

**MARYSVILLE FIRE DISTRICT**  
**BOARD OF DIRECTORS MEETING**  
**April 21, 2021 – 7 pm – Virtual Via Zoom**

**CALL TO ORDER**

Chairperson Stevens called the meeting to order at 7 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 127207
Tom King	Participant ID 129321
Michael Stevens	Participant ID 140891
Kamille Norton	Participant ID 123188
Rick Ross	Participant ID 134847
Tonya Christoffersen	Participant ID 153591

**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 March 17, 2021, regular meeting
- B. Approve minutes of the April 7, 2021, special meeting, Planning Committee
- C. Approve March 2021 Financial Statements
- D. Approval of April Claims and Payroll:
  - i. MFD Expense Fund  
Voucher Numbers 210403001–thru–210403079 \$ 242,345.73
  - ii. Capital Reserve Fund  
Voucher Numbers 210402001–thru–210402002 \$ 71,708.22
  - iii. Apparatus Fund  
Voucher Numbers 210401001–thru–210401002 \$ 2,099.96
  - iv. MFD Payroll (excluding benefits) \$ 1,204,323.95



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

***INFORMATION ITEMS***

**Communications:** Provided in Board packets.

***COMMITTEE REPORTS***

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

Month	Charity	Collections	Bankruptcy	Refunds
April	2,987.55	21,805.86	0.00	9,212.32

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

**Planning Committee:** Chief McFalls shared we were joined by CPSE facilitators Matt Keller and Brian Dean at the April 7, 2021 Planning Committee meeting where we began work on the SWOT Analysis to move towards some addendum initiatives. The next Planning Committee Workshop is scheduled for Wednesday, May 6, 2021, 6 pm via zoom.

**Personnel Committee:** Has not met.

**Finance Committee:** Commissioner Christoffersen shared that the Finance Committee met on Monday, April 19, 2021. Finance Director Chelsie McInnis gave a comprehensive review of the draft 2020 Annual Financial Statement as well as the first quarter revenue and expense trends. Christoffersen was very appreciative of McInnis’s presentation and stated the entire board should have the opportunity to hear it.

***STAFF BUSINESS***

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

- Staff met with our legal team to examine the first draft of the contract for service with Tulalip Bay Fire Department. It was apparent that more thorough work is required to ensure accurate information is provided for our study. Chief informed the Board that we will be using approximately 40 to 60 hours between staff/legal time to analyses the proposal.
- We have experienced a high number of both short and long term leaves in the last few months. Though we have no new positions budgeted for 2021 it is a high possibility that we will be looking to hire for vacated or attrited positions before the end of 2021.
- Chief has been involved with the Mayors Diversity Advisory Committee. Through that committee work he has connected with Ms. Hernandez, the Director of Marketing and Membership at the Hibulb Cultural Center. In effort to better understand the regions history and the people of the Tulalip Tribes, Chief and several Marysville and Tulalip agency members attended a 90 minute tour of the Cultural Center. These tours are available the next few Mondays.
- McFalls shared a video of Governor Inslee visiting the Arlington vaccination site where he spoke with and thanked Marysville Firefighters Luis Cruz and Chris Burnette for their time.

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

- The March incident report was included in your packet.
- We conducted testing for two open positions on the Rescue Swimmer Team at the Snohomish Aquatic Center. We had six candidates, Cody Brooke and Noah Pester were selected to attend the upcoming training with the four previous members whose training was postponed. Training will take place in Everett rather than South Pierce.
- Ryan Carbary and Ricky Williamson have volunteered to participate in Hazardous Materials Technician training being conducted at Station 66 to become Rescue Technicians. They will serve not only the citizens of Marysville, but will be a part of the Snohomish County Hazmat Team.
- Cole visited the Snohomish County Training Academy for Josh Sampson's evaluation. He is doing great and is expected back by the end of May. Captain Chad Hale continues to work there as a Training Officer representing us well. Hale has agreed to continue his work there through the end of recruit class 2021-2.
- We continue to provide a lot of members to perform vaccinations at surrounding vaccine pods. We will be conducting a pop-up vaccination clinic on Friday that will include City of Marysville employees needing second doses. Since January we have dedicated 1,154 overtime hours, 220 regular or light duty hours, and 275 part-time hours to the vaccination efforts.
- Cole stated the requested South County Community Paramedic visit has been put on hold due to the CRP's time being allocated to the vaccination sites. We will schedule the visit as soon as the CRP's are back in office.

