

MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS MEETING
May 19, 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 307946
Tom King	Participant ID 310000
Michael Stevens	Participant ID 336440
Rick Ross	Participant ID 332994
Tonya Christoffersen	Participant ID 326691

Staff Members:

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

Guests:

Grant Weed, District Attorney

MFD CONSENT AGENDA

- A. Excuse Boardmember Norton from the May 19, 2021, regular meeting
- B. Approve minutes of the April 19, 2021, special meeting, Finance Committee
- C. Approve minutes of the April 21, 2021, regular meeting
- D. Approve minutes of the May 5, 2021, special meeting, Planning Committee
- E. Approve April 2021 Financial Statements
- F. Approval of May Claims and Payroll:
 - i. MFD Expense Fund
 - Voucher Numbers 210503001–thru–210503079 \$ 220,414.20
 - ii. Capital Reserve Fund
 - Voucher Numbers 210502001 \$ 1,459.94
 - Apparatus Fund
 - Voucher Numbers 210501001 \$ 8,289.90
 - iii. MFD Payroll (excluding benefits) \$ 1,224,566.27



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

INFORMATION ITEMS

Communications: Chief McFalls highlighted the Historical Society Newsletter featuring pictures of Boardmembers Tom King and Steve Muller as well as Human Resources Manager Steve Edin. Chief McFalls is also pictured donating an AED to the Historical Society. Chief McFalls shared thank you letters received from community members and neighboring districts.

COMMITTEE REPORTS

EMS Committee: Approval of May EMS account recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
May	7,747.28	27,377.94	82.93	0.00

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

Boardmember King shared that the EMS Committee met on May 18, 2021, to review ambulance billing rate comparisons as prepared by Finance Director McInnis. The Committee is recommending a 15% rate increase with a CPI inflator thereafter. Finance Director McInnis stated an official resolution for board adoption will be submitted at the June board meeting.

Planning Committee: Chief McFalls stated the Planning Committee met on May 5, 2021, where the Strategic Plan initiatives were finalized and are being implemented into the draft plan for board review in June. McFalls gave a reminder of the special hybrid Planning Committee meeting tomorrow morning for the architect presentation on the findings and recommendations for the Public Safety Building.

Finance Committee: Has not met.

Personnel Committee: Has not met.

STAFF BUSINESS

Fire Chief Report: Chief McFalls reported on the following:

- Chief McFalls and Chief Cole attended the Marysville Police Supervisors meeting at Allen Creek Sanctuary and stated that shift Battalion Chiefs will attend subsequent meetings to introduce themselves. Chief McFalls extended an invitation to all personnel at the Public Safety Building to join us in meals in efforts to maintain relationships and build bridges.
- All information requested from Tulalip Bay for the initial Contract for Services has been received. Finance Director McInnis and District Attorney Grant Weed are working to have a presentation for the Board in June.
- On April 26, 2021, Chief McFalls and Chief Scairpon recognized Marysville School teacher Darryl Walker for his extraordinary actions in saving a young man from self-harm.

- On April 30, 2021, Chief McFalls, Chief Cole, and HRM Edin attended the virtual, Snohomish County Step-Up Movement, Moving Racial Equality Forward conference.
- Representatives Ralph Ensign and Rick Fagan with the Center for Public Safety Excellence visited last week to begin our Community Risk Assessment and Standards of Cover process.
- We have a new and improved incident report through Fire Stats, LLC which will be helpful in our accreditation process in the future.
- On the five year anniversary of the Marysville Fire District crews saving his life, Jay Byram and his wife stopped by the Administration office as well as fire station delivering cookies as a thank you. McFalls shared the members who responded to the call were Basil Bailey, Chad Solbakken and Josh Olsen.

Operations Report: Chief Cole reported on the following:

- After reviewing the new incident report, please give any feedback as to changes or additions you would like to see. Thank you to Chelsie for all her time and efforts working with Fire Stats, LLC on this new report.
- Calls continue to pick back up. We have had several significant calls, a couple residential fires, a motor vehicle extrication requiring crew members to wear ballistics vests, and we responded to an accident after a wrong way pursuit on I5.
- We have six members participating in the Rescue Swimmer Class in Everett.
- Congratulations to Ryan Carbary and Ricky Williamson on completing Hazmat Technician Training.
- We had a firefighter who was assaulted during transport to the hospital. The patient became combative wanting out of the aid car.
- With COVID numbers continuing to drop, we are moving to a level two PPE in our COVID response except for aerosolized calls.
- We are down seven part-time firefighters with two more in the hiring process with other agencies. We are putting together another recruit class anticipating an early September start.

Overtime Report:

April 2021	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 97,673.78	1,506.17	2,076.25
Part time			
Month Total	\$ 97,673.78	\$ 1,506.17	\$ 2,076.25
YTD Totals	\$ 326,854.25	\$ 4,903.47	\$ 5,994.83

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

- We have five employees out on intermittent FMLA leave. We have four out on long term disability and one out on short term disability. We have two out on FMLA for the birth of a child.
- Informed the Board that we have a LEOFF One Retiree preparing to enter a nursing home. We have purchased long term care insurance, however there is a ninety day waiting period before the insurance begins. Per RCW's, the District is responsible for paying the first ninety days. We may need to request a budget amendment for unfunded LEOFF One Retiree insurance costs later in the year.
- The Battalion Chief assessment has been completed with a new list posted.



- We will be conducting a new Medical Service Administrator and Medical Services Officer assessment in January. We are requesting that the Board extend the current MSO/MSA promotional list for up to a year until the next assessment is completed.

Motion: To extend the current Medical Services Administered and the Medical Services Officer Promotion List for up to one year.
Made By: Muller
Seconded By: King
Action: PASSED unanimously

- Attended AWC Labor Relations Institute virtual conference.

