

**MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS MEETING
April 17, 2024 – 6 pm – MFD St. 62 / Zoom**

CALL TO ORDER

Chairperson Muller called the MFD meeting to order at 6 pm.

SAO EXIT CONFERENCE

Audit Manager Kristina Baylor and Audit Lead Chad Edington from the State Auditor’s Office shared the results of the MFD Accountability Audit. Chad shared that the accountability audit covered January 1, 2021 through December 31, 2022. In the selected areas, District operations complies, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources. We noted certain matters related to oversight of the shift exchange program that we communicated to District management and the Board of Commissioners in a management letter dated April 17, 2024. The Auditors recommendation is to strengthen internal controls to provide reasonable assurances that employee compensation is accurate and supported. Also, review the collective bargaining agreement and policies and retain records to prevent large imbalances in or abuse of its shift exchange program.

Audit Manager Baylor stated that due to additional research conducted over the Districts shift exchange program, there will be an estimate increase of about \$1k to the audit cost.

Both Kristina and Chad gave a special thank you to Chelsie, Jeff, and Ned for their help throughout the audit process.

PUBLIC COMMENT

Chairperson Muller called for public comment with none given.

The following were in attendance:

Board of Directors:

Steve Muller
Tom King
Kamille Norton
Tonya Christoffersen

Staff Members:


Ned Vander Pol, Chief
Jeff Cole, Assistant Chief
Tom Maloney, Assistant Chief
Jennett Nielson, Deputy Chief
Chelsie McInnis, Finance Director
Steve Edin, Human Resource Director
Mike Davis, IT Manager
Josh Farnes, Fleet & Facilities Supervisor
Paula DeSanctis, Admin Assistant

Guests:

Noel Treat, District Attorney
Kristina Baylor, SAO
Chad Edgington, SAO

MFD CONSENT AGENDA

A. Excuse Commissioner Ross from the April 17, 2024 Regular Meeting

G: Office Shared/MFD Board/2024 Minutes/4-17-24/Minutes of the Board Approved Initials 

- B. Excuse Boardmember Stevens from the April 17, 2024 Regular Meeting
- C. Approve minutes of the March 20, 2024, Regular Joint Meeting
- D. Approve minutes of the March 28, 2024 Special Planning Committee Meeting
- E. Approve March 2024 Financial Statements
- F. Approval of April Claims and Payroll:
 - i. MFD Expense Fund
Voucher Numbers 240402001-thru-240402185 \$ 304,468.94
 - ii. Apparatus Fund
Voucher Number 240401001-thru-240401004 \$ 1,619,800.38
 - iii. MFD Payroll (excluding benefits) \$ 1,584,522.78

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

INFORMATION ITEMS

Communications: Chief Vander Pol read a letter complementing the District for the care and compassion received in her time of need.

COMMITTEE REPORTS

EMS Committee: Approval of April EMS account recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
April	4,942.51	43,309.34	960.45	3,482.15

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

Planning Committee: Chief Vander Pol shared that the Planning Committee has met to discuss different location options for Station 63. There has been communication with the property owner directly across from the current site as well as other developers.

Personnel Committee: Human Resource Director Edin stated there is nothing to report this month.

Finance Committee: Finance Director McInnis reported that the Finance Committee is scheduled to meet May 2, 2024 to review the 2023 Draft Annual Financial Report and our Q1 2024 Financial Trends.

STAFF BUSINESS

Fire Chief Report: Chief Vander Pol reported on the following:

- Observed our rope training class in Mount Lake Terrace as well as standpipe training at the parking garage at Qui Ceda Creek Casino. Thanked BC Jesus and Captain Huizenga for organizing this training opportunity.
- Cert Class started this week with a wait list for the next class.
- We will be holding a Strength Finder Workshop with the administrative staff.

- The Annual Report has been posted for Board review.
- Visited SnoCom Dispatch Center today for National Tele Communicators Appreciation Week.

Operations Report: Chief Cole reported on the following:

- We were down 153 calls from this time last year.
- Our new boat has arrived. We will be conducting in service training early May out at Lake Goodwin for all boat operators.
- Visited the academy last week for evaluations. Both Kortney and Christopher are doing outstanding.
- Welcomed our newest firefighter, Matthew Holguin. Matthew has three years' experience in New Mexico.
- Two weeks ago, unit 47 "pumper" failed on the scene of a car fire on I5. Ladder 48 was able to respond. Fleet and Facilities Lead Josh Farnes has not been able to find the cause of the failure. We are looking for a potential replacement apparatus in the area. The Board was in agreement for staff to research for an apparatus to fill the District's needs.

Overtime Report:

March 2024	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 249,259.64	3149.41	1891.50
Month Total	\$ 249,259.64		\$ -
YTD Totals	\$ 705,851.74	\$ 5,991.32	\$ 4,548.00

Human Resources/Personnel Report: Human Resources Director Edin reported the following:

- We have six members off on intermittent FMLA, two out on long-term disability, and two out on short-term disability.
- We have 71 entry-level applicants for testing in May.
- We have three internal employees in medic school with possibly two more in the fall.
- We currently have nine open positions with four in backgrounds right now.
- Requested that the Board approve a one-year extension to the BC eligibility list.

Motion: To extend the BC eligibility list for one year.
Made By: Christoffersen
Seconded By: King
Action: PASSED unanimously

Fire Prevention Report: Assistant Chief Maloney had nothing more to report.

Finance Report: Finance Director McInnis stated the Q1 Budget and Funds Report was included in the packets for Board review.

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

OLD BUSINESS

None.

