

**MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
February 19, 2020 – 7 pm – Marysville City Hall**

CALL TO ORDER/FLAG SALUTE

Chairperson Stevens called the meeting to order and Boardmember Muller led the flag salute at 7pm.

The following were in attendance:

Board of Directors:

Steve Muller Tonya Christoffersen (arrived at 7:13 pm)
Tom King
Michael Stevens

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:

Brett Vinson, District Attorney

AUDIENCE PARTICIPATION/PRESENTATIONS

Chief McFalls introduced our newest full-time firefighter Apollo Lewis. Chief administered the oath of office and FF Lewis's family pinned his badge.

MFD CONSENT AGENDA

Chairperson Stevens called to amend the consent agenda to excuse Boardmember Norton and Commissioners Ross, and Christoffersen from the 2-19-20 Board meeting.

- A. Approve minutes of the January 15, 2020, regular meeting
- B. Approve minutes of the February 5, 2020, workshop meeting
- C. Approve minutes of the February 11, 2020, special meeting – Planning Committee
- D. Approve January 2020 Financial Statements
- E. Approval of February Claims and Payroll:
 - i. MFD RFA Expense Fund 778-70
 Voucher Numbers 200202001 - thru – 200202110 \$ 346,066.92
 - ii. MFD Payroll (excluding benefits) \$ 1,080,988.51

Motion: To approve the MFD Consent Agenda as amended
Made By: Muller
Seconded By: King
Action: PASSED unanimously



INFORMATION ITEMS

Communications: Nothing to report.

COMMITTEE REPORTS

EMS Committee: Approval of February EMS account recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
February	4,366.02	37,367.80	0.00	1,539.96

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

Planning Committee: Chief McFalls reported that the Planning Committee met on February 11, 2020 at Station 63. The Committee toured the Station with the Chiefs and crew to assess the conditions of the building and property for future planning. The Planning Committee will meet again on March 17, 2020, 6:30 pm at Station 65.

Personnel Committee: Chief McFalls shared that the Personnel Committee met on February 13, 2020 to conduct three interviews. Jason Wilkins-Sikkel was chosen to move forward in the hiring process to fill an immediate open full-time position. Scott Minaker and Sergio Carrillo will also move forward to the background checks to fill two of the three positions budgeted for 2020 with an effective date of April 1, 2020.

STAFF BUSINESS

Fire Chief Report: Chief McFalls reported on the following:

- Gave an overview of the Snohomish County Regional Training Consortium Agreement.
- Summarized the All American Leadership workshop held in January. The main topics for immediate attention were as follows:
 1. Chiefs and Administrative Staff to have weekly Station visits and ride alongs – bridge the gap
 2. Chief Officer and Administrative Staff uniform change to navy blue - unity
 3. Incorporating bright spots in all meetings – positive outlooks
 4. Start quarterly all hands meetings – communication
- Another result of the All American Leadership workshop was the possible change to the District logo. PIO Veley has reached out to Aukema and Associates who worked with South Snohomish County with their branding change.

Operations Report: Chief Cole reported on the following:

- Year-end calls for 2019 were 13,996, this is a decrease of about 1% or 188 calls for 2018. For January 2020 we were down 5 call from 2019. Our fire commercial confirmed response was elevated due to a response to the Port Susan Camping Club where there is no clear direction to locate an address.



- Our crews continue to improve our average turnout times. Over the last year we have dropped from 1 minute 37 seconds to 1 minute 21 seconds. For January 2020 our average time was 1 minute 19 seconds.
- BC Todd Furness has moved from BC of Training back to the line and BC Keith Taylor has moved into the BC of Training position.
- We had two members attend ice rescue training in Colorado. Captains Chad Hale and Matt Campbell are now “train the trainers” who will certify our members in ice rescue.
- We received our first shipment of ballistics equipment and have a draft policy that will be brought forward for Board approval next month.
- We have upcoming training with Dr. Gilmartin who specializes in emotional survival for firefighters and police. We have two sessions scheduled here on March 27th and 28th and one session up in Skagit Valley. We currently have about 350 people registered to attend.

Overtime Report:

January 2012	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 64,051.39	1,013.50	1,055.82
Part time	\$ -		
Month Total	\$ 64,051.39	1,013.50	1,055.82
YTD Totals	\$ 64,051.39	1,013.50	1,055.82

- Overtime for December was \$47,762.06 and \$64,051.39 for January. January overtime was elevated due to the All American Leadership workshop.
- We are currently down 13 part-time firefighters and we have 11 part-timers in the process to start an in house academy on February 24, 2020.

Human Resources/Personnel Report: Human Resources Manager Steve Edin reported the following:

- We have 5 employees off on intermittent FMLA leave.
- We have one off on short term disability.
- We have one upcoming FMLA for the birth of a child.
- Recruitments – always accepting part-time applications, internal recruitments for Rescue Swimmers, Hazmat Team and, Technical Rescue Team.
- Working with National Testing and DC Cole on an assessment center for Medical Service Officers and Administrators towards the end of April.
- Conducting Lieutenant Inspector interviews within the next month.

