

**MARYSVILLE FIRE DISTRICT**  
**SPECIAL PLANNING COMMITTEE WORKSHOP**  
**November 4, 2020 – 6 pm – Virtual Via Zoom**

Chairperson Stevens called the meeting to order at 6:01 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	Phone
Tom King	Participant ID	140423
Michael Stevens	Participant ID	157390
Kamille Norton	Participant ID	173939
Rick Ross	Participant ID	158631
Tonya Christoffersen	Participant ID	145676

**Staff Members:**

Martin McFalls, Fire Chief  
Jeff Cole, Deputy Chief  
Tom Maloney, Deputy Chief  
Darryl Neuhoff, Deputy Chief  
Chelsie McInnis, Finance Director  
Dean Shelton, MSA  
Steve Edin, Human Resource Manager  
Paula DeSanctis, Board Secretary

**Guests:**

Aaron Soper, BC  
Ryan Swobody, FF  
Ben Williams, FF  
Sean Anderson, FF  
Chris Lytle, FF

**2021 BUDGET UPDATE**

Finance Director McInnis shared the 2021 Expense Fund Budget Updates:

- Revenues projections have remained unchanged in all three funds.
- Expenses:
  - Fire Prevention Benefits Increased \$14,000 due to the addition of two dependent healthcare premiums.
  - Fire Suppression Wages Increased \$2,685 due to the addition of one educational stipend.
  - Software Licenses increased \$5,200 due to the transition to a Cloud based version of our accounting software. Our current BIAS program was bought by Springbrook and will be transitioning all users to this platform.

The three Expense Fund updates equal an aggregate increase of \$21,885 for total expenses of \$23,739,824. We will have an interfund transfer out of \$2,650,000, leaving an ending Expense Fund balance of \$10,144,931. The Apparatus and Capital/Reserve Funds remain unchanged.



McInnis stated she will be finalizing Resolutions and Budget Hearing documents for the adoption of the 2021 November Board meeting.

## **STRATEGIC PLAN OVERVIEW**

Chief McFalls welcomed and introduced several members from the Strategic Planning internal stakeholder groups, Ben Williams, Sean Anderson, Ryan Swobody and Chris Lytle. McFalls gave an overview of the 2015-2018 Planning Document and the goals and objectives completed. In our current Strategic Planning process we have identified the following six initiatives:

- **District Management Systems**
- **Community Outreach**

Sean Anderson shared the goal is to continue to build trust within our department and with the community we serve. We will be evaluating programs currently in place and continue to build upon them. We are looking to augment our recruiting process to try and attract more local applicants. For risk management we would like to collect data to identify problem areas and how to better reach and serve them. We may need to rely on an outside service to help us through this process.

Dean Shelton shared that your Fire Department should be a reflection of your community.
- **Career Development**

Ben Williams shared they are looking to develop a defined path for a new firefighter to follow to advance their career and become accredited.
- **Health and Wellness**

Ryan Swobody shared they observed the leading cause of death and illness in the fire service is cardiac disease, cancer and PTSD leading to suicide. Having general and specific knowledge related to our occupation and the hazards we face, we have identified a product that addresses physical fitness, nutrition assistance, stress management, sleep pattern development and relationship help. This would be beneficial to not only our line crews but everyone in the Department. The program is available immediately and can be presented to the Board for review at any time.
- **Diversity**

Sean Anderson shared that Diversity overlaps with community outreach. We are looking to identify demographics, who we are and are not reaching effectively. Build trust with all communities, by holding events or visiting schools. Williams shared we agreed to add Teamwork and Diversity to the Districts core values.
- **Fleet and Facilities Maintenance**

Ryan Swobody shared that after speaking with Josh Farnes the Fleet and Facilities lead, priority number one is getting them help and manpower in the shop. Beyond that, it was difficult to assess how to move forward on any other issues without that extra help.

## **FACILITIES UPDATE**

Deputy Chief Neuhoff shared the following updates:

**Station 61:** Contractors along with engineers have been onsite opening up sections of the building to investigate the construction techniques employed to determine the level of the buildings remodel potential. They are now in the process of patching up the holes.

**Station 63:** Architects have been taking pictures to draft a potential kitchen/dayroom remodel. Measurements have been taken and given to the electrical engineer to determine the size of the new generator.

**Station 65:** Neuhoff reviewed a sketch of a full remodel plan of the top floor kitchen, dayroom, bathroom, and dorms. The architects are working on an actual set of plans that we can utilize for the bidding process. They are still working on incorporating the Mitsubishi type ductless heating and cooling system. The electrical engineer will take that information to determine the size of the new generator.

### ***OPERATIONS UPDATE***

Chief Cole shared he included in the packets a historical response data report prepared internally for Boardmembers to review. The report provides information on our District as a whole and information broken down per station. The report gives an in-depth look at alarm count by hour and day of the week, snapshots of 2020 emergent response times, number of dispatches, top grids responded to, and top three alarm types for each station. Staff is working with Paul Rottenberg of FireStats to develop a new incident report format. The current FireStats platform is being upgraded; more information will be provided as staff learns to use the new platform.

### ***CALL ON BOARD***

**King** – Happy Birthday Darryl. Congratulation Chris on the new baby. Tomorrow night is the Sno Isle Commissioners zoom meeting. City will be making repairs to the water tower in Comeford Park. Asked if MFD will be hanging Christmas lights on the tower this year. Chief Cole informed him that we are in the process of planning the tower lighting.

**Norton** – Thanked everyone who joined tonight and shared from the Group Strategic Planning discussions. Looking forward on building on those suggestions and moving forward as a District. Congratulations Chris on the new baby.

**Muller** – Thank you everyone for all the information presented. This new FireStats program looks like it will be good for planning our future.

**Stevens** – Had everyone wish Darryl a Happy Birthday.

**Christoffersen** – Nothing more to report.

**Ross** – Great meeting. Thank you to everyone who presented tonight. Thank you Chelsie for your updates. Thank you Darryl for keeping projects moving.

**McFalls** – A sincere thank you to our internal stakeholders for all the work they have done and sharing tonight. Appreciates the leadership and support of the Board.

**Cole** – Nothing more to report.

**Neuhoff** – Congratulations Chris. Informed everyone that today is his birthday.

**Maloney** – Congratulated Chris on his new baby. Wished Neuhoff a Happy Birthday. Keep our veterans in mind as we enjoy Veterans Day.

**McInnis** – Nothing more to report.

**Edin** – Nothing more to report.

**Shelton** – Thank you to both our new and more senior members for taking active roles in leadership goals of our District.

**Soper** – Nothing to report.

**Swobody** – Nothing to report.

**Williams** – Happy to be a part of the Strategic Planning Process.

**Anderson** – Nothing more to report.

**Lytle** – Great to be a part of the planning process.

**DeSanctis** – Nothing more to report.

***ADJOURNMENT***

With no action required, the November 4, 2020 Planning Committee Workshop adjourned at 7 pm.

*Martin McFalls*

Martin McFalls  
District Secretary

*11/18/2020*

Date approved

*PS*