

**MARYSVILLE FIRE DISTRICT**  
**BOARD OF DIRECTORS MEETING**  
**March 17, 2021 – 7 pm – Virtual Via Zoom**

**CALL TO ORDER**

Chairperson Stevens called the meeting to order at 7:00 pm.

**OPENING STATEMENT**

Pursuant the Governors proclamation 20-28, the Marysville Fire District meetings and workshops will take place virtually via Zoom. As indicated in the public notice, the public has been invited to join. The public comment section of our agenda has been suspended until further notice. However, public comment may be submitted 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 193882
Tom King	Participant ID 181818
Michael Stevens	Participant ID 219454
Kamille Norton	Participant ID 191180
Rick Ross	Participant ID 227273
Tonya Christoffersen	Participant ID 200945

**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  
Steve Edin, Human Resources Manager  
Paula DeSanctis, Board Secretary

**Guests:**

Grant Weed, District Attorney

**MFD CONSENT AGENDA**

- A. Approve minutes of the February 17, 2021, regular meeting
- B. Approve minutes of the March 3, 2021, special meeting, Planning Committee
- C. Approve February 2021 Financial Statements
- D. Approval of March Claims and Payroll:
  - i. MFD Expense Fund  
Voucher Numbers 210303001–thru–210303088 \$ 354,693.74
  - ii. Capital Reserve Fund  
Voucher Numbers 210302001–thru–210302002 \$ 11,506.89
  - iii. Apparatus Fund  
Voucher Numbers 210301001–thru–210301001 \$ 615.13
  - iv. MFD Payroll (excluding benefits) \$ 1,218,725.18



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

**INFORMATION ITEMS**

**Communications:** Provided in Board packets.

**COMMITTEE REPORTS**

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

Month	Charity	Collections	Bankruptcy	Refunds
March	4,466.50	39,016.10	0.00	0.00

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

**Planning Committee:** The next Planning Committee Workshop is scheduled for Wednesday, April 7, 2021, 6 pm via zoom.

**Personnel Committee:** The Personnel Committee met yesterday to finalize an employee performance review. The results will be discussed in executive session.

**Finance Committee:** The Finance Committee will meet on Monday, April 19, 2021, 1 pm at the Marysville Fire District Administration Office.

**STAFF BUSINESS**

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

- Chief gave a special thank you to Sandra Elvrom and staff for the draft 2020 Marysville Fire District Annual Report.
- We received a proposed Interlocal Agreement from Tulalip Bay District 15 for services. We will meet internally with District Attorney Grant Weed to review it. We will bring it to the Finance Committee for review before the next regular board meeting.
- CPSE’s Matt Keller and possibly Brian Dean will join our April 7, 2021 Planning Committee meeting. Brian Dean will be sending all Boardmembers a Monkey survey for the discussion on the SWAT analysis. Chief McFalls will email all Boardmembers the 21<sup>st</sup> Century Fire and Emergency Services White Paper along with the session from the recent Excellence Conference.
- We received word from the Marysville School District that they are intending to tear down the old cafeteria at Marysville Pilchuck High School. The School Board is reaching out to Community Partners such as Fire, Police, City, and Tribes for planning and to allow for tours before the facility is demolished.
- BC Taylor will be singing the National Anthem at the April 6, 2021 Mariners game.
- The North County Outlook ran an article on the Arlington vaccine pod featuring Marysville firefighter Tim Dalton administering vaccines. The article also included an interview with Deputy Chief Darryl Neuhoff.

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

- Our calls continue to be slightly down from last year.
- Next month we will have our new monthly report from Fire Stats LLC for board review and input.
- 84 of our 137 members have received the COVID vaccine. We currently have no members in quarantine or isolation. We continue to support vaccination pods with vaccinators. Boom City will be the next vaccination pod site opening next week.
- Recognized our Peer Support team for all the work they do. They have been very busy both internally and with neighboring districts.

**Overtime Report:**

<b>February 2021</b>	<b>Dollars</b>	<b>Total Hours</b>	<b>Sick Leave Used</b>
Full-time	\$ 82,490.31	1,232.58	1,227.75
Part time			
<b>Month Total</b>	<b>\$ 82,490.31</b>	<b>\$ 1,232.58</b>	<b>\$ 1,227.75</b>
YTD Totals	\$ 158,030.57	\$ 2,318.33	\$ 2,212.25

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

- We have two employees off on intermittent FMLA, one on FMLA for the birth of a child, one member on limited light duty, two on long term disability and two on short term disability.
- Looking into working with NEOGOV on possibly installing onboarding software.
- In the process of preparing for the BC assessment testing in May.
- Requested that the board approve a one week extension for our member on light duty. The individual has been released by their doctor to return to work on April 1, 2021, which is one week past the allowed 12 week time period.

**Motion:** To approve a one week extension for the employee on limited light duty.  
**Made By:** Muller  
**Seconded By:** Ross  
**Action:** PASSED unanimously

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

- Deputy Fire Marshal McGhee was deposed last week on the ongoing Village restaurant fire litigation.
- Marysville Fire District is now on Instagram.
- Company inspections will begin third quarter.
- Christy Veley has been conducting virtual lesson for the elementary schools.

