

**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-Isle Commissioners met in Monroe, Doctor Eric Cooper and Executive Director Kelly Fox gave a Snohomish County EMS update and 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, HR Manager 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 recruits will graduate December 19, 2019. PIO Velej 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, 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 and 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:

- The 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 its 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

1/15/20
Date approved



Fire Prevention Report

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

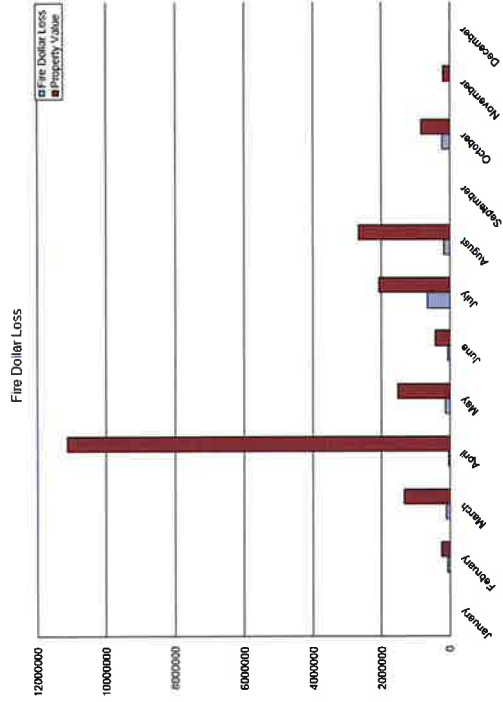
- The total fire loss for 2019:
 - There was one fire incident investigated in November 2019. There have been a total of 24 fires investigated in 2019, with over \$20 million in assessed value and over \$1.4 million in fire loss.
- We attended the annual Chamber of Commerce Banquet where we were recognized 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



Marysville Fire District Fire Causes Ending November 30, 2019

