

**MARYSVILLE FIRE DISTRICT**  
**SPECIAL PLANNING COMMITTEE WORKSHOP**  
**October 7, 2020 – 6 pm – Virtual Via Zoom**

Chairperson Stevens called the meeting to order at 6:08 pm.

***OPENING STATEMENT***

As indicated in the public notice, the public has been invited to join via Zoom. The public comment section of our agenda has been suspended until further notice. However any member of the public may submit comment via email. Comments received will be read into the record at the following meeting.

No public comments have been received.

**The following were in attendance:**

**Board of Directors:**

Steve Muller	Participant ID 259242
Tom King	Participant ID 244461
Michael Stevens	Participant ID 246120
Kamille Norton	Participant ID 247733
Rick Ross	Participant ID 258260
Tonya Christoffersen	Participant ID 266454

**Staff Members:**

Martin McFalls, Fire Chief  
Jeff Cole, Deputy Chief  
Chelsie McInnis, Finance Director  
Steve Edin, Human Resource Manager  
Paula DeSanctis, Board Secretary

**Guests:**

***2021 BUDGET FOLLOW UP***

Finance Director McInnis reviewed the Revenue and Expense Fund budget updates. The Snohomish County Assessor's Office issued property tax letters on October 1, 2020, detailing refund amounts and adjustments to new construction. New construction AV decreased, resulting in a \$484 decrease. The refund amounts added were \$49,985, leaving our 2021 Levy rate estimated at \$1.37 per thousand. We have one expense appropriation to update; the fire suppression wage and benefits section increased \$10,850. The initial budget for this division included 18 Driver/Operators, two were added into this classification on October 1, 2020, the added funds accounting for the increase in differential pay. With the changes, the projected new 2021 Expense Fund ending balance is about \$10.16M. The Apparatus and Capital/Reserve Funds remain unchanged.

**Fire District Budget Design:**

Fire Districts are required by RCW 52.16.030 to prepare a budget for each Fund held at the County. Budgets are adopted at an aggregate fund level amount. To establish internal control and proper management oversight, the aggregate budget amount is often segmented into smaller divisions or programs. All fire districts will have a separate budget division/program for fire suppression, but not all fire districts will have a separate EMS division even though that is the majority of alarm types. The budget document is not related to time spent on specific call



types. Budget divisions/programs also correlate to budget responsibility or the ability to authorize expenditures from a particular budget group.

The State Auditors tell us which codes we are to assign to specific divisions of our budget. At the highest level we have a Public Safety budget of \$23.3M which is split into appropriate codes. Our \$16.6M Operations budget is split between two codes; 522.20 which includes fire suppression, EMS and Special Ops at \$11.6M and 522.70 at \$5.1M, which is only the costs which we can attribute 100% to the transport of patients. While our activity base is largely EMS type alarms, the functionality of the budget does not align to that in any way. We have \$2.6M budgeted for Government Services, \$940K for Fire Prevention, \$740K for Training, Health and Safety and \$2.4M for Support Services.

#### **Budget Document vs. Cost Reporting:**

Budgeting and cost reporting serve different purposes and focus on different outputs. Our budget document looks at future spending guidelines. It is an internal management tool that facilitates the coding and appropriation of monies for sole RCW purpose of Public Safety. Our cost reporting looks at past actual expenditures. It is used to break down the cost of a specific fund within Public Safety.

### **STRATEGIC PLANNING**

Chief McFalls presented slides from the recent Strategic Planning meetings sharing the initiatives identified by our internal members as the foundation for the development of goals and objectives for the District; District Management Systems, Community Outreach, Career Development, Health and Wellness, Diversity, and Fleet and Facility Maintenance. Chief would like the non-Chief Officer spokesperson from each strategic planning breakout group to start attending monthly Planning Committee meetings beginning in November to start moving forward on the District planning process.

#### **Daily Operation Overview:**

Chief McFalls shared slides as he reviewed the daily operations of the District:

- Station locations with number of unique incidents and total responses per Station
- Apparatus responding per Station and staffing per unit, full-time and part-time
- Administration organizational chart to illustrate those positions based out of the administrative building
- Crew Sense schedule and staffing program – Chief Cole

#### **Future Planning:**

Chief Neuhoff stated, for future planning processes we need to start with balancing the condition and location of each facility. The condition of two of our facilities are questionable for future use for both remodel and location. We will take ownership of the Public Safety Building in the next year and a half, it will need a comprehensive analysis done as to whether it is viable to remodel and to what degree, or if it be replaced entirely. The remainder of our facilities are acceptable with ordinary maintenance. We have an architect on contract. We have a contractor ready to start some demo work at Station 61 for investigation into what type of construction was performed and techniques used to determine what can and cannot be done in forms of a remodel. We are in the process of developing plans for an upstairs remodel at Station 65 along with a ductless HVAC systems and generator replacement. Station 63 will get the same upgrades following Station 65.

Chief Neuhoff stated he will be moving forward with each of the budgeted and Board approved projects. Progress reports will be given at all upcoming Planning Committee and Board



Meetings where input will be welcome. All future projects will be discussed and planned with the Planning Committee before being presented to the full Board of Directors for approval. Chief Neuhoff will bring all current project information to the November 4, 2020 Planning Committee Meeting. Chairperson Steven suggested we look at long term site selection for Station placement sooner than later to have a strategy in place when the need arises.

**CALL ON BOARD**

**King** – Nothing more to report.

**Christoffersen** – Nothing more to report.

**Muller** – Great to have the Planning Committee back and with great attendance moving the District forward as an RFA.

**Stevens** – Nothing more to report.

**Ross** – Thanked Chelsie for her explanation on the design of a fire district budget and thanked Boardmember Muller for the follow up questions. Thanked all the Chiefs for their involvement and provided information. Happy the planning Committee is meeting again to better the District.

**McFalls** – Thanked everyone for attending. Stated he would like to consider a Finance Committee in 2021.

**Neuhoff** - Appreciates everyone’s interest and involvement in the Districts future.

**Norton** – Nothing more to report.

**McInnis** – Nothing more to report.

**Cole** – Nothing more to report.

**Edin** – Happy to attend. Stated he learns something new about the fire service every meeting.

**DeSanctis** – Confirmed who would like to attend the Snure Seminar on Oct 21, 2020.

**ADJOURNMENT**

With no action required, the October 7, 2020 Planning Committee Workshop adjourned at 7:10 pm.

Martin McFalls  
Martin McFalls  
District Secretary

10/19/2020  
Date approved