**Overtime Report:**

<b>March 2021</b>	<b>Dollars</b>	<b>Total Hours</b>	<b>Sick Leave Used</b>
Full-time	\$ 71,149.90	1,078.97	1,706.33
Part time			
<b>Month Total</b>	<b>\$ 71,149.90</b>	<b>\$ 1,078.97</b>	<b>\$ 1,706.33</b>
YTD Totals	\$ 229,180.47	\$ 3,397.30	\$ 3,918.58

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

- We have been struggling the last few months managing all the leave issues. We currently have four out on intermittent leave all related to the care of family members. We have two out on long term disability. We are looking to come to the board in about a month to discuss the future of those two employees. We have two out on paternity leave which will also be resolved by the end of May.
- Attended the Rescue Swimmer testing today. Stated he enjoys supporting the crews.
- Working extensively on records retention in preparation for our next destruction.
- The on-boarding software will be installed in the next thirty days. Training will begin shortly after.
- Battalion Chief testing is coming up the first of May; the written is on May 10<sup>th</sup> and the actual assessment is on May 11<sup>th</sup>. We have six assessors coming in from other Districts to help.
- Beginning of May, Edin will be attending the AWC Labor Relations Institute which will be online this year.
- Has been working with Local 3219 President Shelton gathering information on the state's new long term care payroll tax that we will be required to participate in beginning January

1, 2022. The goal is meet with labor to discuss how to implement an education program for our employees.

- Enjoyed visiting the Hibulb Cultural Center with Chief McFalls last Monday.

**Fire Prevention Report:** Deputy Chief Maloney stated his report was included in the Board packets and has nothing to add.

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

- FEMA Disaster Assistance Grant has increased the federal portion of COVID disaster expenses submitted from 75% to 100%. They will be remitting the previous local share that was withheld on our first two filings as well. They have restricted some of the requirements on what they will reimburse especially in terms of labor costs. We just sent off the first quarter 2021 package costs in the amount of \$22,500k. With the increased federal share, our year to date costs are \$146,360k through this program.
- Our accounting software Bias was bought out by Springbrook. We went live on their cloud based version April 1, 2021. It essentially has the same functionality with an updated user interface and a new reporting tool coming towards the end of the year.
- We are involved in a test group for the new Snohomish County investment entry portal. This is an upgraded entry portal for the government agencies within Snohomish County to buy and sell investments through the WA State Local Government Investment Pool (LGIP)
- We will be reviewing our current ambulance billing rates to determine if adjustments are warranted based upon market comparables and the district's current payer mix. Chelsie will be preparing a rate study for the EMS Committee to review at the May meeting and present any recommendations to the full Board at the regular meeting.
- Reviewed the Quarter 1 Budget and Funds Report:  
Expense Fund cash balance declined \$3.46M. With tax dollars coming due April 30th, this is a usual trend for the RFA. We are \$2.3M over our minimum fund balance policy level. Total revenue collection is at 11% of budget; that will increase as property taxes are collected throughout April.  
Our Budgets are right on track. We are watching the Expenses closely for any necessary amendments. Wages and Benefits are at 75% remaining, M&O is at 74%, Capital is at 78% and Transfers will not occur until September.  
We have just started spending money out of our Capital Fund specifically for the architectural services on our larger Public Facility issues.  
Looking at first quarter 2020 vs. first quarter 2021 our revenues are up 51%, our expenditures are up 9% and our fund balance has increase 21%.

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

Shared that he had a very good and productive internal meeting concerning the proposal by Fire District 15 for services. Stated we need to gather a considerable amount of information, especially financial, before we can take a deeper dive into the details of the agreement.

Boardmember Muller asked about resuming in person meetings. Grant shared it is possible to have in person meetings; the capacity cannot exceed 25%, all the safety requirements regarding PPE must be met and there needs to be a way for the public to join remotely.

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

- COVID remains one of the main emphasis within the organization but our members are staying strong.
- Diversity is has been a large component of our planning. We are working hard to take the lead on diversity training to better serve our community.



