

**MARYSVILLE FIRE DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**April 15, 2020 – 7 pm – Virtual Via Zoom**

**CALL TO ORDER/FLAG SALUTE**

Chairperson Stevens called the meeting to order at 7:04 pm.

**The following were in attendance:**

**Board of Directors:**

---

Rick Ross	Participant ID 497858
Steve Muller	Participant ID 473193
Tom King	Participant ID 463425
Kamille Norton	Participant ID 481444
Michael Stevens	Participant ID 484511
Tonya Christoffersen	Participant ID 477605

**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  
Dan Schwartz, MSO  
Dean Shelton, Local 3219 President  
Paula DeSanctis, Admin Assist

**Guests:**

---

Grant Weed, District Attorney

**OPENING STATEMENT**

Chairperson Stevens read the following:

The COVID-19 pandemic has changed the way that we go about our daily lives. We have had to rapidly adjust to a “new norm.” Nothing about this is easy or familiar, but we are working through it together as a community. During these uncertain times, the Marysville Fire District remains committed to its responsibility to ensure public safety. The District is equally committed to ensuring that public participation in our meetings continues in a manner that is safe for all. To that end, the District has closed its physical doors to the public. However, we remain ready to serve constituents remotely during this time. Our website contains contact information for our staff members that can answer questions and assist the public.

As required by the Governor’s March 24<sup>th</sup> Proclamation, the District is holding its first meeting remotely using the Zoom platform. While this is not our norm, we are glad to be able to ensure continuity of business operations. We are very grateful for your support and patience while we work through this novel way of doing business.

As indicated in the notice, members of the public have been invited to join via Zoom. The public comment section of our agenda will be suspended until future notice. However, any member of the public may submit comments by the following means:

Via email to [fire@marysvillewa.gov](mailto:fire@marysvillewa.gov)

Via mail to Marysville Fire District, 1094 Cedar Avenue, Marysville, WA 98270

Via phone by calling 360-363-8500.

These comments will be read into the record at the next meeting.



Board members, we are going to take attendance by calling your name. I would ask that you identify yourself as present and state your ZOOM ID number. (Click the little "i" icon in the upper left of your screen) Please indicate whether or not you can clearly hear me and others on the line. After each agenda item is presented, please use the "reaction hand wave" to comment or make a motion. I will call on you to speak. Subsequent voting on each item will be by a roll call vote as well. We need to do our very best to speak one person at a time so our Board Secretary can take minutes.

As I indicated at the beginning of this introduction, we are entering uncharted territory. Board members, because of your declaration of emergency, I am asking for a motion to suspend Board rules and allow meetings to proceed as I have described, until such time as this public health emergency has passed. I would entertain such a motion at this time.

**Motion:** To suspend Board rules and allow meetings to proceed as described, until such time as this public health emergency has passed.  
**Made By:** Muller  
**Seconded By:** King  
**Action:** PASSED unanimously

***MFD CONSENT AGENDA***

- A. Approve minutes of the March 18, 2020, regular meeting
- B. Approve March 2020 Financial Statements
- C. Approval of April Claims and Payroll:
  - i. MFD RFA Expense Fund 778-70  
 Voucher Numbers 200402001 - thru - 200402076 \$ 247,498.15
  - ii. MFD Capital Fund  
 Voucher Number 200401001 \$ 59,342.25
  - iii. MFD Payroll (excluding benefits) \$ 1,170,096.29

**Motion:** To approve the MFD Consent Agenda and delegate Board signatures to the District Secretary  
**Made By:** King  
**Seconded By:** Ross  
**Action:** PASSED unanimously

***INFORMATION ITEMS***

**Communications:** Chief McFalls shared a letter from a long time Marysville resident thanking firefighter Bradley Keen and firefighter Isaiah Vandam for their kindness and respect shown to her and her son when responding to an aid call at their home. McFalls also recognized firefighters Josh Sampson, Chris Lytle and Cydney Hallahan for their outstanding work on a motor vehicle call earlier this month.

***COMMITTEE REPORTS***

EMS Committee: Approval of April EMS account recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
April	3,432.57	44,463.37	0.00	0.00

**Motion:** To approve the April ambulance account recommendations.  
**Made By:** Ross

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

**Planning Committee:** Chief McFalls reported that the Planning Committee meetings have been suspended until further notice. The Station tours will resume when the public health emergency has passed.

**Personnel Committee:** Chairperson Stevens reported that the Personnel Committee is scheduled to hold three virtual entry level interviews on April 24, 2020.

