

MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING
April 20, 2022 – 6 pm – Virtual Via Zoom

CALL TO ORDER

Chairperson Stevens called the meeting to order at 6 pm.

The following were in attendance:

Board of Directors:

Steve Muller	Participant ID 293845
Tom King	Participant ID 248190
Michael Stevens	Participant ID 285746
Kamille Norton	Participant ID 282000
Rick Ross	Participant ID 256147
Tonya Christoffersen	Participant ID 270226

Staff Members:

Martin McFalls, Fire Chief
Jeff Cole, Deputy Chief
Darryl Neuhoff, Deputy Chief
Tom Maloney, Deputy Chief
Chelsie McInnis, Finance Director
Steve Edin, Human Resource Manager
Josh Farnes, Fleet and Facilities Lead
Paula DeSanctis, Board Secretary

Guests:

Nikki Thompson, District Attorney
Colin Boyle, Summit Law

MFD CONSENT AGENDA

- A. Approve minutes of the March 9, 2022, Special Meeting
- B. Approve minutes of the April 13, 2022, Planning Committee Workshop
- C. Approve March 2022 Financial Statements
- D. Approval of April Claims and Payroll:
 - i. MFD Expense Fund
Voucher Numbers 220402001-thru-220402097 \$ 380,412.60
 - ii. Apparatus Fund
Voucher Numbers 220401001-thru- 220401006 \$ 47,299.04
 - iii. MFD Payroll (excluding benefits) \$ 1,249,765.44

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

INFORMATION ITEMS

Communications: Chief McFalls asked the Board to please review the 2021 Annual report sent in the board packets for approval at the May 20, 2022 regular meeting. Any suggested additions, changes, or corrections are welcome.



COMMITTEE REPORTS

EMS Committee: Approval of April EMS account recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
April	4,636.02	25,352.41	0.00	5,033.70

Boardmember Norton asked if our EMS accounts going to collections have stayed consistent or if we saw an increase over the course of the pandemic. Finance Director McInnis shared that amounts we send to collections each month are very consistent with the pre-pandemic average of approximately 30k a month.

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

Planning Committee: Chief McFalls asked for confirmation that all Boardmembers received the TCA Architects presentation from the April 13, 2022 Planning Workshop. We will further discuss the building options at next month's May 4, 2022 Planning Workshop.

Personnel Committee: The Personnel Committee has not met. We are anticipating the need for entry level hiring once testing is complete at the end of April. Boardmember Muller asked about the frequency of soliciting lateral hiring. HRM Edin stated we typically advertise for laterals about once a year or when a position comes available. Chief McFalls stated we do currently have two active lateral lists.

Finance Committee: The Finance Committee will meet next week, April 27, 2022, to review the Annual Financial Report, look over quarter one data, and discuss financial planning priorities over the next few months.

STAFF BUSINESS

Fire Chief Report: Chief McFalls reported on the following:

- Congratulated Firefighter Josiah Windle and his wife Kelsey as they welcomed their fifth child Ezra Dean.
- Congratulated our new recruit graduates Firefighters Ryan Bergstrom, Sydney Hallahan, and Company Officer Elliot Lauritzen. Thanked Division Chief Chad Hale for all the hard work put towards the academy as well as the graduation.
- Attended the Quil Ceda Village Council meeting on Monday where they swore in two new appointed members; President Debra Pose and Councilmember Hazen Shopbell.
- Several Chiefs around the County will be visiting South King County Fire Training Consortium for a presentation on their program and a tour of the facility.
- Announced that retired Marysville Fire Chief David Ronning passed away this last Friday. Marysville Fire will be participating in the funeral service.

Boardmember King asked about the upcoming retirement of Assistant Fire Marshal David VanBeek and what the plan is to replace him. Chief McFalls shared that a job posting has been made to fill the future opening. Deputy Chief Maloney stated the posting has closed and we received three applicants. HRM Edin will initiate the testing and interview process when we are closer to the retirement date.



Operations Report: Chief Cole reported on the following:

- We had some cell phone connection issues this afternoon. Everything is back up and running.
- Our calls for the month of March were up 11.9% which is consistent across Snohomish County. Our response times are down to an average of 6:16.
- We have twelve vacant positions in the part-time program with one additional coming soon. We are struggling to get part-time applicants with only four currently on file. We have done some additional advertising as well as reached out to the lead of the Fire Science Program at Everett Community College to recruit some potential candidates.
- We have eight employees who are either out or will soon be out on paternity leave. Which could cause some scheduling issues.
- We have five employees out on injury or PTSD.
- We have two lateral firefighters in the medical and background process.
- Friday April 22, 2022 we will be conducting annual rescue swimmer testing at Marysville Pilchuck High School. We have eight or nine members participating in a Ladder Driving Academy the week of May 16, 2022. We have seven attending swift water rescue training the first week of May and two attending urban search and rescue training in Seattle June 6-10, 2022

Commissioner Christoffersen stated she directed three firefighters looking to be hired to our website. Commissioner Ross asked if we have a documented plan in the event of loss of cell service. Chief Cole stated we do not have a documented plan, typically we would turn to the radios. In this event we were able to rely on other technical capabilities such as texting and FaceTime.