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

- Systems Design: Our contract with Systems Design has been updated to bring all clients up to a standardized format. With that, the billing rates for 2022 will increase \$.50 per patient care report from \$23 to \$23.50. There have been some vendor relationship changes. IStream has been added for remote check capture. RevSpring replaces Point and Pay as the credit card processing vendor. The fee will remain the same at 2.95% for credit card payments and the e-check fee will drop from \$3 to \$1.



- GEMT: Throughout the year, as transports happen, we have our normal rate billing. At the end of the cycle, HCA completes a desk audit through the GEMT program that shores up what we billed to what our actual costs were, resulting in a refund or an amount due. Because we bill slightly lower than what our estimated rate would be for the next year, we have always received a refund, and that will be the case this year. For state fiscal year 2020 we will be getting an additional GEMT settlement of about \$829k.

**Legal Counsel Report:** District Attorney Grant Weed reported the following:

- Congratulated Human Resources Manager Steve Edin on the Personnel Policy updates.
- Will be working with Chief McFalls to closely study the District 15 proposed Interlocal Agreement and report back to the Board with their review of the document.
- Wished everyone a Happy St. Patrick's Day.

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

- The Local and Management have had a very productive Labor Management meeting. We continue to collaborate on issues impacting members especially as we navigate and evolve through COVID-19 changes. The Force Protection Committee continues to stay ahead of addressing issues regarding COVID.
- Chief McFalls spoke about the demolition of the MPHS cafeteria. Chief Cole spoke about our Peer Support Team. It was after that catastrophic event on October 24, 2014 that Kim Leroy of Seattle Fire Department a lead member of their Peer Support Team helped developed our Peer program and has continued to advance through the county and state.

## **OLD BUSINESS**

Nothing to report.

## **NEW BUSINESS**

### **Agenda Bill – MFD Policy #6005 Budget and Funds**

Finance Director Chelsie McInnis shared that the Budgeting, Accounting, and Reporting (BARS) cash basis manual prescribed by the Washington State Auditor's Office was updated to include various classifications of fund balance. Policy # 6005 has been updated to incorporate these required changes, enhance upon fund descriptions, and reflect updated financial practices of the District.

**Motion:** To approve amended Marysville Fire District Policy #6005 Budget and Funds  
**Made By:** Ross  
**Seconded By:** King  
**Action:** PASSED unanimously

### **Agenda Bill – MFD Policy #6070 Cash Receipting and Bank Accounts**

Finance Director Chelsie McInnis stated amendments have been made to policy #6070 to increase efficiencies, banking costs, deposit security, and revise account thresholds. A clause was added requiring the safe combination be changed periodically. Additions were made to recognize County Treasurer exception for deposit frequency of once per week regardless of the amount. An update was made to reflect the current authorized balance of the Advance Travel Fund approved by the board in early 2020.

**Motion:** To approve amended Marysville Fire District Policy #6070 Cash Receipting and Bank Accounts  
**Made By:** Muller  
**Seconded By:** Norton  
**Action:** PASSED unanimously

**Agenda Bill** – Resolution 2021-001 “2021 Amended 2000 Series Personnel Policies”  
Human Resource Manager Steve Edin shared that the 2000 series personnel policies have been updated to reflect current practices and legal updates. The changes have been reviewed by Laura Davis at Summit Law, District Attorney Grant Weed and IAFF local 3219.

Boardmember Muller thanked Edin for a job well done.

**Motion:** To approve Resolution 2021-001 “Adopting the Marysville Fire District 2021 Amended 2000 Series Personnel Policies”  
**Made By:** Ross  
**Seconded By:** Muller  
**Action:** PASSED unanimously

**Agenda Bill** – Surplus and Sale of AED  
Deputy Chief Neuhoff shared that we have one remaining AED which no longer matches the current equipment utilized by the Marysville Fire District. To continue its service to the citizens of Marysville, Neuhoff requested the Board declare surplus and authorize the sale of one Philips Heartstart AED to the Marysville Historical Society for \$1.00.

**Motion:** To declare Surplus one Philips Heartstart AED and authorize its sale to the Marysville Historical Society for the fee of \$1.00.  
**Made By:** King  
**Seconded By:** Norton  
**Action:** PASSED unanimously

### **CALL ON BOARD**

**King** – Thanked the District for the sale of the AED to the Historical Society. Asked that the Sno Isle Commissioners meeting be added to the monthly calendar.

**Muller** – Informed everyone that he will out of town for the April 7, 2021 Planning Committee meeting. Stated he will do his best to attend over zoom or call in. Happy St. Patrick’s Day.

**Ross** – Thanked staff for the informative reports. Shared a portion of the letter he wrote to Chief McFalls praising the crews who cared for him through his AFIB episode.

**Stevens** – Nothing more to report.

**Norton** – Happy St. Patrick’s Day.

**Christoffersen** – Nothing more to report.

**McFalls** – Nothing more to report.

**McInnis** – Nothing more to report.

**Shelton** – The sale of the AED to the Historical Society is another great way to keep our community safe. CPR and AED’s save lives!

