

MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
May 20, 2020 – 7 pm – Virtual Via Zoom

CALL TO ORDER/FLAG SALUTE

Chairperson Stevens called the meeting to order at 7:03 pm.

The following were in attendance:

Board of Directors:

Rick Ross	Participant ID 308752
Steve Muller	Participant ID 290900
Tom King	Participant ID 286523
Kamille Norton	Participant ID 275607
Michael Stevens	Participant ID 277579
Tonya Christoffersen	Participant ID 314881

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
Dean Shelton, Local 3219 President
Paula DeSanctis, Admin Assist

Guests:

Grant Weed, District Attorney

OPENING STATEMENT

Chairperson Stevens read the following as it appears on the MFD Agenda:

PLEASE NOTE: Due to the Governor's 'Stay at Home' order the MARYSVILLE FIRE DISTRICT WILL NOT ACCEPT in-person, verbal citizen comments during the regular meeting of May 20, 2020. Alternatively, those wishing to provide public comment will have the opportunity to deliver citizen comment via the following:

1. Email: fire@marysvillewa.gov
2. Phone: 360-363-8500
3. Mail: Marysville Fire District 1094 Cedar Ave Marysville, WA 98270

All comments received will be distributed to the Board of Directors and will be addressed at the next regular meeting.

If you would like to listen to the Marysville Fire District Board Meeting via Zoom, please email fire@marysvillewa.gov by 11:00 a.m. on Wednesday May 20, 2020. You will then be provided with a link to join the Zoom meeting.

This process will be in place until further notice. For additional information, contact fire@marysvillewa.gov.

EMERGENCY SERVICES WEEK PROCLAMATION

Chairperson Stevens read the Proclamation declaring May 17-23, 2020 as Emergency Medical Services Week.

MFD CONSENT AGENDA

- A. Approve minutes of the April 15, 2020, regular meeting
- B. Approve April 2020 Financial Statements
- C. Approval of May Claims and Payroll:
 - i. MFD RFA Expense Fund 778-70
 - Voucher Numbers 200501001 - thru - 200501078 \$ 304,537.35
 - MFD Payroll (excluding benefits) \$ 1,062,583.46

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

INFORMATION ITEMS

Communications: Chief McFalls shared a card received from a citizen in North County thanking Marysville Fire District for coming to their aid for a 100 acre wild fire burn.

COMMITTEE REPORTS

EMS Committee: Approval of May EMS account recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
May	3,872.88	21,511.09	304.92	1,365.15

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

Planning Committee: The Planning Committee Meetings have been suspended until further notice.
Commissioner Ross asked if it would be possible to get a list of improvement projects needed at Station 65 to review before we schedule our Station tour when we resume the Planning Committee Meetings.

Personnel Committee: Chief McFalls shared that the Committee conducted virtual interviews over Zoom, moving three members forward in the hiring process. Chad Crandall was identified as the next Company Officer come September. Commissioner Ross shared that he was very impressed with all the interviewees. We have a very strong pipeline of candidates.

STAFF BUSINESS

Fire Chief Report: Chief McFalls reported on the following:

- We held our 2nd of four scheduled All Hands meetings with 40 plus members in attendance.
- We continue to move forward with other professional development opportunities for our organization along with the County Training Consortium Recruit Academy. We have added a leadership development component that the four departments have agreed to participate in with All American Leadership.

- Our members have been very creative and innovative with training videos and social outreach. Chief thanked the Fire Prevention Division and the Local for stepping up and making that happen.

Operations Report: Chief Cole reported the following:

- We are down about 500 calls from this time last year and down about 20% in transports. There are several reasons for the significant difference one being the stay at home rule as well as peoples fear of going to the hospital in light of the COVID pandemic. Our numbers are expected to increase as the city begins to re-open.
- We continue with our modified lock-down throughout the District. There is limited interaction between stations and no physical interaction with the administration office. All outside training has been canceled relying on online video training. Crews are developing training videos and sharing them online.
- We have a new electrostatic sprayer system which is used routinely to decontaminate our stations and apparatus.
- We currently have 11 recruits in background checks to attend the part-time recruit class 2020-2 starting June 29, 2020. The next Snohomish County Fire Training Academy is scheduled to be in September with possible modifications to class size to allow for social distancing.
- Thanked Marysville Noon Rotary for their gracious donation that allowed us to purchase a new paratech multi force airbag system.
- Congratulated Jacob Kuehn who represented Marysville Fire District at the 2020-1 Snohomish County Fire Training Academy as Company Officer.

Overtime Report: Chief Cole reported that we had a record low overtime of \$16,406.23 for the month. We are currently 7 down part-time firefighters with 11 coming on soon.

April 2020	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 16,406.23	919.92	545.25
Part time			
Month Total	\$ 16,406.23	919.92	545.25
YTD Totals	\$ 245,212.70	4,364.17	3,895.32

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

- We have five employees off on intermittent FMLA, one off on FMLA due to the birth of a child, one off on temporary disability until mid-June.
- We have 11 part-time candidates in various stages of the hiring process.
- Full time written exams will be held on June 10, 2020 in two sections with 44 candidates. Oral and EMT practical will follow later in the month.
- We have one lateral firefighter paramedic and two entry level firefighters in the background process.
- We have had a surge of fraudulent unemployment claims. We are working with Employment Security to get them cleared.
- Asked for Board permission to extend the current Captains Promotional list for up to one year.