Overtime Report:

March 2021	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 106,408.61	1,566.17	1,738.83
Part time	\$ -	0.00	
Month Total	\$ 106,738.22	\$ 1,571.67	\$ 1,738.83
YTD Totals	\$ 577,163.74	\$ 8,580.97	\$ 5,603.33

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

- We have the capability on NeoGov to solicit interest lists and send notices when positions come available.
- We completed both written and tactical Captains testing with four candidates. The new MSO list has been posted. We have two lateral firefighters in background checks. We interviewed five for our open mechanic position, one has moved on in the hiring process. Entry level testing is next month with the hope of sending four members to the academy in the fall.
- We have five members off on intermittent FMLA, two out on FMLA with six in the near future, one out on short term disability, and one out on long term disability.
- We are in the process of replacing the Assistant and Deputy Fire Marshal positions.
- Asked the Board to extend the light duty assignment for an employee by twelve weeks. This individual has been out on PTSD and returned to light duty. Additional time is needed to evaluate if this member is ready to return to the front line.

After a brief discussion the following motion was made.



Motion: To extend the light duty assignment for the employee in question by twelve weeks.
Made By: Muller
Seconded By: Ross
Action: PASSED unanimously

Boardmember Norton shared that in regards to recruiting, at the CPSE Conference they talked about developing relationships with the school districts and talking with graduates to consider a career in fire service. HRM Edin shared that MSO Songhurst has mentioned that she would like to promote fire careers in the schools.

Fire Prevention Report: Deputy Chief Maloney shared that we are in the process of planning our first cert class in two years for early fall 2022. We are partnering with the city as well as a neighboring district.

Finance Report: Finance Director McInnis Reported the following:

- Recapped the Quarter one 2022 Funds and Budget Report included in tonight's packet.
- Quarter one COVID damages report under the Public Assistance Program has been submitted in the amount of \$92k. FEMA has extended this program under the one hundred percent funding model to July 1, 2022, however the parameters are getting tighter so this may be the last of this funding.
- The COVID uninsured patient reimbursement program through the Cares Act has ended as of April 5, 2022.

Legal Counsel Report: Nikki Thompson introduced herself to the Board and Staff. She stated she has been working on and off alongside District Attorney Grant Weed on work for Marysville Fire District over the last couple of years. Grant has been integrating her more into our work in the last few months as he approaches retirement.

Local 3219 Union Report: Local President Dean Shelton was absent from the meeting.

OLD BUSINESS

None

NEW BUSINESS

Agenda Bill: MFD Resolution 2022-004 "Adopting Marysville Fire District Position Job Description for Facilities Maintenance Technician"

HRM Edin shared that this is a resolution adopting the job description for the new Facilities Maintenance Technician approved in the 2022 budget.

Motion: To approve Resolution 2022-004 "Adopting Marysville Fire District Position Job Description for Facilities Maintenance Technician"
Made By: Ross
Seconded By: King
Action: PASSED unanimously

Agenda Bill: MFD Resolution 2022-005 "Electronic Signatures and Remote Authorization"



DC Neuhoff shared that the intent of this resolution is to facilitate the occasional need for remote signing of accounts payable and payroll certifications, meeting the County's requirement to have a policy in place allowing for electronic signatures.

Motion: To approve Resolution 2022-005 and Policy #6009 "Authorizing the use of Electronic Signature and Remote Authorization in the Conduct of District Business"
Made By: Ross
Seconded By: Muller
Action: PASSED unanimously

Proclamation: Declaring May 15-31, 2022 Emergency Medical Services Week
Chief McFalls read the proclamation declaring May 15-31, 2022 Emergency Medical Services Week and asked for a motion to approve said proclamation.

Motion: To Declare May 15-31, 2022, as Emergency Medical Services Week
Made By: Muller
Seconded By: Ross
Action: PASSED unanimously

IT Services: DC Neuhoff shared that next month we will be bringing a job description and salary range for the new IT Services position for board approval so we are ready when that time comes.

CALL ON BOARD

McFalls – He and HRM Edin will be at the Labor Relations Conference during the May 4, 2022 Planning Workshop and Commissioner Ross will be attending Fire Ops in Richland.

McInnis – Nothing more to report.

