

**MARYSVILLE FIRE DISTRICT**  
**BOARD OF DIRECTORS SPECIAL MEETING**  
**July 20, 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 6:00 pm.

**The following were in attendance:**

**Board of Directors:**

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Michael Stevens  
Steve Muller  
Kamille Norton  
Tom King  
Rick Ross

**Staff Members:**

Darryl Neuhoff, Deputy Chief  
Jeff Cole, Deputy Chief  
Tom Maloney, Deputy Chief  
Chelsie McInnis, Finance Director  
Steve Edin, Human Resource Manager  
Dean Shelton, MSA, Local President  
Paula DeSanctis, Board Secretary

**Guests:**

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Noel Treat, District Attorney

**PUBLIC COMMENT**

Chairperson Stevens asked for public comment with none given.

**MFD CONSENT AGENDA**

- A. Approve minutes of the June 15, 2022, Regular Meeting
- B. Approve minutes of the June 23, 2022, Special Meeting
- C. Approve minutes of the July 6, 2022, Planning Committee Workshop
- D. Approve June 2022 Financial Statements
- E. Approval of July Claims and Payroll:
  - i. MFD Expense Fund  
Voucher Numbers 220703001-thru-220703090 \$ 453,214.49
  - ii. Capital Fund  
Voucher Numbers 220702001 \$ 385.00
  - iii. Apparatus Fund  
Voucher Numbers 220701001-thru-220701004 \$ 8,031.60
  - iv. MFD Payroll (excluding benefits) \$ 1,483,452.75

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

**INFORMATION ITEMS**

**Communications:** Acting Chief Neuhoff reported that the contract termination letter has been sent to CPSE.

**COMMITTEE REPORTS**

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

Month	Charity	Collections	Bankruptcy	Refunds
July	4,586.33	19,790.33	0.00	144.00

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

**Planning Committee:** Acting Chief Neuhoff stated there is nothing to report. It is possible that there will not be a need to hold the August 3, 2022 Planning Committee Meeting.

**Personnel Committee:** The Personnel Committee met this morning and interviewed seven. Commissioner Ross thanked HRM Edin and staff for the high quality of candidates interviewed.

**Finance Committee:** Finance Director McInnis stated that the Finance Committee will meet on July 26, 2022, 9 am, at Station 62 to discuss second quarter trends, updating financial planning modeling and the timing of the EMS Levy.

**STAFF BUSINESS**

**Fire Chief Report: Acting Chief Neuhoff reported the following:**

- Our Facilities Tech will start on August 1, 2022. We will have him start coordinating the Station 61 modifications project right away. The building should be empty by the end of the month.
- COVID is still having an impact on our personnel. The spike in positive cases has begun to level off.
- Our hospital wall times are still up. The DMCC/emergency network, has been activated. This process includes the crews calling in for a determination on which hospital to transport to.
- We have reached out to several companies regarding a Fire Chief executive search. We will bring proposals to the Board for review once received.
- A solicitation has been posted for the Operations Chief position.
- We will be scheduling an All Hands Meeting in the near future.
- One member was selected to take the prerequisite class to attend Harborview Medic Training. Two lateral paramedics have been moved forward in the hiring process.
- The Station 65 NVAC/generator project is underway.

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

- Our response time have been below average. Our call volume has stayed consistent with last year. We are on track for about 15k call for the year.
- We conducted Driver Operator testing over the past three days involving written, practical, and interviews of eight candidates. Thanked Jason Tucker, Aaron Soper, Darren Green and all the evaluators who helped throughout the process. The eight will be acting drivers.

- Our technical rescue rig was deployed yesterday with Tulalip Bay Fire. There was a vehicle that went over a 100 foot embankment. We assisted in the removal of the driver and rescue of a dog. We received great reports on our crews for their work and professionalism.
- We are down to six of the thirty part-time firefighters needed with two more interviewing with other agencies; leaving us with four.
- We have seen a rise in COVID cases amongst the line personnel. We have seen thirteen positives in the last three weeks. It has started to level off.

**Overtime Report:**

June 2021	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 174,838.32	2,540.00	1,974.75
Part time			
<b>Month Total</b>	<b>\$ 174,838.32</b>	<b>\$ 2,540.00</b>	<b>\$ 1,974.75</b>
YTD Totals	\$ 1,135,279.71	\$ 16,623.22	\$ 12,286.75

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

- We have four employees out on intermittent FMLA, four out on short term disability, and one out on long term disability.
- We have four entry level firefighters in the background process who should be ready to start work on August 1, 2022. We have two lateral paramedics in the background check as well with one internal member attending school for paramedic training. We interviewed today for entry level firefighter and have three moving on in the hiring process.

