

MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS MEETING
January 19, 2021 – 7 pm – Virtual Via Zoom

CALL TO ORDER

Chairperson Stevens called the meeting to order at 7:01 pm.

PUBLIC COMMENT

Chairperson Stevens stated that pursuant the Governors proclamation 20-28 the Marysville Fire District Board meetings and workshops will be held virtually via Zoom. All are welcome to join without providing public comment. Comments may be submitted to fire@marysvillewa.gov and will be distributed to the Board of Directors to be addressed at the next Regular Board meeting. No comments provided.

The following were in attendance:

Board of Directors:

Steve Muller	Participant ID 495205
Tom King	Participant ID 487284
Michael Stevens	Participant ID 522759
Kamille Norton	Participant ID 526126
Rick Ross	Participant ID 345441
Tonya Christoffersen	Participant ID 524374

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 Resource Manager
Dean Shelton, MSA, Local 3219 President
Paula DeSanctis, Board Secretary

Guests:

Grant Weed, District Attorney
Kristina Baylor, SAO Program Manager
Courtney Amonsens, SAO Audit Supervisor
Tiffani Anderson, Audit Lead
Amanda Robinson

SAO EXIT CONFERENCE

Finance Director Chelsie McInnis introduced Kristina Baylor, Courtney Amonsens, Tiffani Anderson and Amanda Robinson from the State Auditor's Office.

Audit Manager Kristina Baylor gave an overview of the audit process for the Districts fiscal year 2020 audit. Baylor stated that this was a very clean audit with no significant recommendations.

The first of the two audits performed was an Accountability Audit. In reviewing the Accountability Audit results, Baylor shared that in those selected areas, District operations complies, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources. Audit Lead, Tiffani Anderson, shared the following areas were selected using a risk-based audit approach; payroll, self-insurance, open public meetings, and financial condition. Anderson stated they also followed up on a prior management letter involving leave balances and accruals. The Districts new process confirms decreases in balances and we commended the District in its efforts to resolve this prior management letter.

Baylor share the second audit performed was a Financial Audit. After reviewing the annual financial statements submitted, it was found that the statements were free from material miss-statements and



reflect the finances of the District. Baylor stated she is very pleased to report an unmodified opinion was issued. Due to being a cash bases entity, a dual opinion is required. An adverse opinion on U.S. GAAP was issued and reflected in the report. The secondary aspect of the Financial Audit was to look at the internal control and compliance over financial reporting with no deficiencies found.

Baylor share that under audit standards they are required to report any remaining misstatements in the financial statements at the conclusion of the audit. Baylor stated there were no uncorrected misstatements identified.

In closing Baylor reported that the cost of the audit is expected to come in under budget by approximately \$2k. The Districts next audit will be in the summer of 2022 which will include accountability for public resources, financial statements, and federal programs. The 2020 completed audit report will be issued next week and posted on their website. Baylor and Anderson both gave a special thank you to Sandra Elvrom, Steve Edin, and Chelsie McInnis for their efforts and hard work during the review of payroll and throughout the audit.

McInnis and the Board thanked all the State Auditors for the report.

MFD CONSENT AGENDA

- A. Approve minutes of the December 15, 2021, regular meeting
- B. Approve minutes of the January 5, 2022, Planning Committee Workshop
- C. Approve December 2021 Financial Statements
- D. Approval of January Claims and Payroll:
 - i. MFD Expense Fund
Voucher Numbers 220103001 -thru- 220103092 \$ 674,325.84
 - ii. Capital Reserve Fund
Voucher Numbers 220102001-thru- 220102003 \$ 56,305.82
 - iii. Apparatus Fund
Voucher Numbers 220101001 -thru- 220101002 \$ 49,464.05
 - iv. MFD Payroll (excluding benefits) \$ 1,338,647.12

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

INFORMATION ITEMS

Communications: Nothing more to report.

COMMITTEE REPORTS

EMS Committee: Approval of January EMS account recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
January	1,150.50	28,446.66	0.00	0.00

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

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Planning Committee: Last met on January 5, 2022. The next meeting is scheduled for February, 2022.

