

**AGENDA**  
**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT No. 12**  
**Board of Commissioners Meeting**  
**December 21, 2022 – 5 pm – Station 62/Zoom**

- 1. Call to Order**
- 2. SCFD #12 Consent Agenda**
  - A. Approve minutes of the November 14, 2022, special meeting
  - B. Approve November 2022 Financial Statements
- 3. Old Business**
- 4. New Business**
  - A. 2023 RFA Position
  - B. 2023 Chair/Vice Chair/Committee Assignments
- C. Call on Commissioners**
- D. Adjournment**

To listen to the meeting without providing public comment:

Join Zoom Meeting

<https://us02web.zoom.us/j/82833145841?pwd=T3FJdjZKWWo4MEN4T3Z4MIBHbm5GZz09>

Meeting ID: 828 3314 5841

Passcode: 016238

If you would like to submit a comment or question you may send an email to [fire@mfdrrfa.org](mailto:fire@mfdrrfa.org). All comments received will be distributed to the Board of Directors and will be addressed at the next regular meeting.

**MARYSVILLE FIRE DISTRICT BOARD OF DIRECTORS  
AND  
SNOHOMISH COUNTY FIRE DISTRICT 12  
JOINT SPECIAL MEETING/PUBLIC HEARING  
November 14, 2022 – 5 pm – Civic Campus/Virtual Via Zoom**

**CALL TO ORDER**

Boardmember Norton called the Marysville Fire District meeting to order at 5:10 pm. Chairperson Ross called the Snohomish County Fire District 12 meeting to order at 5:10 pm.

**PUBLIC COMMENT**

Boardmember Norton called for public comment with none given.

**The following were in attendance:**

**Board of Directors:**

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Michael Stevens *arrived at 5:58 pm*  
Steve Muller *arrived at 5:20 pm*  
Tom King  
Kamille Norton  
Rick Ross  
Tonya Christoffersen

**Staff Members:**

Darryl Neuhoff, Interim Chief  
Jeff Cole, Deputy Chief  
Tom Maloney, Deputy Chief  
Chelsie McInnis, Finance Director  
Steve Edin, Human Resource Manager  
Dean Shelton, MSA, Local 3219 President  
Mike Davis, IT Manager  
Paula DeSanctis, Admin Assistant

**Guests:**

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Noel Treat, District Attorney

**MFD CONSENT AGENDA**

- A. Approve minutes of the October 19, 2022, Regular Meeting
- B. Approve minutes of the October 25, 2022, Budget Workshop
- C. Approve minutes of the November 2, 2022, Planning Workshop
- D. Approve October 2022 Financial Statements
- E. Approval of November Claims and Payroll:
  - i. MFD Expense Fund  
Voucher Numbers 221103001-thru-221103155 \$ 233,309.15
  - ii. Capital Reserve Fund  
Voucher Number 221102001-thru-221102003 \$ 439,792.20
  - iii. Apparatus Fund  
Voucher Numbers 221101001 \$ 764.89
  - iv. MFD Payroll (excluding benefits) \$1,278,120.35

**Motion:** To approve the MFD Consent Agenda

**Made By:** Ross

**Seconded By:** King

**Action:** PASSED unanimously

## ***FD12 CONSENT AGENDA***

- A. Approve minutes of the February 16, 2022, Regular Meeting
- B. Approve February 2022 Financial Statements
- C. Approve March 2022 Financial Statements
- D. Approve April 2022 Financial Statements
- E. Approve May 2022 Financial Statements
- F. Approve June 2022 Financial Statements
- G. Approve July 2022 Financial Statements
- H. Approve August 2022 Financial Statements
- I. Approve September 2022 Financial Statements
- J. Approve October 2022 Financial Statements

**Motion:** To approve the FD12 Consent Agenda  
**Made By:** Christoffersen  
**Seconded By:** Ross  
**Action:** PASSED unanimously

## ***PUBLIC HEARING***

Boardmember Norton opened the MFD Public Hearing at 7:13 pm.

Consider Resolution(s) for Marysville Fire District Regional Fire Authority related to the Adoption of the Budget, for the year 2023, setting forth in summary form the totals of estimated revenues and appropriations for each separate fund.

Finance Director McInnis reviewed the following Resolutions:

- A. **MFD – Resolution 2022-009** “A Resolution Adopting the 2023 Operating Budget and Levy Certification”
- B. **MFD – Resolution 2022-010** “A Resolution Authorizing the 2023 Regular Levy”

Boardmember Norton solicited public comment. With none, the Public Hearing closed and returned to the open public meeting at 7:15 pm.