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

- We had a device explode on July 7, 2022. FBI and ATF are working with MPD on the case.
- Last Saturday we had an arson fire downtown.
- Carl's Jr. was shut down for a few days due to a hood mishap.
- Our fireworks incidents were up from the last couple of years.
- The draft of the station location study has been delayed due to Paul Rottenberg and his team being out of the office.
- Home Depot donated 100 smoke detectors to Marysville Fire District.

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

- Reviewed the Second Quarter Budget and Funds Report. Revenue collections are on track. We have 57% of our operating budget remaining, 84% of our apparatus fund, and 93% of our capital/reserve fund. Our operating expense budget has 57% remaining.
- We submitted quarter two COVID damages under the FEMA Public Assistance Program in the amount of \$11k. Damages are submitted to the Washington State Military Department for initial review then to FEMA Desk review. As of July 1, 2022, funding will be reduced to 90% federal funding.
- Our GEMT cost reporting period has opened. We are collecting data for state fiscal year 2022, which will be submitted to PCG by the August 12, 2022 deadline. PCG will then prepare the cost report for submittal to WA State HCA by November 2022. We are expecting another interim settlement in April 2023.
- 2023 Budgeting has started. All those with budget authority have been given a request deadline of August 26, 2022. We are working on payroll budget as well as revenue



projections for next year. We will have a preliminary review with the Finance Committee in mid to late September followed by the Budget Workshop in late October with final certification and adoption at the November board meeting.

- Our performance period for the FEMA AFG SCBA equipment grant has ended. We will now transfer Fire 17 their share of the equipment purchased through the grant.
- Our 2021 Federal and Financial audit is underway. The initial data request has been filled. SAO is creating their work plan and will be contacting Board chair Stevens to complete the risk assessment soon. We will be holding the entrance conference at the upcoming August 17, 2022 board meeting.

**Legal Counsel Report:** District Attorney Noel Treat had nothing to report.

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

- Shared that labor management meetings will be scheduled soon.
- Reiterated that the part-time program is still problematic with staffing issues.
- Contract negotiations have begun and are close to an agreement.
- Asked the Board for timeline communication be given out to all members on all District business such as, Chief search, station remodels, and new hires.
- Offered his assistance in the Chief search through his professional and personal connections.
- Thanked the Board for the opportunities they have brought forward for our members to advance their careers within the organization.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **Agenda Bill: Facilities Maintenance Technician Job Description**

HRM Edin shared that an amendment has been made to the Facilities Maintenance Technician job description to reference RCW 52.12 stating District can only provide maintenance service in conjunction with their authority as a District.

**Motion:** To approve MFD Amended Position Job Description for Facilities Maintenance Technician

**Made By:** Norton

**Seconded By:** Ross

**Action:** PASSED unanimously

### **Agenda Bill: Rescue Tool Bid Award**

Interim Chief Neuhoff share that we went out for a rescue tool bid award authorized through the budgetary process. The bids came back over the allotted budget for the two tools. At this time we will award the bid and potentially purchase one of the tools. At a later time, we may come back to the Board and request authorization to exceed that budgetary line item to purchase the second tool.

**Motion:** To award the Rescue Tool bid to West Coast Fire and Rescue as submitted with the intention to purchase at a later date if deemed appropriate

**Made By:** Norton



**Seconded By:** Ross  
**Action:** PASSED unanimously

**Station 62 Painting Project:**

Interim Chief Neuhoff advised the board that we went out to bid for the Station 62 Painting Project. We received several bids with the low bid coming in under the bidding threshold. We have initiated a contract and the project is underway.

**Agenda Bill: MFD Policy #4135 – Lock Box Rapid Entry**

Deputy Chief reported that to better secure properties through our community we are transitioning out all of our old lock boxes and mechanical keys for commercial properties to a new EKey (electronic key). This policy defines the framework for that program.

**Motion:** To approve MFD Policy #4135 – Lock Box Rapid Entry Systems  
**Made By:** Muller  
**Seconded By:** King  
**Action:** PASSED unanimously

**Agenda Bill: Reclassification of Deputy Chief of Support to Administrative Services**

HRM shared that this is simply to amend the job title to reflect actual job functions.

