments shall be made only with funds budgeted for such purpose by the District. The District, in its sole discretion, shall determine if and to what extent to fund the College Level Study Reimbursement Program.

- m) The District's obligations toward program payments are those cost stated in section "d" minus any outside financial assistance, scholarships and benefits, etc.

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The combined maximum contributions of the plan participant of the District shall not

exceed the maximum deferral limits of Section 457 plans as established by the Internal Revenue Service.

Employees with 15 years or more may convert the District's deferred compensation match (up to 4%) to longevity pay for the duration of their service. Example: Employee with 15 years of service shall receive an additional 4% longevity pay which would equal 8% total for longevity.

HEALTH REIMBURSEMENT ARRANGEMENT/VEBA

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of holiday time. The following holidays shall be observed:

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Veteran's Day	November 11 th
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Day	December 25 th

Three Floating Holidays (24 hours) posted as two hours per month to vacation balance.

If the holiday falls on a regularly scheduled workday, qualifying part time employees will receive their regularly scheduled hours off with pay.

Annual Vacation Leave Schedule

Non-Exempt Administrative Employees shall earn paid vacation time as follows:

Completed Years of Service	Hours Earned/Month	Hours/Year
0 – 4	8	96
5 – 10	12	144
11 – 14	16	192
15 +	18	216

Non-Exempt Employee Vacation Policy

1. At 12/31 of each year, the maximum allowed vacation hours carry over into the following year shall be 500 hours. All unused hours over the maximum will be lost.
2. If a non-exempt employee is over the 500 hour maximum as of 12/31/19, the following procedures shall apply:
 - a. All vacation hours **earned** during the year must be used, or lost;
 - b. Up to 80 hours of vacation in excess of the maximum will be cashed out annually to the employee until the balance is brought down below 500 hours.
 - c. All unused vacation hours over the 500 hour maximum cap may be cashed out upon separation of employment.
3. Vacation schedules shall be implemented so as not to cause a hardship on the District.

Non-Exempt Vacation Overage Example:

	12/31/2019 Vaca Bal	2020 Earned	2020 Used	12/31/20 Payroll Adj	12/31/20 80 Hr Cashout	12/31/2020 Vaca Bal
EXAMPLE (500 and Under):						
Employee A (Using Full 2020 Earned Vaca)	500	240	-240	0	0	500
Employee B (Using Partial 2020 Earned Vaca)	500	240	-200	-40	0	500
Employee C (Excess of 500 at 12/31/19 Using Full 2020 Earned Vaca)	600	240	-240	0	-80	520
Employee D (Excess of 500 at 12/31/19 Using Partial 2020 Accrued Vaca)	600	240	-200	-40	-80	520

Sick Leave

Employees who work full time will accrue sick leave at a rate of eleven (11) hours per month.

Maximum Accrual. Unused sick leave accrued before January 1 of each year will be placed in the employee's sick leave bank. The maximum allowed annual carryover of accumulated sick leave for full time employees shall be 1040 hours.

Family Medical Leave and other leave Use. Application and limitations for family medical leave and other leave laws shall be governed by District Policy #2600, "Family and Medical Leave and Other Leave Laws."

Notice of Inability to Report for Duty. If an employee knows in advance he/she will be unable to work, unable to report for work on time, or unable to work a full shift (e.g., for planned surgeries, medical appointments, or other reasons), the employee is required to give their **immediate supervisor** advance notice of the absence so that arrangements can be made, if necessary, to cover the absence with other personnel. For expected absences of 30 days or more, the Marysville Fire District requires 30 days advance notice. For expected absences of 1 to 30 days, the Marysville Fire District requires 7 days advance notice. For expected absences of less than 1 day, the Marysville Fire District requires 24 hours advance notice.

Employees who are unexpectedly unable to work or unable to report for work on time are to notify their **immediate supervisor** at least one hour before they are scheduled to report to work. Employees must also notify and obtain permission from their Battalion Chief for any unexpected early departures or absences during the work day. If an unexpected absence continues beyond one day, the employee is responsible for reporting in each day, unless other arrangements have been approved in advance by the employee's Battalion Chief.

Every reasonable effort shall be made by employees to schedule health care appointments on their time off. Employees on sick leave for three (3) consecutive days or more may be required to obtain an excused absence from a physician.

Exhaustion of Sick Leave. Time off for sickness/disability in excess of accrued sick leave shall be charged to unused vacation. Employees who exhaust all of their accrued sick and vacation leave and family medical leave may be granted additional leave without pay, to a maximum of six (6) months.

Transfer of Sick Leave. Any employee with over 600 hours of accumulated sick leave, may transfer his/her balance in excess of 600 to another employee who is sick or disabled, on the following conditions:

The recipient of the sick leave must first exhaust all of his/her own available sick leave.

The amount of sick leave received by an employee shall be based upon the length of time the employee's physician states, in writing, the employee will be unable to work and shall be an amount that will allow the employee to use sick leave for a total of 1040 hours. However, in extraordinary circumstances where the employee's physician provides clear, written verification that an employee will be able to return to full active duty without restriction during a period of not more than twelve (12) months from the date of illness or injury, the District's Board of Directors may, in its sole discretion, allow an additional sick leave transfer of up to 1040 hours.