Commissioner Ross opened the FD12 Public Hearing at 7:15 pm.

Consider Resolution(s) for Snohomish County Fire District 12 related to the Adoption of the Budget, for the year 2023, setting forth in summary form the totals of estimated revenues and appropriations for each separate fund.

Finance Director McInnis reviewed the following Resolutions:

- A. **MFD – Resolution 2022-002** “A Resolution Adopting the 2023 Operating Budget and Levy Certification”
- B. **MFD – Resolution 2022-003** “A Resolution Authorizing the 2023 EMS Levy”

Commissioner Ross solicited public comment. With none, the Public Hearing closed and returned to the open public meeting at 7:17 pm.

## ***INFORMATION ITEMS***

**Communications:** Provided in Board packets.

## ***COMMITTEE REPORTS***

EMS Committee: Approval of November EMS account recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
November	5,219.42	14,866.10	0.00	0.00

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

**Planning Committee:** Nothing to report.

**Personnel Committee:** Personnel Committee met last week and interviewed eight candidates for entry level firefighter moving seven on in the process to background checks.

### **STAFF BUSINESS**

**Fire Chief Report:** Interim Chief Neuhoff reported on the following:

- Met with the Local to negotiate the Battalion Chief Contract.
- The crews did a great job throughout the windstorm.
- Chief Maloney was sworn in as the President of the Washington State Fire Marshals Association.

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

- We had some very significant calls over the windstorm with 213 calls for service in a 24 hour period. SnoCom was taking in 1k calls per hour. The crews did a great job.
- We will be down to one part-time firefighter by the end of next week.
- The overtime report for October is \$135,138.

#### **Overtime Report:**

October 2022	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 135,138.33	1,921.50	2,023.00
Part time			
<b>Month Total</b>	<b>\$ 135,138.33</b>	<b>\$ 1,921.50</b>	<b>\$ 2,023.00</b>
YTD Totals	\$ 1,913,117.03	\$ 27,937.60	\$ 20,178.00

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

- We had six employees out on intermittent FMLA, three out on long term disability, and two out on short term disability.
- We are down to one part-time employee.

**Fire Prevention Report:** Deputy Chief Maloney was absent from the meeting. Report was included in the Board packets.

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

- We met with PCG, the agency that helps prepare our GEMT cost reports for the ensuing fiscal period. We have certified our GEMT cost reports and signed the new provider participation agreement; all have been submitted. In reviewing our cost report, the actual cost for providing our medical transport service for the year was \$22.4M. We performed 6,128 transports for a total cost per transport of \$3,658. Our interim billing rate for that

period was \$3K per transport which leads us to a retroactive settlement of approximately \$700K. We should receive this in April 2023. We could see a significant change program revenues resulting from change in how CMS defines time spent on medical alarms. Early interpretation of the new guidance infers that any response to a medical alarm that does not result in a transport cannot be included in the overall time spent on medical calls. This would ultimately affect the allocation percentage the district can use for those costs not 100% assigned to medical transport services. A reduction in this percentage could result in a reduction of GEMT revenues. We will continue to meet with the Washington State Health Care Authority, who administers the GEMT Program for the state, for further information and guidance. Whatever changes are made would not be applicable until the state fiscal year 2023 report.

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

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

- Thanked staff for the Battalion Chief Contract negotiations. Appreciates their time.
- We will be taking a proactive approach on bringing a company over from the east coast that specializes in ultrasounds for firefighters identifying known cancers in the industry. The cost is about \$300 per member. We will be promoting county wide to have as much participation as possible.

## ***OLD BUSINESS***

### **Chief Recruitment Process:**

HRM Edin shared that we will hold the chief assessment center on December 1, 2022 at Grove Street Church for five candidates. A list of questions will be sent to all Boardmembers for review. Edin asked for Board approval of the up to \$1K travel reimbursement for each candidate.

**Motion:** To approve the Recruitment Travel Reimbursement for up to \$1K per candidate.  
**Made By:** Ross  
**Seconded By:** Muller  
**Action:** PASSED unanimously

## ***NEW BUSINESS***

**Agenda Bill: MFD – Resolution 2022-009** “A Resolution Adopting the 2023 Operating Budget and Levy Certification”

**Motion:** To approve Resolution 2022-009 Adopting the 2023 Operating Budget and Levy Certification.  
**Made By:** Ross  
**Seconded By:** Muller  
**Action:** PASSED unanimously

**Agenda Bill: MFD – Resolution 2022-010** “A Resolution Authorizing the 2023 Regular Levy”

**Motion:** To approve Resolution 2022-010 Authorizing the 2023 Regular Levy  
**Made By:** Ross  
**Seconded By:** Muller  
**Action:** PASSED unanimously