Personnel Committee: Has not met.

STAFF BUSINESS

Fire Chief Report: Chief McFalls reported on the following:

- Gave detailed background on the creation of the Snohomish County Regional Training Consortium and the importance of the training done there. Asked the Board to consider investing in the Training Chief Position currently held by a Marysville Fire District employee.

Operations Report: Chief Cole reported on the following:

- We had 14,264 calls in 2021 which is up 11.1% over last year. Our response time in a three year snapshot is an average of 6 minutes and 17 seconds.
- Since January 1, 2022 we have had 29 members test positive for COVID. We currently have 7 out on quarantine. We have begun voluntary daily testing which is available to all our members.
- Captain Green is ready to start another part-time academy next week. We have 9 candidates as well as a lateral paramedic who have all completed medical and background checks.
- We are losing 3 part-time firefighters to neighboring agencies.

Overtime Report:

December 2021	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 122,840.42	2,954.37	2,009.75
Part time			
Month Total	\$ 122,840.42	\$ 2,954.37	\$ 2,009.75
YTD Totals	\$ 1,446,355.17	\$ 23,734.51	\$ 25,036.35

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

- We have 8 employees out on intermittent FMLA, 1 out on long term disability, and 3 out on short term disability.
- We have completed the medical and background checks on the 9 part-time recruits and 1 lateral paramedic.
- We are working to get the year-end benefits, 1095-C forms, and W-2's ready to mail out by the end of the month.
- Helped train Training Officers on basic HR skills such as performance evaluations at the Snohomish County Training Academy.

Fire Prevention Report: Deputy Chief Maloney reported the following:

Today we gave official temporary occupancy to the new City jail, police and courts.

Finance Report: Finance Director McInnis reported the following:

- Included in your packets are the final 2022 Budget Documents based on what was adopted at the November meeting, a Budget and Funds Report and a Budgetary Comparison Statement.



- We will need to schedule a Finance Committee Meeting for 2021 year-end financial data review as well as a more detailed review of the 2020 audit report. An email will be sent to the Finance Committee members with potential dates.

Legal Counsel Report: District Attorney Grant Weed stated he had nothing to report tonight.

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

- Local 3219 2022 elections were held, Dean will remain President, Reece Williams will still be the Vice President and Joe Kendrick will continue as the Secretary Treasurer.
- Legislative Session has opened. There are numerous bills we are following and monitoring.
- Final number raised for Operation Warm/Coats for Kids is \$84k. This money was used to purchase coats for kids across western and eastern Washington.
- On behalf of Local 3219, we appreciate all the hard work that Chelsie and her team does to help make this organization successful.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

Agenda Bill: Equipment Fund Authorization/Establishment

McInnis shared that during the 2022 budget process, the District identified the need to establish a new Equipment Fund for the purpose of accumulating funds to finance large scale future replacements of necessary capital equipment. This resolution and policy update will authorize the County to establish such fund and provide a policy description for the purpose, source, and authorized use of fund resources.

Motion: To approve Resolution 2022-001 Authorizing the Establishment of Funds and Appointment of Personnel and update to MFD Policy #6005 Budget and Funds; effectively authorizing the creation of the new MFD RFA Equipment Fund

Made By: Ross

Seconded By: Muller

Action: PASSED unanimously

Agenda Bill: Professional Service Agreement, Tactical Athlete and Performance Institute, LLC (Rebound)

Human Resource Manager Steve Edin shared that the Profession Service Agreement with Tactical Athlete Health and Performance Institute was approved in the 2022 budget. Edin asked the Board to approve authorization for the Chief to sign said agreement.

Motion: To approve and authorize the Fire Chief to sign the Professional Service Agreement between the Marysville Fire District and Tactical Athlete Health and Performance Institute, LLC (Rebound)

Made By: Ross

Seconded By: King

Action: PASSED unanimously



Agenda Bill: MFD Resolution 2022-002 “Adopting and Replacing Prior Marysville Fire District Job Descriptions”

Edin stated he updated position descriptions to reflect current job duties. After a brief discussion, the Board was in agreement to table Resolution 2022-002 for further review.