NEW BUSINESS

Agenda Bill: Resolution 2024-001 “Declaring Two Ambulance Chassis Surplus and Authorizing the Trade-In of Such for Remount.

Motion: To Approve MFD Resolution 2024-001 Declaring Surplus Two Ambulance Chassis and Authorizing the Trade-In of Such for Remounting.
Made By: Christoffersen
Seconded By: Norton
Action: PASSED unanimously

Board Chair Muller stated that the June 19, 2024 falls on a holiday. The Board agreed to reschedule the June regular meeting to June 12, 2024, 6pm at Station 62. Finance Director McInnis stated we would also need EMS Committee will need to meet on June 10th or 11th.

CALL ON BOARD

King – Asked how District 15 is doing with their new station. Chief Cole shared that we have been working close with them, training on the high-rise casino hotel as well as the parking garage.

Norton – Asked if we train for a situation such as an apparatus is stuck on the freeway due to traffic or a protest. Chief Cole responded, we will do everything we can to get a patient to the hospital such as work with neighboring districts for transport.

Christoffersen – Asked if we have anything in process in light of the management letter received from the State Auditors. Chief Vander Pol shared; we are working with both labor management and our attorney. The employee has addressed and instructed on proper shift trade processes.

Muller – Asked why we are seeing an increased number of accidents in I5 between Marysville and Everett. Chief Cole shared he believes it is due to the construction and lane changes on that stretch of I5.

EXECUTIVE SESSION

Chairperson Muller called for 15-minute Executive session at 6:50 pm for the following:

- To review the performance of a public employee pursuant RCW 42.30.110(1)(g)
- To discuss with potential litigation with legal counsel pursuant RCW 42.30.110(1)(i)

To return to open session at 7:05 pm.

RECONVENE

The open public meeting reconvened at 7:05 pm

Chairperson called for a motion as discussed in executive session.

Motion: To approve the separation agreements with Jeramie Strittmatter and Tim Dalton as discussed in Executive Session
Made By: Christoffersen
Seconded By: Norton
Action: PASSED unanimously



ADJOURNMENT

Chairperson Muller called for motion to adjourn the April 17, 2024 regular meeting

- Motion:** To adjourn the April 17, 2024 regular meeting
- Made By:** Christoffersen
- Seconded By:** King
- Action:** PASSED unanimously

With no further action required the April 17, 2024 regular meeting at 7:08 pm.



Ned Vander Pol
District Secretary



Date approved



Fire Prevention Report

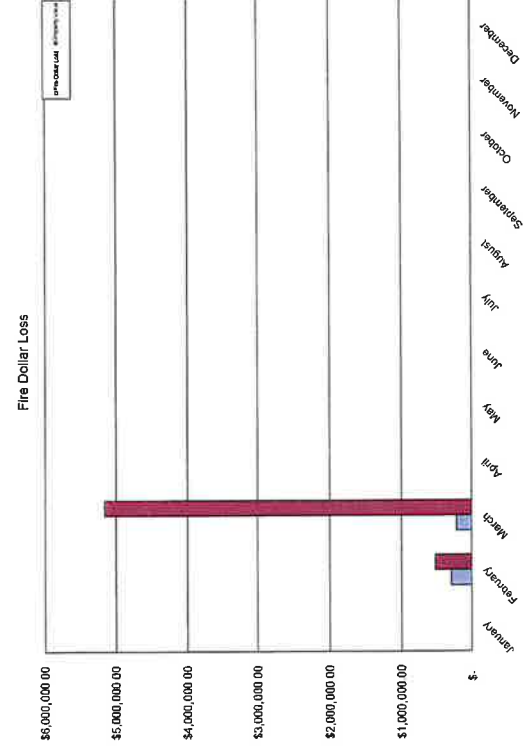
Prepared by: Thomas Maloney, Assistant Chief/Fire Marshal
April 17, 2024

- The total fire loss for 2024:
We responded to 4 fire incidents that were investigated to date in 2024. The total estimated property pre-fire value is over \$5.6 million, with an estimated fire loss of over \$518,000.
- The spring CERT Class will started on April 16, the class is full and has a strong waiting list.
- We are progressing in our program appraisals program and our plan is to have our first ones completed by July.
- Our community outreach and public education included a reading event at Kellog Marsh Elementary, a Career Talk at Marysville Pilchuck High School, and the city's annual Easter Egg Hunt.
- PIO job shadowed with Central Kitsap Fire & Rescue. Spring also attended Fire Ops 101 with Local 3219. We would like to thank the Local for offering and sponsoring Spring for this opportunity.
- Our Facebook audience is 6,994 followers. Our Twitter audience is at 3,204 followers. We have 1,607 followers on Instagram. We currently reach 22,535 households on Nextdoor.

Estimated Number of Public Education Attendees

Program	Last Month	2024
Preschool Program	0	0
Elementary Age (K-5)	1	25
Middle/High School	1	40
Station Tours	0	90
Smoke Alarm Installations	0	0
Youth Fire-Setter Interventions	0	0
Helmet Fittings	0	150
Public Events	1	1,625
Car Seat Installs	0	0
Older Adult Fire/Fall Prevention	0	0
Fire Extinguisher Training	0	0

Marysville Fire District 2024 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	\$0	\$0
February	1	1	0	0	1	0	0	0	\$ 527,394.00	\$ 294,374.00
March	3	3	0	0	2	1	0	0	\$ 5,158,831.00	\$ 224,179.00
April										
May										
June										
July										
August										
September										
October										
November										
December										
Totals	4	4	0	0	3	1	0	0	\$ 5,686,225.00	\$ 518,553.00



Marysville Fire District Fire Causes Ending March 31, 2024