**Agenda Bill - MFD Resolution 2022-011** “A Resolution Establishing Positions and Compensation for the Part-Time Firefighter Program”

**Motion:** To approve Resolution 2022-011 Establishing Positions and Compensation for Part-Time Firefighter Position  
**Made By:** Ross  
**Seconded By:** Muller  
**Action:** PASSED unanimously

**Agenda Bill: MFD Resolution 2022-012** “A Resolution Authorizing Recognition and Appreciation of District Employees”

**Motion:** To Approve Resolution 2022-012 Authorizing Recognition and Appreciation of District Employees  
**Made By:** Ross  
**Seconded By:** Muller  
**Action:** PASSED unanimously

**Agenda Bill – 2023 Non Represented Staff COLA Increase**

**Motion:** To Approve the 2023 Non represented Staff COLA Increase  
**Made By:** Ross  
**Seconded By:** King  
**Action:** PASSED unanimously

**Agenda Bill – 2023 Ambulance Transport Fee Schedule**

**Motion:** To Approve the 2023 Ambulance Transport Fee Schedule  
**Made By:** Ross  
**Seconded By:** King  
**Action:** PASSED unanimously

**Agenda Bill – FD12 Resolution 2022-002** “A Resolution Adopting the 2023 Operating Budget and Levy Certification”

**Motion:** To Approve FD12 Resolution 2022-002 Adopting the 2023 Operating Budget and Levy Certification  
**Made By:** Christoffersen  
**Seconded By:** Ross  
**Action:** PASSED unanimously

**Agenda Bill – FD12 Resolution 2022-003** “A Resolution Authorizing the 2023 EMS Levy”

**Motion:** To Approve FD12 Resolution 2022-003 Authorizing the 2023 EMS Levy  
**Made By:** Christoffersen  
**Seconded By:** Ross  
**Action:** PASSED unanimously

**CALL ON BOARD**

**King** – Thanked PIO Veley for her help with installing a car seat.

**Christoffersen** – Wished everyone a wonderful Thanksgiving.

**Muller** – Thanked Finance Director McInnis for her hard work on the budget. Followed the Thurston County Levy that did not pass. Wished everyone a happy Thanksgiving.

**Shelton** – Nothing more to report.

**Ross** – Wished everyone a happy Thanksgiving. Thanked McInnis for the budget and Edin for the interviews.

**Norton** – Have a great holiday and happy Thanksgiving.

**McInnis** – Nothing more to report.

**Cole** – Nothing more to report.

**Neuhoff** – Nothing more to report.

**Edin** – Nothing more to report.

**Treat** – Nothing to report.

**DeSanctis** – Happy Thanksgiving!

### ***EXECUTIVE SESSION***

Boardmember Norton called for a twenty minute executive session at 6:00 pm to review the performance of a public employee and to evaluate the qualifications of and applicant Pursuant RCW 42.30.110(1)(g) to return at 6:20 pm.

Boardmember Norton called for a five minute extension at 6:20 pm to return at 6:25 pm.

### ***RECONVENE***

The open public meeting reconvened at 6:25 pm

### ***ADJOURNMENT***

With no further action required, the November 14, 2022 special meeting adjourned at 6:27 pm.

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Darryl Neuhoff  
District Secretary

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Date approved

**Snohomish County Fire Protection District No. 12**  
**Fund Resources and Uses Arising From Cash Transactions**  
**For the Month Ended November 30, 2022**

		<b>Current Expense</b>
		<b>780-70</b>
		<hr/>
<b>Beginning Cash and Investments</b>		
308	Beginning Cash and Investments	-
388/588	Net Adjustments	-
<b>Revenues</b>		
310	Taxes	77,330.46
Total Revenues:		<hr/> 77,330.46
<b>Expenditures</b>		
520	Public Safety	77,330.46
Total Expenditures:		<hr/> 77,330.46
Excess (Deficiency) Revenues over Expenditures:		-
<b>Increase (Decrease) in Cash and Investments</b>		-
<b>Ending Cash and Investments</b>		
50891	Unassigned	-
<b>Total Ending Cash and Investments</b>		<hr/> -

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## FD 12 Expense YTD - Revenues