## **STAFF BUSINESS**

**Fire Chief Report:** Chief McFalls shared that we have been going through many changes due to the spread of the Coronavirus. Our frontline and staff have done an outstanding job working together. The level of collaboration has been amazing. McFalls stated he is very proud of the dedicated members of our District serving our community.

**Operations Report:** Deputy Chief Cole reported on the following COVID-19 process: Our first call of concern was on February 29, 2020 out of Kirkland; Local 3219 President Shelton was on top of it. Since then, we have had meetings seven days a week with neighboring Chiefs, President Shelton and the City of Marysville. We have a daily briefing with the Battalion Chiefs as well. As a result of the meetings we have developed a twelve page "playbook" on strategies for safety during a health emergency. We have had some COVID positive exposures but everyone has recovered and are back to work.

### **Overtime Report:**

<b>March 2020</b>	<b>Dollars</b>	<b>Total Hours</b>	<b>Sick Leave Used</b>
Full-time	\$ 108,855.95	1,577.75	1,111.75
Part time			
<b>Month Total</b>	<b>\$ 108,855.95</b>	<b>1,577.75</b>	<b>1,111.75</b>
YTD Totals	\$ 228,806.47	3,444.25	3,350.07

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

- Edin shared that he has been working with operations on time off for our sick and quarantined members and tracking all information for OSHA reporting.
- We have five members off on intermittent FMAL.
- We are testing to develop a list for Training Captain, Medical Services Officer, and Medical Services Administrator.

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

- PIO Veley has been very busy attending joint information meetings at the County.
- Veley has also been working on getting information out to the public via social media.
- We had our first Facebook Live station tour at Station 62.
- We have also done Facebook Live interviews with Chief McFalls and MSO Schwartz with stay at home messages and demonstrations of our PPE.
- Deputy Fire Marshal McGhee has been delivering decon supplies to all stations.
- The City of Marysville's Department of Emergency will help recoup COVID-19 costs through FEMA.



PIO Christie Veley shared that we have had great response to our Facebook Live videos, with view increasing by 5%. We have been posting pictures of our members supporting local businesses. We have received many donations from our community such as masks and gloves. Veley stated she will be conducting virtual car seat checks starting next week.

**Finance Report:** Finance Director McInnis shared that all three budgets are in good shape. Our cash balance has not dipped below the minimum fund balance. We have been processing COVID-19 expenses and tracking them in the auditing system.

**Legal Counsel Report:** District Attorney Grant Weed reported his office has been busy helping many public entities understand the different declarations being put in place and how to comply with the Open Public Meetings Act amid the health pandemic. Weed shared some current statistics of COVID -19 cases.

**Local 3219 Union Report:** Local 3219 President Dean Shelton shared that he first heard of the health threat from his contacts in Kirkland on February 27, 2020. From that day, the District has been working collectively to try and stay ahead of the game. This could not have happened at a better time following our All American Leadership workshop. We are seeing progressive change in our culture creating positive changes. Shelton gave several statistics surrounding COVID-19 and stating the information is changing daily.

#### **COVID-19:**

**Deputy Chief Neuhoff** shared that his primary focus has shifted from Fleet and Facilities to COVID-19. Neuhoff helped establish the Fire Coordination Center. Everyone across Snohomish County has come together. Our day to day systems are forever changed.

**MSO Schwartz** stated that he was moved off the line and into admin to help with the needs of COVID-19. Schwartz shared some of the safety changes put in place amid the health pandemic.

### ***OLD BUSINESS***

#### **Extend Minimum Fund Balance Use to June 30, 2020**

Last month the Board authorized the use of minimum fund balance in the MFD Expense fund through March 2020. Amid the current health pandemic property tax payments have been extended to June 1, 2020. As a result of this, staff is recommending to extend the authorized use of minimum fund balance to June 30, 2020.

**Motion:** To authorize the extension for the use of the Minimum Fund Balance in the MFD Expense Fund through June 30, 2020.  
**Made By:** Norton  
**Seconded By:** Ross  
**Action:** PASSED unanimously

### ***NEW BUSINESS***

#### **2019 MFD Annual Report – Draft**

Finance Director McInnis shared that the 2019 MFD Annual Report is an overview of the year consisting of a narrative from each department. We are asking for the Board to review it for official adoption at the May 20, 2020 board meeting.

#### **Final Working Draft Policy – Ballistic Gear:**

Chief Cole reported that we have received our first shipment of ballistics gear. Training has started. Next step is to approve a six month working policy.