Motion: To extend the current Captain Promotional list for up to one year.
Made By: Ross
Seconded By: Muller
Action: PASSED unanimously

Fire Prevention Report: Deputy Chief Maloney reported the following:

- Chick-Fil- A opens Thursday, May 21, 2020.
- The Tulalip Casinos will re-open Tuesday, May 26, 2020.
- We had five fires last week, three were arson related, one smoking related, and one caused by weed burning. When posting about the weed burning fire on social media we used our normal incident address format of reporting the block number followed by the street name. Unfortunately in this case the block number was the house number creating concerned remarks on Facebook. PIO Veley edited the post removing the house number. We have had communication with a family member apologizing for the oversight.
- PIO Veley worked with MSO Schwartz on a Facebook live feed for EMS week.
- Brian Merkley will start his new position with the Fire Prevention team as an inspector on June 2, 2020.
- We have been conducting several birthday drive by events. The crews have really stepped up to make these happen.

Finance Report: Finance Director McInnis shared there are currently three main focuses in finance during this time; cash flow monitoring, budget monitoring due to increased expenditures, and researching grant opportunities and program requirements.

The Snohomish County Assessor's Office delayed the due date for the first half property taxes until June 1, 2020. We have collect \$7.1 million which is down \$1.1 million from our initial projection. The Treasures Office will report May collection numbers at the end of the month. It is not yet known if Oct 30 property tax deadline will be delayed as well.

Our transport revenues have been impacted. Billable transports were down 35% in March, 30% in April, and 20% in May to-date which results in approximately \$500,000 of lost revenue. Investment interest rates are also down. Our LGIP investment rate is down 1 percentage point to 0.77% and our SCIP investment rate has dropped from 2.05% to 1.95%.

We have been able to sustain our fund balance above the policy minimum. Until we know what will happen with the second half property tax deadline and transport volumes, we should prioritize our spending to those most immediate needs first. It is recommended that discretionary purchases be delayed until third or fourth quarter 2020.

We are enrolled in the CARES Provider Relief Act Fund, which is a federal stimulus program directly attributed to lost Medicare revenue from decreased transport volumes. We received the first round payment of \$43k. We have submitted an application to apply for Round 2 funding; award is still pending. We are also enrolled in the Uninsured COVID Transport Program. This program pays for uninsured COVID patients as if they were insured at a Medicare rate of coverage.

We have applied for a Regional FEMA Grant with other Snohomish County Fire Agencies for recovery of COVID related equipment and supplies distributed to us through Sno Co DEM; current total is \$60k and is expected to be a 10% local funds match. All remaining supply, equipment and qualifying labor reimbursements will be pursued through the FEMA Public Assistance portal. Necessary contracts have been submitted and we are awaiting assignment of a Grants Manager. This program is currently a 25% local funds match, however we can offset some of that with the value of COVID related supply donations received.

Legal Counsel Report: District Attorney Grant Weed reported that Attorney Peter Altman with Summit Law, the lead negotiator on the Firefighter contract, has taken a new job. Attorney Weed stated he will be assisting with the negotiations on the Battalion Chief Collective Bargaining Agreement.



Local 3219 Union Report: Union President Dean Shelton shared that the Local has enjoyed working with District Attorney Weed and appreciated both the District and his team coming together on the BC contract. The collaboration on enhancing our organization through recent activities such as the All American Leadership meetings, increased communications, and staff reports are helping our members understand how the organization works. Our presence on social media has been encouraging and for the most part positive. This will help in the future when we go out for levies, bonds, or other support from our public. The live feeds and videos have been very productive for our members. Collaboration and cooperation with the local, management and command staff has been amazing. For that reason we are getting things done in a very difficult time.

OLD BUSINESS

2019 MFD Annual Report

Finance Director McInnis shared that the 2019 MFD Annual Report was distributed last month for review. We did not receive any questions or requests for edit, therefore we can move forward with a motion for approval. Once approved the report will be published to our website and hard copies will be distributed to the Stations and upon request.

Motion: To Approve the 2019 MFD Annual Report
Made By: King
Seconded By: Ross
Action: PASSED unanimously

NEW BUSINESS

2019 MFD Annual Financial Report: Finance Director McInnis reviewed the 2019 Annual Financial Report, which includes Statement C-4, the Notes to the Financial Statement, Schedule 9, and other supplementary schedules.

McInnis shared that this is the first set of audited financial statements for the RFA and unique due to it starting mid-year, October 1, 2019. Assets in the amount of \$16.461 million were transferred to the RFA from the former Marysville Fire District Interlocal Agency accounts and Fire District 12 accounts. The RFA ended the year with a fund balance of \$18.8 million.

The Notes to the Financial Statement are a narrative that supports the main C-4 Statement and the Schedule 9 lists all the liabilities of the RFA. McInnis reviewed all activity presented on the statements, shared the district's internal and peer review process, and answered any follow up questions. Once approved, the financial statements will be submitted to SAO.

