

MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING
June 15, 2022 – 6 pm
Hybrid City Hall / Virtual Via Zoom

CALL TO ORDER

Chairperson Stevens called the meeting to order and led the flag salute at 6:01 pm.

The following were in attendance:

Board of Directors:

Michael Stevens
Steve Muller
Kamille Norton
Tom King
Rick Ross
Tonya Christoffersen

Staff Members:

Darryl Neuhoff, Deputy Chief
Jeff Cole, 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:

Grant Weed, District Attorney
Nikki Thompson, District Attorney
Noel Treat, District Attorney
Beth McIntyre, WCIA Attorney

PUBLIC COMMENT

Chairperson Stevens asked for public comment with none given.

MFD CONSENT AGENDA

- A. Approve minutes of the May 18, 2022, Regular Meeting
- B. Approve minutes of the June 1, 2022, Planning Committee Workshop
- C. Approve minutes of the June 7, 2022, Special Meeting
- D. Approve May 2022 Financial Statements
- E. Approval of June Claims and Payroll:
 - i. MFD Expense Fund
Voucher Numbers 220603001-thru-220603077 \$ 23,852.10
 - ii. Capital Fund
Voucher Numbers 220602001-thru-220602002 \$ 28,730.06
 - iii. Apparatus Fund
Voucher Numbers 220601001 \$ 82.66
 - iv. MFD Payroll (excluding benefits) \$ 1,510,268.07

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



INFORMATION ITEMS

Communications: Nothing to report.

COMMITTEE REPORTS

EMS Committee: Approval of June EMS account recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
June	4,210.22	27,516.24	0.00	7,695.23

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

Planning Committee: Acting Chief Neuhoff stated he will follow up with the architects on their presentation for the July 6, 2022, Planning Workshop and report back to the Board.

Personnel Committee: HRM Edin shared that the Personnel Committee interviewed eight entry level candidates moving four on in the hiring process. Chairperson Stevens stated that all the entry level candidates were spectacular.

Finance Committee: Finance Director McInnis shared that the planning is underway for the next Finance Committee meeting that is anticipated to be in late July. An email will be sent out to schedule this meeting.

STAFF BUSINESS

Fire Chief Report: Acting Chief Neuhoff reported the following:

- The new mechanic has started and is doing well. He will take the necessary Emergency Vehicle Technician courses as they come available. Mike Davis has started his first month with Marysville Fire. An offer has been sent out to the selected candidate for Facilities Technician.
- We have filled the four attrited positions. We have two paramedic vacancies needing to be filled from our current lateral list.
- We did a walkthrough of the Public Safety Building to develop a basic move in plan. We are looking at a September move in date.
- Chief Maloney is working diligently on our Standards of Cover with the CPSE program to determine Station locations as well as staffing models.
- The HVAC/generator project at Station 65 is underway. Fleet and Facilities Lead, Josh Farnes, shared that the bid was awarded to Legacy Power Systems. The materials have been ordered. We do have an asbestos abatement issue in portions of the ceiling. The scheduled start date is July 1, 2022, with a forty five day completion deadline.
- Staffing issues are being seen across the County. To help with shortages at Sno911, Marysville's primary talk group has moved to Everett's talk group.
- Our domain name change is underway.
- We will be bringing a reorganization proposal to the Personnel Committee before bringing it to the full Board. We are looking at the failure of and costs associated with our part-time program and the process of moving to a full time status.
- The bid opening for painting Station 62 will be June 23, 2022.

Board member King asked for an update on the ladder truck order. Fleet and Facilities Lead Josh Farnes shared that the contract was signed in late February with a 600 day build time. We attended a preconstruction meeting with the engineers in early March. The actual build will not start for another year while they order and wait on all the parts to come in. Updates will be given to the Board after the mid and final inspections have been completed.