Marysville Fire District

Time: 08:35:56 Date: 12/07/2022

Page: 1

**002 FD12 - Expense Fund 780-70**

Revenues	Amt Budgeted	November	YTD	Remaining	
<b>310</b>					
311 10 00 0-02 Real And Personal Property Taxes - Regular Delinquent	0.00	198.50	1,839.38	(1,839.38)	0.0%
311 11 00 0-02 Real And Personal Property Taxes - EMS Delinquent	0.00	395.02	11,748.43	(11,748.43)	0.0%
311 12 00 0-02 Real And Personal Property Taxes - EMS Levy - Current	0.00	76,736.94	1,366,982.19	(1,366,982.19)	0.0%
<b>310 - Total</b>	<b>0.00</b>	<b>77,330.46</b>	<b>1,380,570.00</b>	<b>(1,380,570.00)</b>	<b>0.0%</b>
<b>Fund Revenues:</b>	<b>0.00</b>	<b>77,330.46</b>	<b>1,380,570.00</b>	<b>(1,380,570.00)</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>77,330.46</b>	<b>1,380,570.00</b>		

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## FD 12 Expense YTD - Expenses

Marysville Fire District

Time: 08:35:43 Date: 12/07/2022

Page: 1

002 FD12 - Expense Fund 780-70

Expenditures	Amt Budgeted	November	YTD	Remaining	
520					
522 20 45 0-02 MFD RFA Plan Financing - Regular Levy Funds - Delinquent	75,000.00	198.50	1,839.38	73,160.62	2.5%
220	75,000.00	198.50	1,839.38	73,160.62	2.5%
522 70 45 0-02 MFD RFA Plan Financing - EMS Levy Funds - Delinquent	75,000.00	395.02	11,195.68	63,804.32	14.9%
522 70 45 2-02 MFD RFA Plan Financing - EMS Levy Funds - Current	1,425,000.00	76,736.94	1,367,534.94	57,465.06	96.0%
270	1,500,000.00	77,131.96	1,378,730.62	121,269.38	91.9%
520	1,575,000.00	77,330.46	1,380,570.00	194,430.00	87.7%
<b>Fund Expenditures:</b>	<b>1,575,000.00</b>	<b>77,330.46</b>	<b>1,380,570.00</b>	<b>194,430.00</b>	<b>87.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>(1,575,000.00)</b>	<b>(77,330.46)</b>	<b>(1,380,570.00)</b>		

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SNOHOMISH COUNTY

Property Tax/Special Assessment Fund Activity

From 11-01-2022 To 11-30-2022

District: FIRE DISTRICT 12

Year	Account Number	Beginning Balance	Certification Adjustments	Receipts and Adjustments	Ending Balance
<b>Fund:</b>	780900 FIRE DIST 12 EXPENSE				
2019	7801702110	\$1,399.88	(\$11.80)	\$198.50	\$1,189.58
2018	7801702110	\$637.63	\$0.00	\$0.00	\$637.63
2017	7801702110	\$516.85	\$0.00	\$0.00	\$516.85
2016	7801702110	\$587.14	\$0.00	\$0.00	\$587.14
2015	7801702110	\$553.06	\$0.00	\$0.00	\$553.06
2014	7801702110	\$321.92	\$0.00	\$0.00	\$321.92
2013	7801702110	\$108.79	\$0.00	\$0.00	\$108.79
2012	7801702110	\$159.08	\$0.00	\$0.00	\$159.08
2011	7801702110	\$217.96	\$0.00	\$0.00	\$217.96
2010	7801702110	\$281.28	\$0.00	\$0.00	\$281.28
2009	7801702110	\$197.58	\$0.00	\$0.00	\$197.58
2008	7801702110	\$133.55	\$0.00	\$0.00	\$133.55
2007	7801702110	\$119.77	\$0.00	\$0.00	\$119.77
2006	7801702110	\$71.95	\$0.00	\$0.00	\$71.95
2005	7801702110	\$93.25	\$0.00	\$0.00	\$93.25
2004	7801702110	\$111.31	\$0.00	\$0.00	\$111.31
2003	7801702110	\$79.01	\$0.00	\$0.00	\$79.01
2002	7801702110	\$7.16	\$0.00	\$0.00	\$7.16
2000	7801702110	\$0.08	\$0.00	\$0.00	\$0.08
1999	7801702110	\$265.38	\$0.00	\$0.00	\$265.38
<b>Fund Total:</b>		<b>\$5,862.63</b>	<b>(\$11.80)</b>	<b>\$198.50</b>	<b>\$5,652.33</b>
<b>Fund:</b>	780925 FIRE DIST 12 EMS				
2022	7801709252110	\$105,462.95	\$1,125.04	\$76,736.94	\$29,851.05
2021	7801709252110	\$6,225.73	(\$123.16)	\$120.01	\$5,982.56
2020	7801709252110	\$3,436.27	(\$123.00)	\$178.67	\$3,134.60
2019	7801709252110	\$679.27	(\$5.72)	\$96.34	\$577.21
2018	7801709252110	\$287.85	\$0.00	\$0.00	\$287.85
2017	7801709252110	\$169.87	\$0.00	\$0.00	\$169.87
2016	7801709252110	\$193.04	\$0.00	\$0.00	\$193.04
2015	7801709252110	\$184.68	\$0.00	\$0.00	\$184.68
2014	7801709252110	\$107.37	\$0.00	\$0.00	\$107.37
2013	7801709252110	\$36.24	\$0.00	\$0.00	\$36.24
2012	7801709252110	\$52.94	\$0.00	\$0.00	\$52.94
2011	7801709252110	\$78.07	\$0.00	\$0.00	\$78.07
2010	7801709252110	\$113.92	\$0.00	\$0.00	\$113.92
2009	7801709252110	\$90.49	\$0.00	\$0.00	\$90.49
2008	7801709252110	\$47.77	\$0.00	\$0.00	\$47.77
2007	7801709252110	\$43.05	\$0.00	\$0.00	\$43.05
2006	7801709252110	\$40.75	\$0.00	\$0.00	\$40.75
2005	7801709252110	\$52.45	\$0.00	\$0.00	\$52.45
2004	7801709252110	\$48.68	\$0.00	\$0.00	\$48.68
2003	7801709252110	\$34.29	\$0.00	\$0.00	\$34.29
2002	7801709252110	\$3.01	\$0.00	\$0.00	\$3.01
2000	7801709252110	\$0.34	\$0.00	\$0.00	\$0.34
1999	7801709252110	\$45.32	\$0.00	\$0.00	\$45.32
<b>Fund Total:</b>		<b>\$117,434.35</b>	<b>\$873.16</b>	<b>\$77,131.96</b>	<b>\$41,175.55</b>