2022 Chair and Committee Assignments:

Boardmember Muller nominated Michael Stevens for the 2022 Board Chair position.

Motion: To appoint Michael Stevens as the 2022 MFD Board Chair
Made By: Norton
Seconded By: King
Action: PASSED unanimously

Commissioner Ross nominated Steve Muller for the 2022 Vice Chair position.

Motion: To appoint Steve Muller as the 2022 MFD Board Vice Chair
Made By: Ross
Seconded By: Norton
Action: PASSED unanimously

Chairperson Stevens asked if there was any interest in serving on the 2022 EMS Committee. Current Committee members Tonya Christoffersen and Tom King both stated they would like to continue serving on the EMS Committee through 2022.

Motion: To appoint Tonya Christoffersen and Tom King to the 2022 EMS Committee
Made By: Norton
Seconded By: Muller
Action: PASSED unanimously

Chairperson Stevens called for interest in serving on the Personnel Committee. Current Committee members Michael Stevens, Rick Ross and alternate Tom King all stated they would like to continue serving on the Personnel Committee through 2022.

Motion: To appoint Michael Stevens and Rick Ross to the 2022 Personnel Committee with Tom King as an Alternate
Made By: Muller
Seconded By: Ross
Action: PASSED unanimously

Planning Committee: The appointment of the Planning Committee was tabled until the February 2, 2022 Planning Committee meeting.

Chairperson Stevens called for interest in serving on the Finance Committee. Current Committee members Steve Muller, Kamille Norton and Tonya Christoffersen all stated they would like to continue serving on the Finance Committee through 2022.

Motion: To appoint Steve Muller, Kamille Norton and Tonya Christoffersen to the 2022 Finance Committee
Made By: Ross
Seconded By: Muller
Action: PASSED unanimously



CALL ON BOARD

McFalls – Shared a thank you received from the hospital thanking our crews for stepping up and helping out when at the hospital.

Shelton – Looking forward to moving into 2022.

McInnis – Nothing more to report.

Cole – Nothing more to report.

Maloney – Nothing more to report.

Neuhoff – The ladder contract has been signed. We are still trying to locate a contractor for the Station 65 project, we are doing our due diligence to get as many prices as possible to assure that we provide the best possible pricing for the community. Location upgrades are moving forward. Mobile radio installation is underway. We continue to maneuver through issue with our new Office 365 domain change.

Edin – Nothing more to report.

Weed – Will report on pending litigation in executive session.

DeSanctis – Asked Boardmembers to stop by the administration office to sign approved documents.

King – Thanked the staff for another clean audit. The Sno Isle Commissioners Banquet was canceled due to COVID.

Muller – Congrats to staff on a great audit. We are lucky to have Chelsie, she knows number and she know the fire service.

Norton – Thanked the staff for a great audit. Thanked the Local for all the fundraising to help our community. Congratulated Stevens and Muller on being elected as Board Chair and Vice Chair tonight.

Ross – Nothing more to report.

Christoffersen – Congratulated and thanked staff who work on the audit.

Stevens – Thanks and kudos to Chelsie and team on another clean audit.

EXECUTIVE SESSION

Chairperson Stevens called for a 35 minute executive session at 8:25 pm to discuss the following:

- Pending Litigation Pursuant RCW 42.30.110(1)(i),
- Collective Bargaining Agreements Pursuant RCW 42.30.140(4)(a)

We will return to open public meeting at 9 pm.

Chairperson Stevens called for a 15 minute extension at 9:00 pm to return at 9:15 pm.
Chairperson Stevens called for a 15 minute extension at 9:15 pm to return at 9:30 pm.
Chairperson Stevens called for a 10 minute extension at 9:30 pm to return at 9:40 pm.
Chairperson Stevens called for a 10 minute extension at 9:40 pm to return at 9:50 pm.
Chairperson Stevens called for a 10 minute extension at 9:50 pm to return at 10:00 pm.
Chairperson Stevens called for a 10 minute extension at 10:00 pm to return at 10:10 pm.
Chairperson Stevens called for a 5 minute extension at 10:10 pm to return at 10:15 pm.
Chairperson Stevens called for a 5 minute extension at 10:15 pm to return at 10:20 pm.
Chairperson Stevens called for a 5 minute extension at 10:20 pm to return at 10:25 pm.



