

**MARYSVILLE FIRE DISTRICT**  
**BOARD OF DIRECTORS SPECIAL MEETING**  
**May 18, 2022 – 6 pm**  
**Hybrid City Hall / Virtual Via Zoom**

**CALL TO ORDER**

Chairperson Stevens called the meeting to order at 6:01 pm.

**The following were in attendance:**

**Board of Directors:**

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Steve Muller	Participant ID 456764
Tom King	
Michael Stevens	
Kamille Norton	
Rick Ross	
Tonya Christoffersen	Participant ID 500025

**Staff Members:**

Jeff Cole, Deputy Chief  
Darryl Neuhoff, Deputy Chief  
Tom Maloney, Deputy Chief  
Chelsie McInnis, Finance Director  
Steve Edin, Human Resource Manager  
Dean Shelton, Local 3219 President  
Josh Farnes, Fleet and Facilities Lead  
Paula DeSanctis, Board Secretary

**Guests:**

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Grant Weed, District Attorney

**EXECUTIVE SESSION**

Chairperson Stevens called for a 10 minute executive session at 6:05 pm to review the performance of a public employee pursuant RCW 42.30.110(1)(g) to return at 6:15 pm.

Chairperson Stevens called for a 10 minute extension at 6:15 pm to return at 6:25 pm.

Chairperson Stevens called for a 5 minute extension at 6:25 pm to return at 6:30 pm.

Chairperson Stevens called for a 5 minute extension at 6:30 pm to return at 6:35 pm.

**RECONVENE**

The open public meeting reconvened at 6:35 pm

Chairperson Stevens called for a motion to appoint Deputy Chief Neuhoff as the Acting Chief of the Marysville Fire District.

<b>Motion:</b>	To appoint Deputy Chief Neuhoff as the Acting Chief of the Marysville Fire District
<b>Made By:</b>	Norton
<b>Seconded By:</b>	Ross
<b>Action:</b>	PASSED unanimously



Chairperson Stevens called to amend the agenda to add Resolution 2022-006 "Authorizing the Establishment of Funds and the Appointment of Personnel" with the correction of changing all Interim Chief language to Acting Chief.

**Motion:** To approve the amendment of tonight's agenda adding Resolution 2022-006 with said corrections.  
**Made By:** Norton  
**Seconded By:** Ross  
**Action:** PASSED unanimously

District Attorney Grant Weed identified the sections of Resolution 2022-006 needing corrections.

**Motion:** To adopt MFD Resolution 2022-006 "Authorizing the Establishing of Funds and the Appointment of Personnel" with said corrections.  
**Made By:** Ross  
**Seconded By:** Norton  
**Action:** PASSED unanimously

### ***PUBLIC COMMENT***

Chairperson Stevens asked if for public comment with none given.

### ***MFD CONSENT AGENDA***

- A. Approve minutes of the April 20, 2022, Regular Meeting
- B. Approve minutes of the April 27, 2022, Finance Committee Meeting
- C. Approve minutes of the May 4, 2022, Planning Committee Workshop
- D. Approve minutes of the May 9, 2022, Special Meeting
- E. Approve minutes of the May 12, 2022, Special Meeting
- F. Approve minutes of the May 17, 2022, Special Meeting
- G. Approve April 2022 Financial Statements
- H. Approval of May Claims and Payroll:
  - i. MFD Expense Fund  
Voucher Numbers 220503001-thru-220503057 \$ 324,681.72
  - ii. Capital Fund  
Voucher Numbers 220501001-thru-220501002 \$ 15,815.96
  - iii. Apparatus Fund  
Voucher Numbers 220502001-thru-220502003 \$ 6,679.78
  - iv. MFD Payroll (excluding benefits) \$ 1,256,420.05

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

### ***INFORMATION ITEMS***

**Communications:** Nothing to report.

### ***COMMITTEE REPORTS***

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



Month	Charity	Collections	Bankruptcy	Refunds
May	4,631.92	33,468.39	0.00	0.00

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

**Planning Committee:** Acting Chief Neuhoff shared that the architects are working on the requested additional information regarding long term payback on the various costs on a one story vs two story facility. They will provide their findings at the June 1, 2022 Planning Committee meeting. Neuhoff stated the one story building still seems to be the less expensive option.

**Personnel Committee:** Human Resource Manager Steve Edin informed the Committee that we will need to schedule a meeting for interviews of the entry level candidates. The Committee scheduled to meet the morning of June 6, 2022, 8 am at the Administration Office.

**Finance Committee:** Finance Director Chelsie McInnis shared that the Finance Committee met on April 27, 2022, to review the 2021 Annual Financial Report as well as quarter one financial trends and financial planning priorities that we will be focusing on for the next few months. The next Finance Committee meeting will be in July to review second quarter trends and an updated financial planning model.