If there is more than one employee who wishes to donate sick leave, it will be the responsibility of the donating employees to decide among themselves who will donate what amount. Such amounts shall be designated in writing to the Employer's Human Resources Manager.

If the receiving employee does not use all of the sick leave donated, the unused portion shall be credited back to the employee(s) who donated it in proportion to the amounts originally donated.

No employee will be compelled or pressured under any circumstances to make a donation of sick leave. Donation shall be solely voluntary.

Sick Leave Cash Out. Upon separation of employment each employee under this policy with ten (10) or more years of fulltime service with the District shall be entitled to have his/her accumulated and unused sick leave cashed out at his/her current rate of pay (not including transferred sick leave) in accordance with the list below, to a maximum accumulation of 1040 hours. Exception: Employees that are terminated for cause shall not be entitled to the sick leave cash out.

Years of Service	Cash out
10 years to 19 years =	15%
20 years to 25 years =	20%
25 years and above =	30%

Industrial Insurance

In the case of employees who are absent due to illness or injury for which they are receiving payment from the Washington State Department of Labor and Industries, Insurance Division, the Employer's obligation shall be limited to the provisions of RCW 41.04.500-550.

Limited Duty.

Employees who suffer an temporary illness or injury may request a limited duty assignment during the period of recovery, A limited duty assignment is one in which the employee is not required to perform all of the normal functions of the rank or job classification to which the employee belongs. Limited duty assignments shall be subject to availability of work and will be contingent upon the employee's physical condition and the attending physician's recommendations. Limited duty shall be governed pursuant to Policy #2410, "Limited Duty Assignments".

Bereavement Leave

In the event of death in the employee's immediate family, the employee shall be granted three days of paid bereavement leave. If travel time is required, the Fire Chief may allow additional days off without pay or the use of accrued vacation leave.

The immediate family shall be defined as spouse, registered domestic partner, children (including stepchildren), grandchildren (including step grandchildren), mother, father (including stepparents), brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, grandparent-in law.

MARYSVILLE FIRE DISTRICT

Regional Fire Authority

AGENDA BILL

BOARD MEETING DATE: January 15, 2020

AGENDA ITEM: Advance Travel Fund Authorized Balance Increase	AGENDA SECTION: New Business
PREPARED BY: Chelsie McInnis, Finance Director	
ATTACHMENTS: MFD Resolution 2020-001 – Establish an Advance Travel Fund and Name Human Resource Manager as Custodian	
BUDGET CODE: N/A	AMOUNT: N/A
<p>SUMMARY:</p> <p>With the scheduled increase in 2020 employee travel and the daily rate of per diem, there is a need to increase the authorized balance of the District's Advance Travel Fund. This separate bank account is utilized to issue daily meal expense per diem for employee travel where an overnight stay is deemed necessary and appropriate by the Fire Chief.</p> <p>Current Authorized Balance - \$2,500 New Authorized Balance - \$5,000</p> <p>If approved, a warrant for the additional \$2,500 would be issued through the normal February accounts payable cycle and deposited into the District's Advance Travel Account held with Union Bank.</p>	

RECOMMENDED ACTION:

Approve MFD Resolution 2020-001, effectively increasing the authorized balance for the Advance Travel Fund to \$5,000.

**MARYSVILLE FIRE DISTRICT
A REGIONAL FIRE AUTHORITY
RESOLUTION NO. 2020-001;**

**ESTABLISH AN ADVANCE TRAVEL FUND AND NAME
HUMAN RESOURCES MANAGER AS CUSTODIAN**

WHEREAS, it is necessary at times for officers and employees of Marysville Fire District to incur expenses while traveling on business; and

WHEREAS, it is necessary that meal per diem be issued for meal expenses where an overnight stay is deemed necessary and appropriate and funds be advanced to such officers and employees to cover additional authorized travel expenses; and

WHEREAS, RCW 42.24.120 through .160 authorizes the creation and maintenance of a travel expense fund for the purpose of providing such per diems and advancements; and

WHEREAS, the Marysville Fire District Board of Directors have reviewed the necessity for and feasibility of an advance travel expense fund, under the provisions of such statute, and find that it is advantageous for the department and its officers and employees to be able to have the capability of advancing travel expenses and providing meal per diem; and

WHEREAS, any previously adopted resolutions establishing this fund, its custodian, authorized balance, and other provisions will be superseded by the adoption of this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:

1. An advance travel expense fund, hereafter referred to as "TRAVEL FUND", is hereby established pursuant to the provisions of RCW 42.24.120 through .160.
2. The authorized fund balance shall be maintained at \$5,000.00, (Five Thousand Dollars).
3. The Human Resources Manager for Marysville Fire District, is designated and named the custodian of the fund. The designated custodian shall hold such position until terminated by the Board or until termination of employment with Marysville Fire District, whichever shall first occur. The designated custodian or his/her duly appointed successor shall perform the duties set forth in this resolution.
4. Two additional signers shall be designated, including the Fire chief and one other designated by the Fire Chief.
5. The custodian shall deposit all monies received for such fund in the Marysville Fire District "Travel Fund" checking account. Such money shall consist of the initial deposit authorized by this resolution and replenish fund from warrants issued pursuant to vouchers authorized by the Board and refunds of unexpended advances received from officers and employees.