**Cole** – Nothing more to report.



**Maloney** – Happy St. Patrick’s Day.

**Neuhoff** – Happy St. Patrick’s Day.

**Weed** – Nothing more to report.

**Edin** – Nothing more to report.

**DeSanctis** – Informed the Board that this year’s WFCA Chelan Conference has been canceled.

***EXECUTIVE SESSION***

Chairperson Stevens called for a ten minute executive session at 8 pm to review the performance of a public employee pursuant RCW 42.30110(1)(g) to return at 8:10 pm with possible action to follow.

Chairperson Stevens called for a thirty minute extension at 8:10 pm to return at 8:40 pm.

***RECONVENE***

The open public meeting reconvened at 8:41 pm.

Chairperson Stevens called for a motion based on conversation in executive session.

- Motion:** To authorize a salary adjustment for the position of Fire Chief of 3% COLA and 6% longevity effective January 1, 2021 based on the Chief’s current employment agreement and performance review.
- Made By:** Ross
- Seconded By:** Muller
- Action:** PASSED unanimously

***ADJOURNMENT***

With no further action required, the March 17, 2021 regular meeting adjourned at 8:43 pm.

*Martin McFalls*

\_\_\_\_\_  
Martin McFalls  
District Secretary

*4/21/21*

\_\_\_\_\_  
Date approved

*RD*



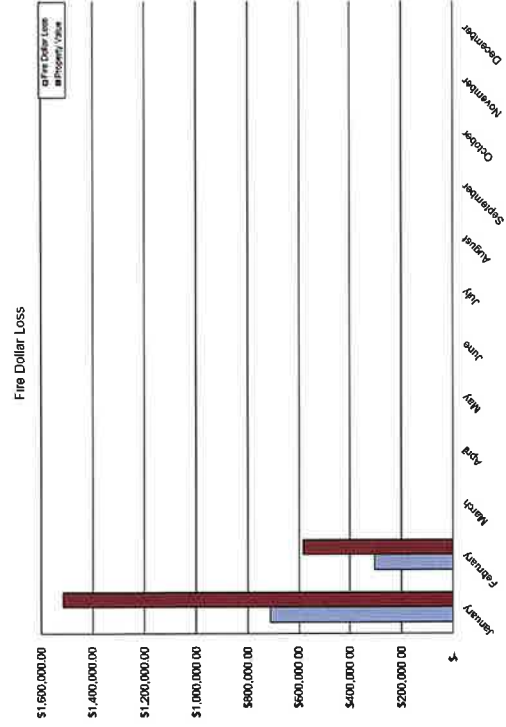
## Fire Prevention Report

Prepared by: Thomas Maloney, Deputy Chief/Fire Marshal  
March 17, 2021

- The total fire loss for 2021:
  - We had 5 fire incidents investigated in 2021. With over \$2.0 million in assessed value and over \$1 million in fire loss.
- We have begun fire inspections in the high-hazard occupancies this month. We are recognizing some minor challenges but overall these challenges are not impacting life safety.
- We have been asked to sit on a statewide committee for community risk reduction and risk assessments. This committee is developing a best practices model as well working with other partners within the state such as the: insurance commission, DNR, rating bureau, and state FMO to name a few.
- We conducted our first virtual education session for 2<sup>nd</sup> graders at Liberty Elementary (20 students), teaching kids about smoke alarms and home fire escape plans. We've now offered the presentation to all Marysville elementary school.
- Seven firefighters and Fire Chaplain Dan Hazen read books for kids virtually for Liberty Elementary's For the Love of a Good Book month. We've offered our book reading videos to all Marysville Elementary Schools and are currently sharing them on our website.
- We've received our dashboard to participate in the NFPA's community risk assessment pilot program. We will be able to use the dashboard free for three months to learn about our community's risk and demographics.
- We are using Daylight Saving Time for our Change Your Clocks, Change Your (smoke alarm) Batteries public education campaign. Banners will go up at all five fire station in addition to social media messaging and a news release.
- We launched a Marysville Fire District Instagram page. We are now on four social media platforms.
- Our Facebook audience increased to 4,266 likes and 4,695 follows. Our Twitter audience is also up to 2,264 followers. We have 94 followers on Instagram since launching on March 3. We currently reach 15,205 households on Nextdoor.

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

Marysville Fire District 2021 Fire Incident Totals										
Month	Total Investigations	Accidental	Incendiary	Undetermined	Residential	Commercial	Vehicle	Other	Total Property Value	Total Fire Loss
January	3	3	0	0	2	1	0	0	\$ 1,515,693.00	\$ 710,770.00
February	2	2	0	0	2	0	0	0	\$ 581,362.00	\$ 305,000.00
March									\$	\$
April									\$	\$
May									\$	\$
June									\$	\$
July									\$	\$
August									\$	\$
September									\$	\$
October									\$	\$
November									\$	\$
December									\$	\$
<b>Totals</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>\$ 2,097,055.00</b>	<b>\$ 1,015,770.00</b>



Marysville Fire District Fire Causes Ending February, 2021