Chairperson Stevens called for a 5 minute extension at 10:25 pm to return at 10:30 pm.

RECONVENE

The open public meeting reconvened at 10:32 pm

Chairperson Stevens called for a motion to adjourn.

Motion: To adjourn tonight's meeting
Made By: Ross
Seconded By: Muller
Action: PASSED unanimously

ADJOURNMENT

With no further action required, the January 19, 2022 regular meeting adjourned at 10:32 pm.

Martin McFalls

Martin McFalls
District Secretary

2/16/22

Date approved

PD



Fire Prevention Report

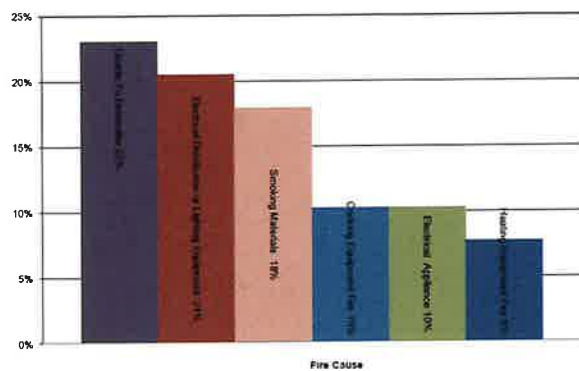
Prepared by: Thomas Maloney, Deputy Chief/Fire Marshal
January 19, 2021

- The total fire loss for 2021:
 - We had 39 fire incidents investigated in 2021. With over \$48.4 million in assessed value and over \$3.4 million in fire loss.
- We continue to work with the building department on the updates to the building and fire codes. We are hoping to get this through legal review shortly so we can discuss the updates with you.
- We finished the 2021 Keep the Wreath Green campaign to prevent structure fires. 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. The totals for 2021 were 5-Red and 8-White bulbs displaying.
- We are currently working on a system to allow crews to record locations of AEDs throughout Marysville when conducting business fire safety inspections. These AEDs would be uploaded to PulsePoint, which would alert residents to AED locations if responding to someone in need of CPR in a public place.
- We played a major role in another successful year for the Marysville Community Food Bank Toy Store. We were involved with barrel pickup/distribution, volunteer management and marketing for the event. We also provided about 40 free helmets for children in need. This event helps us build and maintain partnerships with other people and organizations who reach some of our community's most vulnerable residents.
- PIO Veley is currently planning to offer a virtual monthly Car Seat Awareness class. This would be only the second such class offered in Snohomish County.
- PIO Veley has applied to attend an Advanced Public Information Officer course offered virtually by FEMA's Emergency Management Institute at the end of January.
- Our Facebook audience is at 5,207 followers. Our Twitter audience is also up to 2,546 followers. We have 413 followers on Instagram. We currently reach 17,271 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	6	6	0	0	3	1	0	2	\$ 10,607,434.00	\$ 218,252.00
June	8	5	0	3	8	0	0	0	\$ 2,660,434.00	\$ 414,773.00
July	6	3	1	2	5	0	0	1	\$ 1,483,679.00	\$ 589,235.00
August	1	1	0	0	1	0	0	0	\$539,800	\$15,000
September	1	1	0	0	0	0	0	1	\$ 60,000.00	\$ 25,000.00
October	3	3	0	0	2	1	0	0	\$ 26,210,000.00	\$589,000.00
November	0	0	0	0	0	0	0	0	\$0	\$0
December	5	4	0	1	4	0	0	1	\$ 3,188,100.00	\$ 76,000.00
Totals	39	31	1	7	31	3	0	5	\$ 48,401,947.00	\$ 3,426,572.00

Marysville Fire District Fire Causes Ending December 31, 2021



Fire Dollar Loss