**Motion:** To approve the Ballistic Gear Policy as a Six Month Working Draft  
**Made By:** Norton  
**Seconded By:** King  
**Action:** PASSED unanimously

**CARES ACT Provider Relief Fund Participation:**

Finance Director McInnis shared that the District has received a stimulus check in the amount of \$43k from the CARES ACT Provider Relief Fund. This was an automatic payment, not one that we applied for. The corresponding terms and conditions for accepting payment is that we will not bill co-pays for COVID-19 patients.

**Motion:** To accept the terms and conditions for participation in the CARES ACT Provider Relief Fund.  
**Made By:** Muller  
**Seconded By:** Ross  
**Action:** PASSED unanimously

**CALL ON BOARD**

**Ross** – Thank you to all the firefighters and staff for their hard work in keeping everyone safe. For taking leadership and working together.

**King** – Thanked staff for their hard work on the annual report. Stated this year's Strawberry festival has been canceled.

**Christoffersen** – Our emergency preparedness and employee dialogue has paid off. She applauds everyone for their efforts. Great job on the annual report.

**Muller** – Timing is everything. Our Workshop in January put teamwork in place and put us in a good position for the elevation of our organization moving forward. There has been a lot of hard work for many great people. He stated he is proud to be a part of this organization.

**Norton**- Good to see everyone. Happy the crews are all healthy and operations is working well. Thank you for the efforts to protect our community and personnel.

**Stevens** – So much has changed. Appreciate everyone's hard work. Was able to witness crews responding to a car accident which was a great learning experience for him and his family to see firsthand the precautions our members are needing to take.

**Weed** – Nothing more to report.

**McFalls** – Thanks again to the extraordinary men and women of this organization. And thank you to our board for their support of our budget.

**Cole** – Thank you, everyone is doing a really great job.

**Neuhoff** – Nothing more to report.

**Maloney** – Thanked the Board in advance for their support of the changing budget.

**McInnis** – Nothing more to report.

**Schwartz** – Shared we have transported 15 confirmed COVID-19 patients.

**Shelton** – Thank you to everyone.

**Veley** – Nothing more to report.

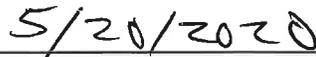
**DeSanctis** – Expressed her appreciation for everyone.

**ADJOURNMENT**

With no further action required, the 4-15-20 regular meeting adjourned at 8:21 pm.



Martin McFalls  
District Secretary



Date approved



## Fire Prevention Report

Prepared by: Thomas Maloney, Deputy Chief/Fire Marshal  
April 15, 2020

- The total fire loss for 2020:
  - There was 11 fire incidents investigated in 2019. With over \$2.5 million in assessed value and over \$263,000 in fire loss.
- We stopped all annual inspections and are only conducting inspections for approved construction projects. Code complaints inspections are also being conducted.
- The regional grant was submitted to FEMA for SCBA. The grant total was for \$700k which would replace all of the seated positions within the district. We still need to purchase additional SCBA's and brackets.
- We continue to focus on public messaging related to our response to COVID-19 and encouraging the community to take actions that support our recovery from the pandemic. Christie Veley continues to assist as a PIO in the Snohomish County Joint Information Center.
- We published a video message from Chief McFalls encouraging the community to stay home during the COVID-19 pandemic that's received 2,700 views. We also published a video produced by the Snohomish County Fire Chief's Association that's received 1,900 views.
- For the first time ever, we conducted a Facebook LIVE session, offering viewers a tour of Station 62. This was used as a public education alternative while our public programs are on suspended. The video has now been seen more than 2,000 times on Facebook.
- We are now offering virtual child car seat checks to the public via FaceTime, Skype, phone or email by appointment.
- Our Facebook audience increased five percent this month to 3,640 likes and 3,855 follows. Our Twitter audience is also up two percent to 1,862 followers. We currently reach 13,321 people with our posts on Nextdoor.

### Public Education

Program	People Reached Current Month	2020 Total
Preschool Program	0	186
Elementary Age (K-5)	0	20
High School	0	0
Station Tours	0	30
Smoke Alarm Installations/Checks	0	7
Youth Fire-Setter Interventions	0	1
Helmet Fittings	0	0
Public Events	0	0
Car Seat Installs	0	8
Older Adult Fire/Fall Prevention	0	20
Parent Education	0	30
Fire Extinguisher Training	0	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	0	1	1	\$ 196,600.00	\$ 196,600.00
February	1	1	0	0	0	0	1		\$ 11,000.00	\$ 11,000.00
March	7	4	1	2	2	2	1	1	\$ 2,357,500.00	\$ 55,500.00
April										
May										
June										
July										
August										
September										
October										
November										
December										
<b>Totals</b>	<b>11</b>	<b>7</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>\$ 2,565,100.00</b>	<b>\$ 263,100.00</b>