6. Disbursements from the fund shall be made by check signed by the custodian or another account signer. Disbursements shall be made only pursuant to statute and pursuant to rules and regulations prescribed by the Washington State Auditor.
7. All requests for advances for travel expenses, other than meal per diem, by officers and employees shall be timely made to the custodian on written applications in the form designated by the custodian. Requested advancements shall be reasonable estimates of the applicant's travel expense requirements and shall be made for purposes only to defray necessary costs incurred in performing his/her official duties.
8. On or before the third day following the close of the authorized travel period for which expenses have been advanced to any officer or employee, he/she shall submit to the custodian a fully itemized travel expense voucher for all reimbursable items legally expended, accompanied by the unexpended portion of such advance, if any. In the event any advance, or portion thereof, is not repaid or accounted for in the time and manner specified, it shall bear interest at the rate of ten percent per annum from the date of default until paid.
9. To protect the District against any losses from advancements, the District shall have a prior lien against and a right to withhold any and all funds paid by the District to such officer or employee to whom such advance was made. No advance may be made to any officer or employee at any time when he/she is delinquent in accounting for or repaying a prior advance.
10. Daily meal expense per diem shall be issued for all travel where an overnight stay is deemed necessary and appropriate by the Fire Chief. Per District policy, meal receipts are not necessary as the expense is deemed substantiated.
11. Resolution No. 2019-018 is hereby repealed in its entirety and is superseded by this Resolution No. 2020-001.

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

ADOPTED by the Marysville Fire District, A Regional Fire Authority, this 15th day of January, 2020 by majority vote of the members.

BOARD OF DIRECTORS

Board Chairperson

ATTEST:

District Secretary

Paula DeSanctis

From: Martin McFalls
Sent: Thursday, December 19, 2019 3:54 PM
To: Paula DeSanctis
Subject: FW: [External!]

For Board sharing. Thanks Paula.

From: CRAIG [REDACTED]
Sent: Monday, December 16, 2019 20:33
To: Martin McFalls <MMcFalls@marysvillewa.gov>
Subject: [External!]

External Email Warning! Use caution before clicking links or opening attachments.

Dear Chief McFalls,

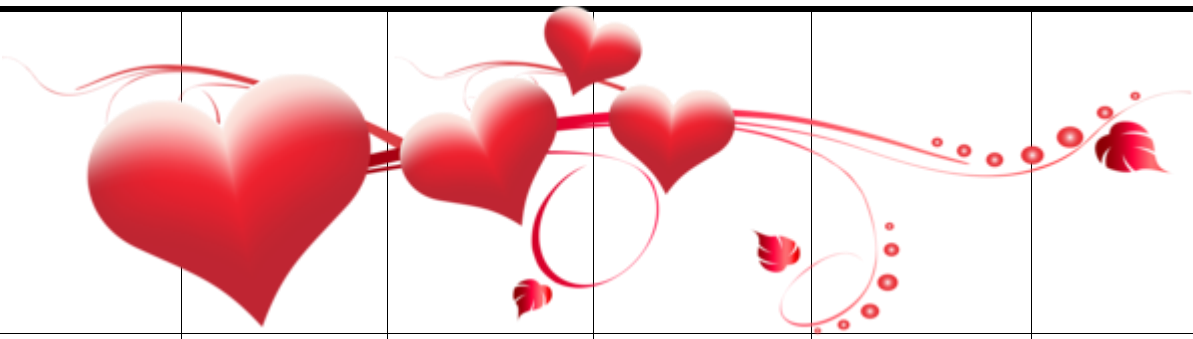
I just wanted to take a moment to express the deepest appreciation on behalf of myself and my family to the Marysville Fire Department with regard to the job they did last Sunday morning during their aid call during my mother's death. The professionalism, compassion, and kindness exhibited by members of D shift made a very difficult time a little bit easier for my family. Please pass along a special thanks in particular to BC Jesus, PM Gronemyer, PM Schroeder, FF Olsen, and Capt. Neyens and the other responders who were there. I especially want to thank the MFD for the way they supported and cared for my daughter [REDACTED] who was also on shift that day. Even though she deals with these sorts of situations on a regular basis, this was the first time she has lost an immediate family member.

The love and care exhibited for her by your staff was something I will always remember and will never be able to thank you enough for. As a life-long Marysville resident I am impressed by the service you provide. As a parent, I am appreciative and reassured to know that my daughter is surrounded by such an outstanding group of individuals who truly have her back. Once again, thank you so much for all that you do for our community, my family, and for my daughter.

With heartfelt thanks,
Craig [REDACTED]

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February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13 <i>Packets Distributed</i>	14 <i>Happy Valentine's Day</i>	15
16	17	18 <i>EMS Committee Meeting 4:30 pm</i>	19 <i>Board Meeting 7:00 pm City Hall</i>	20	21	22
23	24	25	26	27 <i>Packets Distributed</i>	28	29