Operations Report: Chief Cole reported on the following:

- We have had two significant fires this month, the vacant red barn at 116th Street and another at Liberty Square Apartments. The Crews did a great job on both fires.
- We now have eleven rescue swimmers certified as jet ski/boat operators which will help with water rescues.
- Harborview Paramedic Training Program may possibly have one or two open spots for this falls session. We are establishing a list of interested candidates so we are prepared if that does come available.
- The hospitals are also having staffing issues causing extended wall time for our crews. We are working with hospital administrators as well as other agencies to try and find ways to reduce our out of service times.
- Captain Picknell from South County is researching Community Resource Paramedic Training opportunities and will report back.

Overtime Report:

May 2021	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 265,198.09	3,839.00	2,590.42
Part time			
Month Total	\$ 265,198.09	\$ 3,839.00	\$ 2,590.42
YTD Totals	\$ 960,441.39	\$ 14,083.22	\$ 10,312.00

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

- We have six employees off on intermittent FMLA, two on long term disability and four on short term disability.
- We have six in background checks; the facilities technician, one paramedic and four entry level firefighters. We have two lateral paramedic candidates on our current list that we will be contacting soon.
- We will be conducting Assistant Fire Marshal and Deputy Fire Marshal interviews on June 23, 2022.
- Our next meeting with the Union is on June 22, 2022.
- Asked the Board to extend the current Battalion Chief promotion list for one year.

Motion: To extend the Battalion Chief promotion list until May 12, 2023.
Made By: Muller
Seconded By: Ross
Action: PASSED unanimously

Fire Prevention Report: Deputy Chief Maloney reported the following:

- A meeting is scheduled with Fire Stats for Monday morning.
- We will be holding a retirement party for Assistant Fire Marshal David VanBeek on June 30, 2022, 11:30 am at Station 62. All are welcome.



Finance Report: Finance Director McInnis Reported the following:

- The Annual Report was filed on May 25, 2022 with no issues.
- Our accounts payable Capital Fund will show a refund back to the WA State Health Care Authority which distributes funds for the GEMT program in the amount of \$19,069.86. This is due to an audit of our 2018 settlement. There was an error in how they applied the federal percentages that are applicable to the settled final due to the districts. We will include the total of the refund in our budget amendment later this year.
- Our fourth quarter 2021 Public Assistance Program COVID damages were approved by FEMA and we will receive a check in the next couple of weeks. We are still waiting on our first quarter 2022 damages. We will submit for second quarter 2022 damages beginning of July.
- We have preliminary 2023 property values, Marysville showed a 24.89% appreciation. This will reduce both our Regular and EMS Levy rates for 2023.
- Will be meeting with the Washington State Auditor's office on June 27, 2022, to discuss our upcoming Federal Programs Audit. We are on the schedule for mid to late July. Due to the volume of their audits and staffing issues they may have to split our audit in two sections with our Federal audit in July and August and our accountability audit in the winter.

Boardmember Norton asked what contributed to this month's overtime. Chief Cole stated we have been experiencing historic amounts of FMLA leave combined with being down 21 part-time employees as well as vacant positions, are all driving our overtime numbers up.

Boardmember Muller asked how all the vacancies will affect vacation time and our compliance with the vacation accrual policies. Acting Chief Neuhoff stated we are not cancelling vacations, we are hiring personnel to fill those vacant positions, postponing recruit academies, with our last option being to reduce staffing levels.

Boardmember Norton asked about employee COVID numbers and if we have adjusted the quarantine time. Chief Cole shared that we have seen a decrease in the number of COVID cases but an increase in those with symptoms. The quarantine time has not changed from the seven days.

Commissioner Ross asked if we have addressed the issue of Captains not being able to take vacation because there is not staffing to cover them. Chief Cole shared that employees are not getting additional vacation, but in the initial process, are able to sign up for vacation with hours they earn that year. Finance Director confirmed that we are in compliance with the district policy and the union contract for vacation accruals.

Legal Counsel Report: District Attorney Weed stated this will be his last official Board meeting with Marysville Fire District. Weed stated it has been an honor and privilege to serve the Marysville Fire District, Fire District 12 and previously the City of Marysville. He spoke directly to each staff member expressing his appreciation for the relationship over his time working with them.

