

**MARYSVILLE FIRE DISTRICT**  
**BOARD OF DIRECTORS MEETING**  
**December 16, 2020 – 7 pm – Virtual Via Zoom**

**CALL TO ORDER**

Chairperson Stevens called the meeting to order at 7:00 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, mail, or phone. 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 148958
Tom King	Participant ID 151135
Michael Stevens	Participant ID 157630
Kamille Norton	Participant ID 141980
Rick Ross	Participant ID 179422
Tonya Christoffersen	Participant ID 176711

**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, Local 3219 President  
Paula DeSanctis, Board Secretary

**Guests:**

Grant Weed, District Attorney  
Pat Cook, Commissioner

**MFD CONSENT AGENDA**

- A. Approve minutes of the November 18, 2020, regular meeting
- B. Approve minutes of the December 2, 2020, special meeting, Planning Committee
- C. Approve November 2020 Financial Statements
- D. Approval of December Claims and Payroll:
  - i. MFD Expense Fund  
Voucher Numbers 201202001-thru-201202091 \$ 364,924.63
  - ii. Capital Reserve Fund  
Voucher Number 201201001 \$ 8,157.25
  - iii. MFD Payroll (excluding benefits) \$ 1,187,706.18

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



## INFORMATION ITEMS

**Communications:** Provided in Board packets.

## COMMITTEE REPORTS

**EMS Committee:** Approval of December EMS account recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
December	8,055.10	25,279.79	0.00	1,672.50

**Motion:** To approve the December ambulance account recommendations.  
**Made By:** King  
**Seconded By:** Norton  
**Action:** PASSED unanimously

**Planning Committee:** The next Planning Committee Workshop is scheduled for Wednesday, January 6, 2021, 6 pm via Zoom.

**Personnel Committee:** Has not met. Chief McFalls stated there will be a need for the Personnel Committee to meet early January 2021 following the scheduled Captains testing.

Chairperson Stevens noted that he and Commissioner Ross have started the Chiefs annual review and will bring it to the full Board for the next steps.

## STAFF BUSINESS

**Fire Chief Report:** Chief McFalls reported on the following:

- Last Saturday MFD Ladder 62 participated in a memorial parade for missing Tulalip Officer Cortez.
- Ladder 62 also participated in a fair well to SAR's Officer David White and Sargent Rick Spar at Marysville Pilchuck High School.
- Shared a Christmas card we received from a former Phoenix Award recipient, resident Randy Hughes, who again thanked the Marysville Fire District and the crew who saved his life.
- Our very own Deputy Chief Fire Marshal, Tom Maloney, was named Washington Fire Marshal of the Year by the Washington State Association of Fire Marshals.

**Operations Report:** Chief Cole reported on the following:

- The incident report was included in the board packets.
- We had two significant fires this month, an apartment fire followed by an abandon house fire. Thanked the crews for the outstanding work they did containing those fires.
- Our vacation and debit day process for 2021 is complete. The new system worked very well.
- We have a part time recruit academy starting the last week of January. We have 13 candidates going through background and medical checks. This will help fill our current nine vacant part time fire fighter positions.
- We continue to work with County organizations on the COVID vaccine distribution for first responders. Vaccines are expected to be available as early as next week.



- We are still seeing increases in COVID transports. We had 45 confirmed transports for November and 35 so far for December. With a new shipment of gloves expected this weekend, this puts us in great shape for PPE.

**Overtime Report:**

<b>November 2020</b>	<b>Dollars</b>	<b>Total Hours</b>	<b>Sick Leave Used</b>
Full-time	\$ 72,188.71	1,073.00	1,406.25
Part time			
<b>Month Total</b>	<b>\$ 72,188.71</b>	<b>1,073.00</b>	<b>1,406.25</b>
YTD Totals	\$ 612,247.28	9,771.53	13,051.82

**Human Resources/Personnel Report:** Human Resources Manager Steve Edin was absent from the meeting.

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

- PIO Christie Veley and Andrea Parks from the City were the two key players in this year's Toy Store where we served over 1,700 kids. Between the fire department, the union and the police department they were able to provide every child in need with a new coat.
- The Force Protection Committee has announced that we will no longer participate in birthday parade drive byes due to social distancing. PIO Veley has introduced a new way to provide birthday wishes. Christie will video our member's personal birthday wishes and post them on social media for viewing.
- The owner of the abandon house that caught fire earlier this month has been notified. The house should be down within thirty days.

**Finance Report:** Finance Director McInnis reported the following:

- Our RFA regular Levy has been certified and ready for collection in 2021.
- The final budget document is in the board packets and published on our website.