Fire Prevention Report: Deputy Chief Maloney reported the following:

- DC Maloney shared that PIO Veley was asked to be the new Chairperson for the Marysville Toy Store.
- Recap – Our rating with the Ratings Bureau decreased to a 3 throughout the District.
- Act Training – South Snohomish County will train eight of our members as “train the trainers”. This will be to educate the public on emergency situations such as CPR, stopping bleeding and administering Narcan.

- We will be holding quarterly open houses to cut down on evening Station tours, the first will be on March 24, 2020, at Station 62 from 4:30 to 6:30 pm. We will put out a press release and advertise on social media.
- We are in the process of writing a Regional Grant with Granite Falls for new SCBA's. Captain Dean Shelton has offered to review the content of the drafted letter.

Finance Report: Finance Director McInnis Reported The following:

- Update on the recovery of the \$17,300 fraudulently cashed warrant stolen in the mail that was discussed previously. Through the investigation process, Bank of America has issued us a partial recovery of \$13,231.00, which is better than what we would have received from WCIA because of our \$10k deductible. Our effective loss on the stolen warrant was \$4,077.00.
- Our accounting software, Bias, has merged with Springbrook. In the future we may see some functionality enhancements and format differences to the budget reports.
- Finance staff has actively started preparing the annual report which is required by RCW to be completed 180 days after the end of each fiscal year. This year it will be due May 29, 2020. There will be two statement reporting packages this year because of the October 1, 2019 RFA start-up. There will be a three month RFA package and the typical FD12 and Marysville ILA Agency package. The Annual Report will be brought to the May workshop meeting for Board review. Final adoption will take place at the May regular Board meeting then submitted to SOA.
- There were a couple additional reports in your packets. One being a year-end ambulance billing statistics report. The second being budgetary comparisons statements from the previous cycle.

Legal Counsel Report: District Attorney Brett Vinson reported the following:

- He and District Attorney Weed continue to work with City Attorney Walker on the final language in the IT Services ILA surrounding public record requests and indemnification.

Local 3219 Union Report: Local 3219 President Captain Dean Shelton reported the following:

- Shelton introduced himself as the new Local 3219 President. He also introduced local 3219 Vice President Andrew Vander Veen, Trustee Dylan Lowery, and Secretary Treasurer Joe Kendrick.
- Shelton feels we are off to a successful start creating a culture of collaboration. The All American Leadership workshop was good for our organization; everyone who attended left with a positive outlook. The workshop brought to light issues needing both immediate and long term changes. Many of those identified changes are already being implement at all member levels. Shelton stated we will continue to grow on those creative ideas to make our organization stronger as we move forward.
- To date there have been no grievances and no disciplinary actions.
- Shelton shared some legislative priorities for the year and expressed that he is available as a resource; he looks forward to working together in 2020 as we progress the organization.

OLD BUSINESS

Nothing to report.



NEW BUSINESS

Agenda Bill: Resolution 2020-002 “Governance and Management of Board Meetings”

District Attorney Brett Vinson reviewed the changes and updates made to the new Governance and Management of Board Meetings resolution.

The Board will vote on the adoption of Resolution 2020-002 at the next Board meeting to allow the absent Boardmembers the chance to vote.

Agenda Bill: Ambulance Billing Policy #6067 Revision

Finance Director McInnis shared the need to update the current ambulance billing policy to provide clear direction to the ambulance billing company regarding district charity and write-off procedures. All updates to the policy reflect current practice and will provide the details necessary for proper and consistent application by the ambulance billing. McInnis shared the redline version of the updated policy. Some specific updates include the districts small balance write-off policy, the districts return check fee policy, and added details to the charity care application documentation requirements.

Motion: To approve Ambulance Billing Policy #6067 Revision
Made By: King
Seconded By: Muller
Action: PASSED unanimously

CALL ON BOARD

King – Enjoyed the Station 63 tour. Thanked PIO Veley for her dedication to the toy drive.

Christoffersen – Apologized for being late. Informed the Board that she will be absent all of March.

Muller – With all of the mis-information and confusion on the recent RFA creation, Muller suggested we have a handout ready for the open houses with financial information and property tax exemption/charity programs that are currently available to citizens of the district. Congratulations to Krista on her recent retirement.

Stevens – Congratulated Firefighter Lewis in being sworn in. Thanked the Executive Board for their attendance.

McFalls – Will bring the training consortium ILA to the next Board meeting for Board approval.

McInnis – Nothing more to report.

Vinson – Nothing more to report.

Cole – Nothing more to report.

Maloney – Nothing more to report.

Neuhoff – Chief Cole ran the fire operations center last night due a scheduled dispatch shut down for updates and testing.