Acting Chief Neuhoff thanked Grant for his kind words and shared that it has been an absolute pleasure working with him.

Weed introduced Noel Treat and Nikki Thompson who will be replacing him as district legal counsel.



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

OLD BUSINESS

None

NEW BUSINESS

Agenda Bill: MFD Resolution 2022-007 “Appointment of Personnel Update”

Finance Director Chelsie McInnis stated this is a follow up to the previously approved Appointment of Personnel. This will update our authorized signer list for the ambulance billing account with Key Bank; adding the Finance Director Position.

Motion: To approve MFD Resolution 2022-007 “Authorizing the Establishment of Funds and the Appointment of Personnel Update”
Made By: Norton
Seconded By: Muller
Action: PASSED unanimously

CALL ON BOARD

McInnis – Thanked Grant for his kind words. Stated it has been an absolute pleasure working with him all of these years. We will all miss you greatly; enjoy your retirement. Followed up on the vacation accrual compliance topic, stating that during the FY2019/2020 audit, SAO performed a full audit of the district’s remedy addressing the FY2018 management letter concerning vacation leave balances. SAO noted the district addressed the issue appropriately, demonstrating continued monitoring and management of the program. The issue has been marked as resolved.

Cole – Welcomes Nikki and Noel. Thanked Grant for his years of service to our community.

Maloney – Congratulated Grant on his retirement. It has been a pleasure.

Neuhoff – Welcomed new legal staff. We will be supplying aid cars to have on standby for events at the Strawberry Festival. Chief Cole will be at the command center at the police station throughout the festival.

Farnes – Thanked Grant for his years of service to the district. Welcomed the new legal team.

Edin – Expressed his appreciation to Grant for his wisdom and service.

DeSanctis – Thanked Grant for his kind words and his years of service.

King – Welcomed Nikki and Noel. Thanked Grant for his years of service. Asked Acting Chief Neuhoff if he will be fulfilling Chief McFalls position at the Sno Isle Commissioners meetings. Chief Neuhoff stated another Chief has been appointed to that role.

Muller – Welcomed Nikki and Noel. Told Grant it has been great working with him and to enjoy his retirement.

Norton – Welcomed Nikki and Noel. Told Grant it has been a pleasure working with him and wished him the best in his retirement.

Ross – Welcomed Nikki and Noel. Told Grant it has been a pleasure working with him. Appreciates everything he has contributed.

Christoffersen – Welcomed Nikki and Noel. Congratulated Grant on his retirement.



Stevens – Welcome to Noel and Nikki. Thanked Grant and shared his appreciation for the wisdom he brought to us.

Chairperson Stevens called for a five minute recess at 7:10 pm.

RECONVENE

The open public meeting reconvened at 7:15 pm.

EXECUTIVE SESSION

Chairperson Stevens called for a 30 minute executive session at 7:15 pm to discuss the following:

- Performance of a Public Employee Pursuant RCW 42.30.110(1)(g)
- Collective Bargaining Pursuant RCW 42.30.140(4)(a)
- Potential Litigation Pursuant RCW 42.30.110(1)(i)

We will return to open public meeting at 7:45 pm.

Chairperson Stevens called for a 20 minute extension at 7:45 pm to return at 8:05 pm.

Chairperson Stevens called for a 10 minute extension at 8:05 pm to return at 8:15 pm.

Chairperson Stevens called for a 10 minute extension at 8:15 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 from the Board.

Motion: To approve the Acting Chief salary as discussed in executive session effective immediately.

Made By: Ross

Seconded By: Muller

Action: PASSED unanimously

Motion: To amend tonight's agenda to add a second executive session to discuss potential litigation pursuant RCW 42.30.110(1)(i)

Made By: Muller

Seconded By: Ross

Action: PASSED unanimously

Chairperson Stevens called for a five minute executive session at 8:35 pm to discuss Potential litigation pursuant RCW 42.30.110(1)(i) to return at 8:40 pm.

RECONVENE

The open public meeting reconvened at 8:40 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 June 15, 2022 regular meeting adjourned at 8:41 pm.