**Legal Counsel Report:** District Attorney Grant Weed stated he will reserve his report for executive session.

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

- Our crews feel very strongly about taking care of those in our community that are in need. Some December highlights for the Local:
  - 1) In a year in which a lot of people have suffered in our community as well as the rest of the country, the local wrote a \$5k check from the house fund generated from the whole department and donated over 600 coats from our Operation Warm program to support the Marysville Toy store.
  - 2) We have established a Go-Fund-Me account that continues to increase daily that will be contributed to our community food bank.
  - 3) Each of our four shifts took it upon themselves to adopt a family for Christmas.
- This time last year our organization was spinning, not progressing as we should and wanted to. 2020, despite the COVID pandemic, was a turning point for the Marysville Fire District; for the organization and for Labor and Management. In February we started the All American Leadership which was the catalyst for opening communication. It was the work put in by Labor and Management that followed to create the type of organization that will

take us to the next level. The effort and collaboration between the two sides has really made a difference this year in administration, in the stations and on the streets.

## **OLD BUSINESS**

Nothing to report.

## **NEW BUSINESS**

**Chair/Vice Chair Assignments:** Chairperson Stevens called for 2021 Chair and Vice Chair nominations.

Boardmember Norton nominated Michael Stevens as the 2021 MFD Chair.

Boardmember Muller Nominated Commissioner Ross as the 2021 MFD Vice Chair.

**Motion:** To appoint Boardmember Michael Stevens as the MFD 2021 Board Chair and Commissioner Rick Ross as the MFD 2021 Vice Chair  
**Made By:** Norton  
**Seconded By:** Muller  
**Action:** PASSED unanimously

### **Committee Assignments:**

**EMS:** Tom King, Tonya Christoffersen

**Personnel:** Michael Stevens, Rick Ross, Alternate Tom King

**Planning:** Steve Muller, Rick Ross, Michael Stevens

**Finance:** Steve Muller, Kamille Norton, Tonya Christoffersen

**Motion:** To appoint Committee assignments as discussed and agreed to  
**Made By:** Ross  
**Seconded By:** Muller  
**Action:** PASSED unanimously

### **Agenda Bill – Bid Award - Structural Fire PPE Jacket and Pant**

Deputy Chief Maloney reported that a request for bid was conducted to obtain personal protective equipment (PPE) jackets and pants to replace the current bid which expires December 31, 2020. We received one bid that was deemed responsive from Curtis.

**Motion:** To award a contract to Curtis for the purchase of jacket and pant PPE  
**Made By:** Ross  
**Seconded By:** King  
**Action:** PASSED unanimously

### **Agenda Bill – Community Driven Strategic Plan**

Chief McFalls asked the Board to formally adopt the Community Driven Strategic Plan. With adoption the document would be published on our website and with the Center for Public Excellence. It is a living document in draft form. We are looking for traction to move it forward with the Planning Committee to continue working through the goals and initiatives.

Boardmember Muller stated he feels it is premature to adopt and publish the Planning Document. It is better to set a goal by the end of the first quarter to drill down and have a more



targeted strategic plan. It was agreed by the Board to move the Strategic Plan to the Planning Committee with an assigned completion date.

**Motion:** To assign the Community Driven Strategic Plan to the Planning Committee with a target completion date of April 1, 2021.  
**Made By:** Muller  
**Seconded By:** Ross  
**Action:** PASSED unanimously

## **CALL ON BOARD**

**King** – Thank you to Christie, all the firefighters, and Andrea Parks for the great job with this year's Toy Store and coat drive. Congratulation Tom! Looking forward to next year.

**Christoffersen** – Thanked Dean for his the positive reports of how the District has moved forward and overcome amidst the COVID pandemic. Congratulations Tom! Merry Christmas.

**Muller** – 2020 has built a lot of character and driven initiatives. All that was accomplished is a testament to the organization maintaining a very clear message of compassion, service, and support of each other. Looking forward to 2021 and where we are going. Congratulation Tom!

**Ross** – Thank you Dean, I appreciate your passion and heart. Congratulations Tom, your dedication and professionalism is quite astounding! Thank you Chief and staff, over the past year your face to the Board and the public has been steadfast and true. A special thank you to Chelsie for her top notch budget document. Appreciates the Board as a whole.

**McFalls** – We have had a strong year. That is a credit to the men and women of this department, especially our leadership, our Board of Directors who we are fortunate to work with. Gave a heartfelt thank you for their dedication to public service and our community. Wished everyone a blessed and joyous holiday season. See you all next year!

**Norton** – Thank you Dean, always good to hear the good that comes from hard times. Congratulations Tom! Wished everyone a Merry Christmas. It is a pleasure working with all of you. Thank you for the work you all do for our community. Looking forward to continuing the progress that we have made this year.