**STAFF BUSINESS**

**Fire Chief Report:** None

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

- We continue to see an increase in calls which are up 14%. We also see an increase in our mutual aid both given and received. Deputy Chief Cole will monitor this to be sure that the aid given is somewhat level to the aid received and will have a report next month.
- We have two new lateral firefighters that will start May 23, 2022.
- We are losing two paramedics to North County Regional Fire Authority.
- Seven of our rescue swimmers completed swift water training last week.
- Thanked everyone who attended the CRP Educational Presentation by Captain Nicole Picknell down at South County Fire.

**Overtime Report:**

April 2021	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 118,079.56	1,663.25	2,118.25
Part time			
<b>Month Total</b>	<b>\$ 118,079.56</b>	<b>\$ 1,663.25</b>	<b>\$ 2,118.25</b>
YTD Totals	\$ 695,243.30	\$ 10,244.22	\$ 7,721.58

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

- We have five employees off on intermittent FMLA, four on long-term disability, and four on short-term disability.

- We are in the middle of entry level testing. 29 candidates took the written test on Monday, interviewed 16 candidates today, and 15 are taking the practical test tomorrow.
- We have a new mechanic starting on June 1, 2022. We will be holding interviews for the new Facilities Tech soon and we are prepping for Assistant Fire Marshal and Deputy Fire Marshal interviews.

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

- Fire code will be brought to Counsel in late summer after being vetted and approved by legal.

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

- Our focus in May has been to finish the 2021 Financial Report due May 30, 2022.
- GEMT reporting will begin in June for the previous period.

**Legal Counsel Report:** District Attorney Grant Weed reported that Governor Inslee has rescinded Proclamation 20-28 requiring virtual meetings. Starting June 1, 2022, we will be operating under the Open Public Meetings Act. Legislature has made the amendment that virtual meetings are encouraged but not required, with the exception being for disabled attendees who cannot physically attend.

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

- Attended the annual Fire Ops Event in Richland with Commissioner Rick Ross. Big thank you to Jason Tucker and Dan Schwartz for their part.
- Reese Williams has been appointed to serve on the IAFF EMS Committee representing the Seventh District.
- Accompanied several Boardmembers to the Community Resource Paramedic (CRP) Program Presentation at South County Fire.
- Had a great Command Staff meeting. A very well thought out brainstorming on reorganization and restructure.
- We continue to see fast turn over in our part-time program. It is time for our organization to progress and move forward and phase it out.
- Respectfully asked the Board for a clear communication on a transition plan as the organization moves forward.

**Facilities – Long Term Plan:** Acting Chief Neuhoff shared in response to the Board's, question as to what should be our first focus, the outlying stations or the headquarters station. AC Neuhoff stated these are two different parallel tracks and we will deal with them as they arise. One does not take precedence over the other. The stations need work, we have also discussed and are in the process of possible relocation of those stations to best serve the district. As that work is being done we continue to move forward with our current project of working with architects on Station 61/Admin.

Commissioner Ross asked for a study on call volume by area that links to the plan of construction. AC Neuhoff stated that is part of the current accreditation process, determining where our liabilities and risks are, where our growth will take place to determine station locations for call volume today and future impacts base on zoning laws.

Ross asked for a call volume report to be presented at the next Planning Committee meeting.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **Agenda Bill: Professional Services Agreement Reign Center for Psychological Wellness**

Human Resource Manager Edin shared that this Professional Service Contract with Dr. Crampton replaces Dr. Murphy in supporting our Peer Support Team.

**Motion:** To authorize the Fire Chief to sign the agreement between Marysville Fire District and Reign Center for Psychological Wellness for consultant services.  
**Made By:** Ross  
**Seconded By:** Norton  
**Action:** PASSED unanimously

### **2021 SAO Annual Financial Report**

Finance Director Chelsie McInnis gave a brief review of the 2021 Annual Financial Report before asking a motion for approval.

**Motion:** To approve the SAO 2021 Annual Financial Report as presented.  
**Made By:** Ross  
**Seconded By:** Norton  
**Action:** PASSED unanimously

### **2021 Annual Report**

The 2021 Annual Report was distributed to all Boardmembers last month for review. Tonight we are asking for a motion to approve.

**Motion:** To approve the 2021 Annual Report  
**Made By:** Ross  
**Seconded By:** King  
**Action:** PASSED unanimously

## **CALL ON BOARD**

**McInnis** – Nothing more to report.

**Cole** – Nothing more to report.

**Maloney** – Shared that he was appointed to the Commission for Credentialing.

**Neuhoff** – Thanked the board for the opportunity and trust as we move forward. Stated he will lead by “Mr. and Mrs. Smith always come first.”

**Farnes** – Nothing to report.

**Edin** – Nothing more to report.

**Weed** – Nothing more to report.

**DeSanctis** – Nothing to report.

**King** – Good luck AC Neuhoff. Enjoyed the CRP Presentation by Captain Picknell. We have a need for and am in full support of a CRP program here in Marysville. Attended the May Sno Isle Commissioner Meeting where they discussed the upcoming wild land fire season.