Motion: To Approve the 2019 MFD Annual Financial Report
Made By: Norton
Seconded By: King
Action: PASSED unanimously

Agenda Bill – Resolution 2020-004 Declaring Surplus Four Elliptical Trainers

DC Neuhoff reported we have four elliptical trainers no longer being utilized that we need to properly declare surplus.

Motion: To approve Resolution 2020-04 Declaring Surplus Four Elliptical Trainers
Made By: Muller
Seconded By: Ross
Action: PASSED unanimously

CALL ON BOARD

Ross – Thanked Chelsie and the staff for doing a great job. Asked the full Board to consider compensation for Commissioner Cook’s attendance at the RFA Workshops and RFA Regular meetings. It was agreed to have further discussion on the topic at the next Board meeting.

King – Asked about the previous Lucas machines purchased. Chief Cole reported that the two purchased are working out great.

Christoffersen – Thank you everyone for everything.

Muller – Happy to hear staffing numbers are holding up. Rotary will be having a food truck serving free lunch at the Public Safety Building for all first responders and medical personnel on June 3, 2020.

Norton- Nothing more to report.

Stevens – Nothing more to report.

Weed – Nothing more to report.

McFalls – Stated he will work with DC Neuhoff on Commissioner Ross’s request for a list of improvement projects at Station 65.

Cole – Nothing more to report.

Neuhoff – We have signed an agreement with the architectural firm TSA to review the feasibility of a Station 61 remodel and review generator replacement needs at Stations 63 and 65. The new radios will be ordered soon and should be programed and distributed by the end of summer.

Maloney – Nothing more to report.

McInnis – Nothing more to report.

Edin – Nothing more to report.

Shelton – Informed everyone of a Los Angeles Fire Department fire responsé that left 11 of their members in critical condition. This is a great reminder of the situation our members put themselves in day in and day out.

DeSanctis – Nothing more to report.

EXECUTIVE SESSION

Chairperson Stevens called for a ten minute executive session at 8:15 pm to discuss collective bargaining negotiations per RCW 42.30.140(a) to return at 8:25 pm.

Chairperson Stevens called for a ten minute extension at 8:25 pm to return at 8:35 pm.

Chairperson Stevens called for a ten minute extension at 8:35 pm to return at 8:45 pm.

Chairperson Stevens called for a ten minute extension at 8:45 pm to return at 8:55 pm.

Chairperson Stevens called for a five minute extension at 8:55 pm to return at 9 pm.

RECONVENE

The open public meeting reconvened at 9:01 pm.

Chairperson Stevens stated there was no action to be taken on executive session discussions.



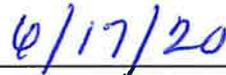
ADJOURNMENT

With no further action required, the 5-20-20 regular meeting adjourned at 9:04 pm.

Motion: To adjourn the 5-20-20 regular meeting
Made By: Ross
Seconded By: Norton
Action: PASSED unanimously



Martin McFalls
District Secretary



Date approved



Fire Prevention Report

Prepared by: Thomas Maloney, Deputy Chief/Fire Marshal

May 20, 2020

- The total fire loss for 2020:
 - There was 12 fire incidents investigated in 2020. With over \$2.8 million in assessed value and over \$273,000 in fire loss.
- We published a second video message from Chief McFalls to the community, asking people to continue following the Stay Home, Stay Healthy order. So far, the video has received 2,100 views.
<https://www.facebook.com/marysvillefiredistrict/videos/273376437032469/>
- We also published a video message encouraging people to wear face coverings when out in public. That video has received nearly 500 views.
<https://www.facebook.com/marysvillefiredistrict/videos/271274137380444/>
- We used International Firefighters Week as an opportunity to showcase the firefighters who work for Marysville Fire District. This video has been seen nearly 700 times on Facebook and is now also published on our recruitment webpage:
<https://www.marysvillefiredistrict.org/join-our-team/>
- We are planning a social media campaign for EMS Week, using the opportunity to educate the public about the work we do, particularly during the current pandemic.
- Other projects in the works include home safety videos, summer safety messaging and a video featuring the work of our mechanics.
- Marysville Fire District has participated in at least 5 birthday parades for people in our community, with at least 2 more scheduled in May. This is a temporary service offering for our community in lieu of our normally scheduled public education events.
- Our Facebook audience increased another 3 percent this month to 3,704 likes and 3,957 follows- so close to 4,000! Our Twitter audience is also up 4 percent to 1,935 followers. We currently reach 13,587 households on Nextdoor.
 - In the past month, we've reached more than **25,000** people through our posts on Facebook.
 - Our most popular posts tend to be those thanking the community for some gift or encouragement. It seems people are definitely looking for bright spots right now.

Public Education – Chart was removed as we are not conducting in-person events at this time.

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	1	1	0	0	1	0	0	0	\$ 259,000.00	\$ 10,000.00	
May											
June											
July											
August											
September											
October											
November											
December											
Totals	12	8	1	3	4	2	3	2	\$ 2,824,100.00	\$ 273,100.00	