Fire Prevention Report: Deputy Chief Maloney reported the following:

- SCBA's purchase through the SCBA Grant have started to arrive. We should have the full order by next week.
- We should hear back the first part of June regarding this year's grant for extrication equipment for all suppression units.

Boardmember King stated that he and other City Officials visited a pallet housing manufacturing company in Everett. There has been discussion of a church in Marysville installing these. Deputy Chief Maloney stated he has done the initial site visit at the church. It is currently in the permitting process.

Finance Report: Finance Director McInnis reported the following:

- Redlined versions of the updated federal grant policies have been emailed to all Boardmembers for review before adoption at the June meeting. With Federal COVID programs and SCBA grant money received in 2021, we will likely fall into the \$750K threshold for a Federal Single Audit. Part of that audit is heavily centered around having correct federal policies to ensure proper internal controls are maintained. All federal policy elements found in policy 6035, 6055, and 6097 have been moved into one central policy, 6095. The policy was reviewed to ensure all of the new elements of uniform guidance have been incorporated and cross checked with SAO guidance. Deputy Chief Neuhoff has reviewed them as well.

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

Local 3219 Union Report: Local President Dean Shelton was absent from the meeting. Chief McFalls stated they had a great Labor Management meeting earlier this week.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

2020 SAO Annual Financial Report:

Finance Director McInnis shared that the Finance Committee had a very comprehensive review of the 2020 SAO Annual Financial Report. McInnis reviewed the audited schedules with the Board.

Boardmembers Muller and Stevens thanked Chelsie for her consistent and detailed work.



Motion: To approve the 2020 SAO Annual Financial Report as presented by Finance Director McInnis.
Made By: Muller
Seconded By: Ross
Action: PASSED unanimously

EMS Week Proclamation:

Chief McFalls read the Proclamation declaring May 16-22, 2021, Emergency Medical Services Week.

ILA – District 15 Fleet Maintenance and Repair Services:

We are entering into an agreement with Fire District 15 for fleet maintenance and services. This agreement will allow their part-time mechanic apprentice to work in our shop alongside our mechanics for training and we will perform maintenance and repair to their fleet. Tulalip will pay the part-time mechanics wages and benefits. We will bill their agency for all services provided. The cost of the part-time mechanics wages will go as a credit towards our billing for services. District Attorney Weed stated this is a unique ILA, all issues have been addressed. This is a good agreement for both agencies.

Motion: To approve and authorize Chief McFalls to sign the Interlocal Agreement with District 15 for Fleet Maintenance and Services.
Made By: Ross
Seconded By: King
Action: PASSED unanimously

CALL ON BOARD

King – Attended the Sno Isle Commissioners meeting last week. The guest speaker was an engineer from the Department of Transportation who shared the upcoming projects in Snohomish County and the effect they may have on our District. They will be beginning a two year project building the I-5 northbound 529 off and on ramps along with adding a northbound shoulder lane. Reminded everyone that the Chelan Conference is canceled this year.

Muller – Nothing more to report.

Ross – Thanked Chelsie and the Finance Committee for their work on the 2020 Annual report.

Stevens – Nothing more to report.

Christoffersen – Nothing more to report.

McFalls – Nothing more to report.

McInnis – Nothing more to report.

Cole – Nothing more to report.

Maloney – Nothing to report.

Neuhoff – Nothing more to report.

Weed – Nothing more to report.

Edin – Nothing more to report.

DeSanctis – Nothing to report.



EXECUTIVE SESSION

Chairperson Stevens called for a 15 minute executive session at 8:08 pm to discuss potential litigation pursuant RCW 42.30.110(1)(g) to return at 8:23 pm

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

RECONVENE

The open public meeting reconvened at 8:28 pm.

ADJOURNMENT

With no further action required, the May 19, 2021 regular meeting adjourned at 8:30 pm.

Martin McFalls

Martin McFalls
District Secretary

6/16/21

Date approved

[Signature]



Fire Prevention Report

Prepared by: Thomas Maloney, Deputy Chief/Fire Marshal
May 19, 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 are the planning committee for 2022 CPSE Conference.
- 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 are partnering with Safe Kids to distribute bike helmets to kids in need at Pinewood Elementary.
- We will soon be launching our annual fireworks education campaign, in collaboration with the City of Marysville and the Snohomish County Fire Prevention Association.
- PIO Veley was one of the panelists on the WA State Fire Commissioner's Association spring webinar series. She joined PIOs from South County Fire and Snohomish Regional Fire & Rescue to talk about the important role of PIOs in the fire service.
- For Emergency Medical Services Week (May 16-22), we will be using our social media channels to educate the public on our EMS services including segments on high performance CPR, an ambulance tour and profiles of a paramedic and EMT.
- In April, we shared safety information on window falls, following a fall that critically injured a 2-year-old boy. That safety information has been shared by People magazine online and has reached over 58,000 people on the MFD Facebook page. Hopefully that translates into more prevention of this kind of incident.
- We conducted television interviews for Q13 News and KOMO on the window fall and the Meritorious Service Award given to Darrell Walker for his role in saving a suicidal man.
- Our Facebook audience increased to 4,383 likes and 4,836 follows – close to our summer goal of 5,000 followers. Our Twitter audience is also up to 2,313 followers. We have 214 followers on Instagram. We currently reach 15,552 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	2	2	0	0	1	0	0	1	\$ 75,000.00	\$ 10,000.00
May									\$	\$
June									\$	\$
July									\$	\$
August									\$	\$
September									\$	\$
October									\$	\$
November									\$	\$
December									\$	\$
Totals	11	10	0	1	9	1	0	1	\$ 3,727,500.00	\$ 1,509,312.00