**Muller** – Thanked AC Neuhoff for stepping up. Thanked staff for the 2021 Annual Report and everything they do.



**Norton** – Congratulated DC Maloney on his appointment. Appreciates attending the CRP Presentation at South County Fire. Thanked AC Neuhoff for his commitment to this department and community.

**Ross** – Congratulated DC Maloney. Thanked President Shelton for his part in Fire Ops. Gave a Special thank you to Captain Jason Tucker and MSO Schwartz for helping him through Fire Ops. Thanked AC Neuhoff for taking us to the next level.

**Stevens** – Very pleased that Fire Ops is back in operation. Thanked AC Neuhoff for taking the opportunity to move us forward. Asked for a briefing on the Command Staff meeting last month.

***EXECUTIVE SESSION***

Chairperson Stevens called for a 15 minute executive session at 7:40 pm to discuss the following:

- Review the Performance of a Public Employee Pursuant RCW 42.30.110(1)(g)

We will return to open public meeting at 7:55 pm.

Chairperson Stevens called for a 15 minute extension at 7:55 pm to return at 8:10 pm.

Chairperson Stevens called for a 5 minute extension at 8:10 pm to return at 8:15 pm.

Chairperson Stevens called for a 5 minute extension at 8:15 pm to return at 8:20 pm.

Chairperson Stevens called for a 5 minute extension at 8:20 pm to return at 8:25 pm.

Chairperson Stevens called for a 5 minute extension at 8:25 pm to return at 8:30 pm.

***RECONVENE***

The open public meeting reconvened at 8:30 pm.

Chairperson Stevens called for a motion to adjourn.

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

***ADJOURNMENT***

With no further action required, the May 18, 2022 regular meeting adjourned at 8:35 pm.

  
Darryl Neuhoff  
Acting Chief

  
Date approved





## Fire Prevention Report

Prepared by: Thomas Maloney, Deputy Chief/Fire Marshal  
May 18, 2022

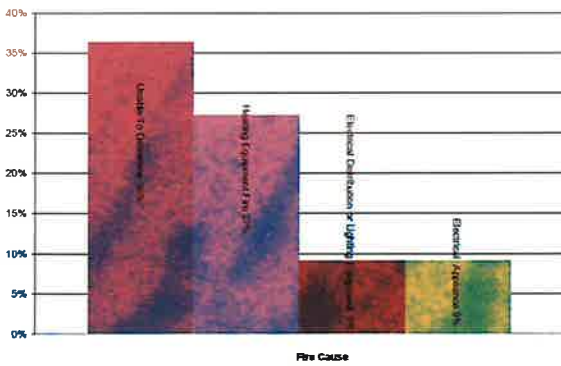
- The total fire loss for 2022:  
We've had 11 fire incidents investigated so far in 2022. The total estimated property pre-fire value is over \$42.4 million, with an estimated fire loss of over \$648,000.
- The updated fire code will be coming to the June meeting for council. It is my hope to have discussion on the proposed changes prior to the June council workshop to discuss any concerns of the proposed changes.
- PIO Veley successfully completed her Advanced Public Information Class hosted by FEMA. This was a weeklong class that was held virtually and required a lot of participation as well as a tabletop exercise that required the use of an EOC.
- We are working through modules one and two of the standard of cover document. I believe I have secured GIS and Data analysis assistance.
- Our newsletter has been successfully mailed and we are getting some good reviews on what was developed. A special thank you to Christie for making it happen too as there were several variations before the final was picked.
- We are participating in several upcoming events, including the Marysville School District's MLK Cultural Festival and the YMCA's Water Safety Day (both events May 14), where members of our Rescue Swimmer Team will display their equipment to members of the community. We will also hold our first in-person classroom visit since the pandemic and a visit to a Cub Scouts group in the coming weeks.
- 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 and will be promoting fire sprinklers as a result of our \$500 stipend from the Home Fire Sprinkler Coalition.
- We conducted another two child car seat inspections this month. Because we are so active in the Safe Kids car seat program, we will be equipped with a mini Ipad from the WA Child Passenger Safety program to conduct car seat checks using digital forms.
- Our Facebook audience is up to 5,369 followers. Our Twitter audience is also up to 2,683 followers. We have 491 followers on Instagram. We currently reach 17,905 households on Nextdoor.

**Public Education** – We have resumed in-person public education with precautions and will share outreach statistics again next month.

**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	4	2	0	2	4	0	0	0	\$ 5,588,093.00	\$ 324,483.00
May										
June										
July										
August										
September										
October										
November										
December										
<b>Totals</b>	<b>11</b>	<b>6</b>	<b>1</b>	<b>4</b>	<b>7</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>\$ 42,434,494.00</b>	<b>\$ 648,805.00</b>

Marysville Fire District Fire Causes Ending April 30, 2022



Fire Dollar Loss