**Motion:** To approve the reclassification of the Deputy Chief of Support Services position to Deputy Chief of Administration Services  
**Made By:** Norton  
**Seconded By:** Ross  
**Action:** PASSED unanimously

**Agenda Bill: Reclassification of Fleet and Facilities Lead to Supervisor**

HRM Edin shared that with additional staff and increased responsibilities assigned to the Fleet and Facilities Lead position, it is the staff recommendation to reclassify the position title to Supervisor with a pay increase.

**Motion:** To approve the reclassification of the Fleet and Facilities Lead position to Fleet and Facilities Supervisor with new salary  
**Made By:** Muller  
**Seconded By:** Ross  
**Action:** PASSED unanimously

**Fire Chief Search/Hire**

HRM Edin stated he has researched recruiting agencies and brought three options for the Board to consider; Ergo Metrics, DMP Consultants, and Government HR USA. Boardmember Muller shared that he has made contact with couple different companies, Emergency Service Consulting International, Peckman and Associates, and Anderson and Associates. All are available for a Zoom consult. Chief Neuhoff and HRM will contact each company to schedule a Zoom interview with the Personnel Company. Chairperson Stevens stated he would like to consider what the process might look at if we inquire with the US Fire Administrator per President Shelton's suggestion. Interim Chief Neuhoff shared it has been suggested that we limit our search to states with the same or similar labor laws for an easier transition.

## **CALL ON BOARD**

**McInnis** – Nothing more to report.

**Cole** – Nothing more to report.

**Maloney** – Nothing more to report.

**Neuhoff** – Nothing more to report.

**Shelton** – Nothing more to report.

**Edin** – The quarterly vacation balance report has been provided for informational purposes. At the Boards request the Chief tile change from Acting to Interim has been prepared for Board approval.

**Motion:** To approve the Chief tile change from Acting to Interim Chief as proposed.  
**Made By:** Ross  
**Seconded By:** Muller  
**Action:** PASSED unanimously

**DeSanctis** – Nothing to report.

**King** – Attended the Sno Isle Commissioners meeting. The guest speaker was John Erinfall from Seattle Fire where he is the head of the Health One program formed in 2019. South County shared the chaos on the Fourth of July.

**Muller** – Confirm the Finance Committee time and location.

**Norton** – Nothing more to report.

**Ross** – Thanked Edin for the smoothly run interviews. Thanked McInnis for her finance report. Asked Admin to look into a Brush Truck or Wildland Fire Program for Marysville. Interim Chief Neuhoff stated that Marysville Fire District does not participate in state mobilizations, we would be losing money. Our threat level within Marysville does not demand a special task force unit. We can look into additional training towards wildland fires if needed.

**Stevens** – Shared that Chief DeMarco from Everett Fire reached out regarding the potential of Everett Fire joining the RFA. DeMarco is willing to come and talk to the Board when that time comes.

Chairperson Stevens called for a five minute recess at 7:20 pm.

## **RECONVENE**

The open public meeting reconvened at 7:25 pm.

## **EXECUTIVE SESSION**

Chairperson Stevens called for a 15 minute executive session at 7:25 pm to discuss the following:

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

We will return to open public meeting at 7:40 pm.

## **RECONVENE**

The open public meeting reconvened at 7:40 pm.

Chairperson Stevens called for a motion.

**Motion:** To approve Acting Chief Neuhoff to sign the separation agreement as discussed in executive session.  
**Made By:** Ross  
**Seconded By:** Norton  
**Action:** PASSED unanimously


Chairperson Stevens called for a motion to adjourn.

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

### **ADJOURNMENT**

With no further action required, the July 20, 2022 regular meeting adjourned at 7:42 pm.

Chairperson Stevens called for a closed session to discuss the following:  
Collective Bargaining Pursuant RCW 42.30.140(4)(a)

  
\_\_\_\_\_  
Darryl Neuhoff  
Acting Chief

  
\_\_\_\_\_  
Date approved





## Fire Prevention Report

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

- The total fire loss for 2022:  
We've had 15 fire incidents investigated so far in 2022. The total estimated property pre-fire value is over \$45.9 million, with an estimated fire loss of over \$1.2 million.
- We are pleased to announce that Don McGhee was promoted to Assistant Fire Marshal and Susan "Susie" Carver will become the new DFM, she has already successfully passed her Fire Inspector I exam. Susie will start in the office August 1<sup>st</sup>.
- I have include the fireworks report for 2022, we did have an increase in incidents this year.
- We are once again partnering with the Salvation Army and other community organizations to help supply kids in need with supplies for the upcoming school year. Local 3219 firefighters will once again provide free coats for kids.
- We are preparing for National Night Out. We'll host a booth featuring Fire/EMS activities and information and will have an ambulance and fire truck at the event.
- Home Depot generously provided us with approximately 100 10-year smoke alarms for free. These will be distributed to homes in our community.
- Our Facebook audience is up to 5,539 followers. Our Twitter audience is also up to 2,762 followers. We have 554 followers on Instagram. We currently reach 18,302 households on Nextdoor.