**SNOHOMISH COUNTY**

**Property Tax/Special Assessment Fund Activity**

From 11-01-2022 To 11-30-2022

District: FIRE DISTRICT 12

<b>Year</b>	<b>Account Number</b>	<b>Beginning Balance</b>	<b>Certification Adjustments</b>	<b>Receipts and Adjustments</b>	<b>Ending Balance</b>
	<b>District Total:</b>	\$123,296.98	\$861.36	\$77,330.46 ✓	\$46,827.88

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**SNOHOMISH COUNTY**

**Property Tax/Special Assessment Fund Activity**

From 11-01-2022 To 11-30-2022

District: FIRE DISTRICT 20

Year	Account Number	Beginning Balance	Certification Adjustments	Receipts and Adjustments	Ending Balance
<b>Fund:</b>	788900 FIRE DISTRICT NO.20 EXPENSE				
2003	7881702110	(\$0.05)	\$0.00	\$0.00	(\$0.05)
2002	7881702110	(\$0.06)	\$0.00	\$0.00	(\$0.06)
2001	7881702110	\$0.10	\$0.00	\$0.00	\$0.10
2000	7881702110	\$0.06	\$0.00	\$0.00	\$0.06
	<b>Fund Total:</b>	\$0.05	\$0.00	\$0.00	\$0.05
<b>Fund:</b>	788925 FIRE DISTRICT NO.20 E.M.S.				
2003	7881709252110	\$0.03	\$0.00	\$0.00	\$0.03
2000	7881709252110	\$0.13	\$0.00	\$0.00	\$0.13
1998	7881709252110	\$0.01	\$0.00	\$0.00	\$0.01
	<b>Fund Total:</b>	\$0.17	\$0.00	\$0.00	\$0.17
	<b>District Total:</b>	\$0.22	\$0.00	\$0.00 ✓	\$0.22

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# SCFD #12 2023 ANNUAL BUDGET

## DOCUMENT CONTENTS

Section 1: Exhibit A - SCFD #12 Expense Fund Summary

**SNOHOMISH COUNTY FIRE DISTRICT NO. 12  
2023 BUDGET  
EXPENSE FUND (780-70/002) SUMMARY**

<b>REVENUE</b>	<b>2023 (Budget)</b>
Beginning Net Cash and Investments	-
EMS Levy Authorized for MFD RFA Collection - Current	1,585,000.00
Regular & EMS Levies Authorized for MFD RFA Collection - Delinquent	52,000.00
<b>TOTAL REVENUES</b>	<b>\$ 1,637,000.00</b>
<b>EXPENDITURE</b>	<b>2023 (Budget)</b>
Levy Funds Authorized for MFD RFA Transfer (Net of Refunds)	1,637,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,637,000.00</b>
<b>ENDING NET CASH AND INVESTMENTS</b>	<b>\$ -</b>