Cole – Nothing more to report.

Maloney – Nothing more to report.

Neuhoff – Thanked the Board for approving the maintenance technician job description and the electronic signatures.

Edin – Nothing more to report.

Thompson – Will report in executive session.

DeSanctis – Asked the Board to confirm if they would like to attend the Chelan Conference in June. Finance Director McInnis informed the board that we will likely go over the budgeted line items for board travel and registration, but it can be amended or adjusted from other unspent line items if needed.

King – Saddened by the passing of Dave Ronning. Asked DC Neuhoff about the status of the radio installations. DC Neuhoff shared we have just a few units left due to antenna supply issues.

Muller – Glad to bring on electronic signatures. Looking forward to moving forward on the Station 61 project.

Norton – Nothing more to report.

Ross – Thanked Chiefs and staff for the efforts and behind the scenes work to make each meeting run smoothly.



Christoffersen – Great meeting tonight appreciates everyone’s participation and input.

Stevens – Suggested considering having our hybrid meetings at City Hall rather than wait for microphones at Station 62. Chief McFalls will reach out to Gloria Hirashima regarding booking the Council Chamber.

EXECUTIVE SESSION

Chairperson Stevens called for a 20 minute executive session at 7:26 pm to discuss the following:

- Pending Litigation Pursuant RCW 42.30.110(1)(i),
- Collective Bargaining Agreements Pursuant RCW 42.30.140(4)(a)
- Review the Performance of a Public Employee Pursuant RCW 42.30.110(1)(g)

We will return to open public meeting at 7:46 pm.

Chairperson Stevens called for a 20 minute extension at 7:46 pm to return at 8:06 pm.

Chairperson Stevens called for a 20 minute extension at 8:07 pm to return at 8:27 pm.

Chairperson Stevens called for a 5 minute extension at 8:27 pm to return at 8:32 pm.

RECONVENE

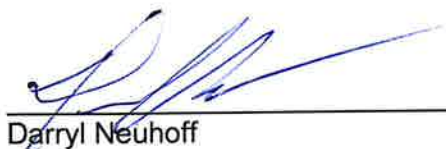
The open public meeting reconvened at 8:33 pm

Chairperson Stevens called for a motion to adjourn.

Motion: To adjourn tonight’s meeting
Made By: Ross
Seconded By: Norton
Action: PASSED unanimously

ADJOURNMENT

With no further action required, the April 20, 2022 regular meeting adjourned at 8:36 pm.



Darryl Neuhoff
District Secretary



Date approved





Fire Prevention Report

Prepared by: Thomas Maloney, Deputy Chief/Fire Marshal
April 20, 2022

- The total fire loss for 2022:
We've had 7 fire incidents investigated so far in 2022. The total estimated property pre-fire value is over \$36.8 million, with an estimated fire loss of over \$324,000.
- The updated fire code has been submitted to the city's legal department for review and we should be on the agenda prior to June.
- We hosted a fire plans review class last month that had over 35 attendees. We had two members attend (DFM McGhee and Merkley).
- Our Fire Prevention Division was awarded a \$500 stipend from the Home Fire Sprinkler Coalition and State Farm to increase awareness about the dangers of home fires and the life-saving benefits of home fire sprinklers. We will use the money for education during Home Fire Sprinkler Week May 15-21.
- Our printed newsletter is finished and is expected to be mailed to residents by the end of April. We are partnering with Litho Craft out of Lynnwood to handle printing.
- We partnered with Snohomish Health District to record a video focused on having a home fire escape plan. The video will be published in the coming weeks on the Health District's social media channels.
- We are working with the Red Cross to target Seven Lakes Mobile Home Park in the Lakewood area for smoke alarm installations. The install campaign has now been pushed back to likely June/July.
- We are looking forward to participating in Marysville's annual Touch A Truck event May 21 at Asbery Field. We'll have an educational booth as well as three fire apparatus.
- Our Facebook audience is up to 5,312 followers. Our Twitter audience is also up to 2,662 followers. We have 463 followers on Instagram. We currently reach 17,716 households on Nextdoor.

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

Marysville Fire District 2022 Fire Incident Totals										
Month	Total Investigations	Accidental	Incendiary	Undetermined	Residential	Commercial	Vehicle	Other	Total Property Value	Total Fire Loss
January	0	0	0	0	0	0	0	0	\$ -	\$ -
February	5	3	1	1	2	1	2	0	\$ 36,325,109.00	\$ 286,322.00
March	2	1	0	1	1	0	1	0	\$ 521,292.00	\$ 38,000.00
April										
May										
June										
July										
August										
September										
October										
November										
December										
Totals	7	4	1	2	3	1	3	0	\$ 36,846,401.00	\$ 324,322.00