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

**Estimated Number of Public Education Attendees**

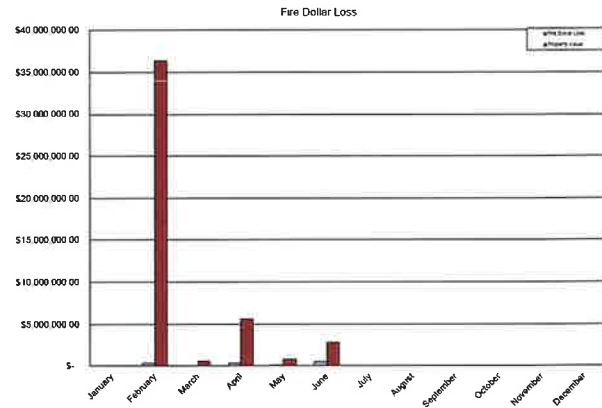
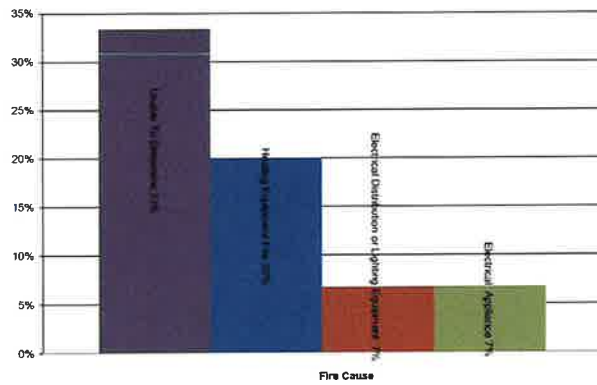
<b>Program</b>	<b>Current Month</b>	<b>2022</b>
Preschool Program	20	160
Elementary Age (K-5)	150	200
Middle/High School	0	200
Station Tours	0	0
Smoke Alarm Installations	0	10
Youth Fire-Setter Interventions	0	0
Helmet Fittings	2	7
Public Events	700	4200
Car Seat Installs	1	11
Older Adult Fire/Fall Prevention	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	3	1	0	2	0	0	0	0	\$ 2,764,319.00	\$ 515,434.00
July										
August										
September										
October										
November										
December										
<b>Totals</b>	<b>15</b>	<b>8</b>	<b>1</b>	<b>6</b>	<b>8</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>\$ 45,950,784.00</b>	<b>\$ 1,238,362.00</b>

Marysville Fire District Fire Causes Ending June 30, 2022



2022 Fireworks Totals					
Number	Date	Incident Number	Address	Disposition	Jurisdiction
1	07/04/22	7734	4404 130th Place NE	Possible structure fire	City
2	07/04/22	7735	10200 Quil Ceda BLVD	Burn to the face	Village
3	07/05/22	7740	15012 43rd Drive NE	Fireworks in a tree	City
4	07/05/22	7753	10100 Block 27th Avenue	Fireworks on fire	Village
5	07/05/22	7756	4602 80th Street NE	Mortar set-off in a vehicle	City
6	07/09/22	7951	7818 34th Place NE	Grass fire	City

Marysville Fire District															
Fireworks Totals 2009 - 2022															
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	Totals
<b>City</b>	27	13	13	13	15	9	29	9	8	0	0	0	0	4	140
<b>District</b>	0	3	0	6	1	2	11	2	4	0	1	0	0	0	30
<b>Village</b>					0	1	2	4	1	4	0	0	1	2	15
Fireworks Injury/Fatality Totals 2009 - 2022															
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	Totals
<b>City</b>	0	0	0	0	1	1	2	2	0	0	1	1	0	0	8
<b>District</b>	0	1	0	3	0	2	1	0	0	0	0	0	0	0	7
<b>Village</b>					0	1	2	3	1	2	1	0	1	1	12