**McInnis** – It has been a very challenging year but one of a lot of growth. Gave a sincere thank you to the Board, your support is vital to the operations of our administrative staff. We appreciate that support and am excited to work with you on all the special projects in the future. Merry Christmas! Looking forward to next year!

**Shelton** – Operation Warm, our coats for kids program, had a goal of raising \$40k, to date we have raised \$73,338 for coat purchases. Merry Christmas Everyone!

**Cole** – Thank you everyone for all the work put in this year. It has been a very challenging year, one we will never forget. Looking forward to a brighter 2021! Happy holidays!

**Maloney** – Thank you everyone for the kind comments. I feel honored and am fortunate to have really good people assigned to my Division, they deserve credit as well. Thanked the Board, without your strong support we would not be able to do and accomplish what we do effectively. Merry Christmas and Happy New Year!

**Neuhoff** – Merry Christmas and Happy New Year!

**Weed** – Appreciates and enjoys working with staff and Boardmembers serving the need of the District. Looking forward to the next year. Hopes everyone has a wonderful holiday season.

**Stevens** – Echoed all the same sentiments shared by others. It has been both an awful but great year. Shared that the owners of the apartment fire earlier this month have expressed their appreciation to the crew for the work performed to save the structure.

**DeSanctis** – Merry Christmas and Happy New Year everyone!

***EXECUTIVE SESSION***

Chairperson Stevens called for a 10 minute executive session at 8:13 pm to discuss contract negotiations pursuant RCW 42.30.140(4)(a) with possible action to follow to return at 8:23 pm.

Chairperson Stevens called for a five minute extension at 8:23 pm to return at 8:28 pm.

Chairperson Stevens called for a five minute extension at 8:28 pm to return at 8:33 pm.

Chairperson Stevens called for a five minute extension at 8:33 pm to return at 8:38 pm.

Chairperson Stevens called for a five minute extension at 8:38 pm to return at 8:43 pm.

***RECONVENE***

The open public meeting reconvened at 8:43 pm.

Chairperson Stevens called for a motion regarding the discussion in executive session.

- Motion:** To authorize Chief McFalls to execute the MOU as discussed in executive session.
- Made By:** Muller
- Seconded By:** Norton
- Action:** PASSED unanimously

***ADJOURNMENT***

With no further action required, the December 16, 2020 regular meeting adjourned at 8:45 pm.

*Martin McFalls*

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Martin McFalls  
District Secretary

*1/20/21*

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Date approved

*PD*



## Fire Prevention Report

Prepared by: Thomas Maloney, Deputy Chief/Fire Marshal  
December 16, 2020

- The total fire loss for 2020:
  - There were 32 fire incidents investigated in 2020. With over \$16.7 million in assessed value and over \$800,000 in fire loss.
- We are once again pushing our Keep the Wreath Green campaign to prevent structure fires in our jurisdiction this holiday season. All fire stations have giant wreaths hung outside. The green bulbs change to red when there is a structure fire within MFD. The bulbs are changed to white when a U.S. firefighter dies in the line of duty. We currently have 1-Red and 3-White bulbs displaying.
- With the increased COVID-19 circulation in our community, we will again focus on communication efforts, including social media, on slowing the virus's spread.
- We had members provide assistance to the Toy Store this year as over 2,000 children were served. I would especially like to thank Christie for her tireless work in helping with the co-coordination of this year's event. This allows us to connect with those who are the most vulnerable in our community in a non-emergency event to build relationships.
- Our Facebook audience increased to 4,008 likes and 4,376 follows. Our Twitter audience is also up to 2,138 followers. We currently reach 14,426 households on Nextdoor.

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

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**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	0	\$ 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	5	2	2	1	3	0	0	1	\$ 783,467.00	\$ 209,979.00
June	3	2	1	0	1	2	0	0	\$ 10,765,273.00	\$ 17,479.00
July	3	3	0	0	1	0	0	3	\$ 652,450.00	\$ 152,950.00
August	1	1	0	0	0	0	0	1	\$ 97,800.00	\$ 12,500.00
September	1	1	0	0	0	0	0	1	\$ 97,800.00	\$ 12,500.00
October	2	2	0	0	1	0	0	1	\$ 425,000.00	\$ 101,000.00
November	0	0	0	0	0	0	0	0	\$ -	\$ -
December										
<b>Totals</b>	<b>32</b>	<b>23</b>	<b>4</b>	<b>5</b>	<b>12</b>	<b>4</b>	<b>5</b>	<b>9</b>	<b>\$ 16,764,233.00</b>	<b>\$ 809,550.00</b>