Edin – Nothing more to report.

DeSanctis – Nothing more to report.

EXECUTIVE SESSION

Chairperson Stevens called for a 15 minute executive session at 8:15 pm to discuss the following:

- A. Potential litigation in regards to service contract negotiations Per RCW 42.30.110(I)
- B. Review the performance of a public employee Per RCW 42.30.110(g)
- C. Two matters concerning pending litigation Per RCW 42.30.110(1)(i)

The open public meeting will resume at 8:30 pm with possible action to follow.

Chairperson Stevens called for a 10 minute extension to return at 8:40 pm.

Chairperson Stevens called for a 15 minute extension to return at 8:55 pm.

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

Chairperson Stevens called for a 5 minute extension to return at 9:05 pm.

RECONVENE

The open public meeting reconvened at 9:06 pm

ADJOURNMENT

Motion: To adjourn the 2-19-20 MFD regular meeting
Made By: King
Seconded By: Muller
Action: PASSED unanimously

With no further action required, a motion was made to adjourn at 9:06 pm.

Martin McFalls
 Martin McFalls
 District Secretary

3/18/2020
 Date approved

Fire Prevention Report

Prepared by: Thomas Maloney, Deputy Chief/Fire Marshal
February 19, 2020

- The total fire loss for 2020:
 - There were 3 fire incidents investigated in 2020. With over \$196,000.00 in assessed value and over \$196,000.00 in fire loss.
- We would like to recognize and congratulate Christie for her appointment to the Toy Store chairperson.
- After years of hard work to better the services we provide our community, we achieved a Class 3 rating across the entire Marysville Fire District, by the Washington Surveying and Rating Bureau (WSRB). We are considering sending a postcard to District 12 residents as part of an education campaign about the rating change.
- We have stayed busy over the last couple of weeks educating residents about the RFA Levy and the changes to their taxes this year, following misinformation reported in the media. We've published a new Funding FAQ page on our website and an internal fact sheet to help answer some of the most common questions. Christie is working on a public handout and is staying active on social media to correct misinformation and spread facts regarding our funding.
- We will be hosting an ACT train the trainer course offered by South County Fire exclusively for MFD and City of Marysville staff in March at Station 62. This will enable us to train some of our members to deliver the ACT course, which is a one-hour training on use of CPR, Antidote, and Tourniquet.
- We are currently planning our first of four quarterly Open Houses this year for March 24 from 4:30pm-6:30pm. Stations will include engine/ambulance tours, station tours, car seat use, emergency preparedness and fire safety.
- Our Facebook audience increased this month to 3,400 likes and 3,559 follows. Our Twitter audience is also up 2 percent to 1,838 followers. We also reach 12,624 people with our posts on Nextdoor.

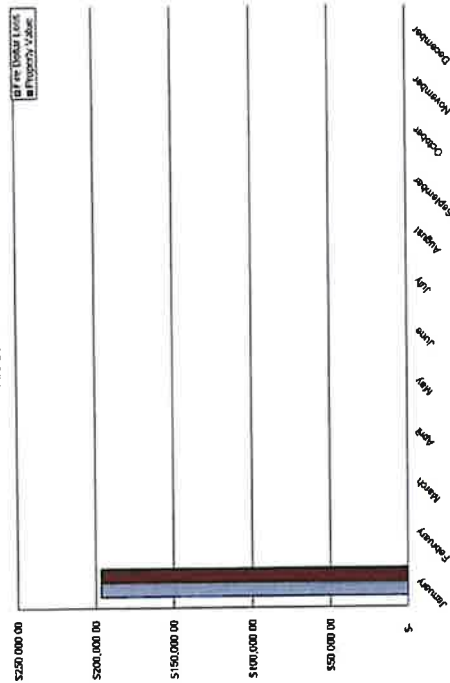
Public Education

Program	People Reached Current Month	2020 Total
Preschool Program	100	100
Elementary Age (K-5)	0	20
High School	0	0
Station Tours	30	30
Smoke Alarm Installations	3	4
Youth Fire-Setter Interventions	0	0
Helmet Fittings	0	0
Public Events	0	0
Car Seat Installs	3	7
Older Adult Fire/Fall Prevention	0	20
Parent Education	0	30
Fire Extinguisher Training	20	40

Marysville Fire District 2020 Fire Incident Totals

Month	Total Investigations	Accidental	Incendiary	Undetermined	Residential	Commercial	Vehicle	Other	Total Property Value	Total Fire Loss
January	3	2	0	1	1		1	1	\$ 196,600.00	\$ 196,600.00
February										
March										
April										
May										
July										
August										
September										
October										
November										
December										
Totals	3	2	0	1	1		1	1	\$ 196,600.00	\$ 196,600.00

Fire Dollar Loss



Marysville Fire District Fire Causes Ending January 31, 2020