Darryl Neuhoff
Acting Chief

7/20/22

Date approved





Fire Prevention Report

Prepared by: Thomas Maloney, Deputy Chief/Fire Marshal
June 15, 2022

- The total fire loss for 2022:
We've had 12 fire incidents investigated so far in 2022. The total estimated property pre-fire value is over \$43 million, with an estimated fire loss of over \$722,000.
- We sent the requested information to FireStats for moving forward with Standards of Cover document. After we add all of the planning zones we will be able to create the risk assessment that will allow us to complete the remaining modules.
- We are working with the city to provide information for the Fourth of July.
- We will be conducting interviews for the AFM position on June 23.
- Our public education efforts are very busy again, for the first time since the pandemic began. We've made a couple of preschool visits, talked to a Cub Scouts group, participated in two career fairs and several other community events. Our calendar is quickly filling with public education activities. Our ladder truck will lead the upcoming Strawberry Festival parade.
- Touch a Truck was a great success, with attendance estimated at 5,000. We had a booth where we interacted with hundreds of families. Kids were also able to tour an engine, the parade truck and an ambulance.
- We are partnering with the City of Marysville to implement a CERT class this fall at Station 62.
- D-shift at Station 63 is spearheading a High Five Fridays campaign that we hope to spread to other shifts and stations. The station selected Shoultes Elementary to visit periodically just before the start of school. Firefighters hand out stickers and talk to students to make a positive impression and share safety messaging.
- We are once again partnering with the City of Marysville communications team and multiple Snohomish County fire agencies for our fireworks education campaign. In addition to social media messaging we will be utilizing the media, school reader boards and Public Works reader boards to discourage fireworks use.
- We carried out successful campaigns for both EMS Week and Home Fire Sprinkler Week, which were both May 15-21. We used money from a National Fire Sprinkler Coalition Stipend to support our fire sprinkler messaging.
- With the supplement of an iPad Mini, provided by Washington State's Child Passenger Safety program, we will be moving to digital car seat check forms over the summer. Our program has been busy, with four free car seats recently given to families in need and two car seat inspections.
- Our Facebook audience is up to 5,477 followers. Our Twitter audience is also up to 2,723 followers. We have 530 followers on Instagram. We currently reach 18,128



households on Nextdoor. Our social media post on firefighters rescuing a family of ducks from a storm drain has gone viral and reached closed to 390,000 people, our most popular social media post ever.

Public Education – We have resumed in-person public education with precautions. Fire stations remain closed to the public.

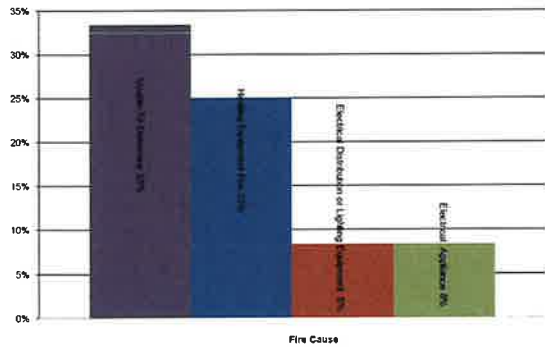
Estimated Number of Public Education Attendees

Program	Current Month	2022
Preschool Program	140	140
Elementary Age (K-5)	50	50
Middle/High School	200	200
Station Tours	0	0
Smoke Alarm Installations	0	10
Youth Fire-Setter Interventions	0	0
Helmet Fittings	5	5
Public Events	3500	3500
Car Seat Installs	2	10
Older Adult Fire/Fall Prevention	0	0
Parent Education	0	0
Fire Extinguisher Training	0	0

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	1	1	0	0	1	0	0	0	\$ 751,971.00	\$ 74,123.00
June										
July										
August										
September										
October										
November										
December										
Totals	12	7	1	4	8	1	3	0	\$ 43,186,465.00	\$ 722,928.00

Marysville Fire District Fire Causes Ending May 31, 2022



Fire Dollar Loss