- Has enjoyed working with Human Resource Manager Steve Edin. He has been a great advocate for our employees.
- The visit from the Governor at the vaccine site and conversation with two of our members shows his sincere appreciation for firefighters.

## **OLD BUSINESS**

Nothing to report.

## **NEW BUSINESS**

**2020 Annual Report:** Chief McFalls stated the 2020 Annual Report was distributed for Board review at the March 17, 21 Board meeting. Chief asked if there were any questions or corrections. With none, Chief asked for Board approval of the report as presented.

**Motion:** To approve the 2020 Annual Report  
**Made By:** Ross  
**Seconded By:** King  
**Action:** PASSED unanimously

## **CALL ON BOARD**

**King** – Very impressed with our new radios. Thank you Chief Cole for the update on the South County Paramedic visit.

**Muller** – Happy Admin Day. Appreciate all your hard work.

**Ross** – Great to see you all.

**Stevens** – Nothing more to report.

**Norton** – Thanked Deputy Chief Maloney for reaching out to a resident with some fire safety concerns. In preparation for the next planning Committee Meeting Norton asked for clarification if there was something other than our top three goals to work towards. Muller confirmed.

**Christoffersen** – Very proud of our organization. Thank you for everything you all do.

**McFalls** – Recognized Sandra Elvrom for the great work on the Annual Report year after year. Attended the manager, supervisor, lead meeting at the newly sprinklered Opera House where CAO Gloria Hirashima recognized Tom Maloney for his work.

**McInnis** – Huge thank you and happy Administrative day to Kelsey, Sandra and Paula. We are lucky to have them.

**Shelton** – We are working on the long term care issue at the state level. Hope to have answers and options soon.

**Cole** – Nothing more to report.

**Maloney** – Nothing more to report.

**Neuhoff** – Asked the Board to schedule a time for the architects to present their finding and recommendations for the Public Safety Building. This presentation will take about an hour. Happy Administrative Day to our three ladies working the front office!

**Weed** – Nothing more to report.



**Edin** – Thanked President Dean Shelton, it is a pleasure to have union representatives willing to work collaboratively. It is much appreciated.

**DeSanctis** – Nothing to report.

**ADJOURNMENT**

With no further action required, the April 21, 2021 regular meeting adjourned at 8:34 pm.



Martin McFalls  
District Secretary



Date approved





## Fire Prevention Report

Prepared by: Thomas Maloney, Deputy Chief/Fire Marshal  
April 21, 2021

- The total fire loss for 2021:
  - We had 7 fire incidents investigated in 2021. With over \$2.8 million in assessed value and over \$1.1 million in fire loss.
- We have begun the process to update the fire and building code amendments with the building department as the state has updated the codes. The plan is to bring the changes for adoption to the city council before the end of summer.
- We provided virtual fire safety education to most 2<sup>nd</sup> graders at Shoultes Elementary (about 100 students) through the Sound Off program.
- We are partnering with Safe Kids to provide bike helmets to students in need at Liberty Elementary.
- PIO Veley was a guest speaker at the recent county fire commissioners meeting to talk about the important role of PIOs and how Snohomish County agencies are working together on communication. PIO Veley will help present a webinar during the May state commissioners meeting.
- We continue working with our NFPA community data dashboard to learn insights on our community and how we can better targeted risk reduction.
- Our celebration of National Public Safety Telecommunicators Week will not only be used to thank our 911 dispatchers, but also as an opportunity to educate parents on how to teach their kids to use 911 and also about Smart911.
- Our spring safety campaigns will focus on helmet use, lifejacket use, cold water safety and window falls.
- Our Facebook audience increased to 4,288 likes and 4,723 followers. Our Twitter audience is also up to 2,292 followers. We have 180 followers on Instagram since launching on March 3, 2021. We currently reach 15,400 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	2	1	0	1	2	0	0	0	\$ 707,312.00	\$ 183,711.00
April									\$	\$
May									\$	\$
June									\$	\$
July									\$	\$
August									\$	\$
September									\$	\$
October									\$	\$
November									\$	\$
December									\$	\$
<b>Totals</b>	<b>7</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>\$ 2,804,367.00</b>	<b>\$ 1,199,481.00</b>

