

**PRELIMINARY AGENDA  
MARYSVILLE FIRE DISTRICT BOARD OF DIRECTORS  
SPECIAL MEETING**

**June 12, 2024, 6 pm Station 62 / Zoom**

- 1. Call to Order MFD - Flag Salute**
- 2. Phoenix Award**
- 3. Public Comment**
- 4. MFD Consent Agenda**
  - A. Approve minutes of the May 15, 2024, Regular Joint Meeting
  - B. Approve May 2024 Financial Statements
  - C. Approval of June claims and Payroll:
    - i. MFD Expense Fund  
Voucher Numbers – 24-thru-24 \$
    - ii. Capital Fund  
Voucher Number – 24-thru-24 \$
    - iii. Apparatus Fund  
Voucher Number – 24 \$
    - iv. MFD Payroll (excluding benefits) \$
- 5. Information Items**
  - A. Communications:
  - B. Committee Reports
    - i. EMS Committee: Approval of June EMS accounts recommendations
    - ii. Planning Committee:
    - iii. Personnel Committee:
    - iv. Finance Committee:
- 6. Staff Business**
  - A. Fire Chief Report
  - B. Operations/Overtime Report
  - C. Human Resources/Personnel Report
  - D. Fire Prevention Report
  - E. Finance Report
  - F. Legal Counsel
- 7. Old Business**
- 8. New Business**
- 9. Call on Board**
- 10. Executive Session**
  - A. To review the performance of a public employee Pursuant RCW 42.30.110(1)(g)
- 11. Adjournment**

To listen to the meeting without providing public comment:

**THE PUBLIC IS INVITED TO ATTEND**

**Special Needs**

*The Marysville Fire District strives to provide accessible opportunities for individuals with disabilities. Please contact the Human Resources Department, (360) 363-8510, at least five business days prior to any District meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6388, and ask the operator to dial the Marysville Fire District HR Department at (360)363-8510. For Voice Relay, please call 1-800-833-6384 and ask the operator to dial the Marysville Fire District HR Department at (360)363-8510.*

The Board of Directors may add and/or take action on other items not listed on the agenda.

**MARYSVILLE FIRE DISTRICT  
BOARD OF DIRECTORS MEETING  
May 15, 2024 – 6 pm – MFD St. 62 / Zoom**

**CALL TO ORDER**

Board member Norton called the MFD meeting to order, and Commissioner Ross led the flag salute at 6 pm.

**PUBLIC COMMENT**

Board member Norton called for public comment with none given.

**The following were in attendance:**

**Board of Directors:**

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Tom King  
Kamille Norton  
Michael Stevens  
Rick Ross  
Tonya Christoffersen (zoom)

**Staff Members:**

**Guests:**

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

**MFD CONSENT AGENDA**

- A. Approve minutes of the April 17, 2024, Regular Meeting
- B. Approve minutes of the May 2, 2024, Finance Committee
- C. Approve April 2024 Financial Statements
- D. Approval of May Claims and Payroll:
  - i. MFD Expense Fund
    - Voucher Numbers 240502001-thru-240502198 \$ 256,721.85
  - ii. Apparatus Fund
    - Voucher Number 240501001 \$ 418.39
  - iii. Cancelled Warrants – 2169271 \$ (\$350.00)  
2187108 \$ (\$100.00)
  - iv. MFD Payroll (excluding benefits) \$ 1,654,239.29

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

**Made By:** Stevens

**Seconded By:** Ross

**Action:** PASSED unanimously

## INFORMATION ITEMS

**Communications:** Chief Vander Pol shared a letter written by DC Nielson recognizing personnel going above and beyond; Captain Jason Tucker for his excellent work on the Engine Pump Academy and Harrison McCabe along with Ryan Bergstrom, Colin McKee, Chad Triplett and Darren Green for their excellent work on the Rookie Challenge.

## COMMITTEE REPORTS

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

Month	Charity	Collections	Bankruptcy	Refunds
May	3,898.89	38,133.05	0.00	1,885.15

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

**Planning Committee:** Chief Vander Pol reported that the Committee will meet with OAC tomorrow on next steps for the Station 63 Project. The Committee selected the General Contractor Construction Manager as the method of delivery. Progress has been made with the property owner, a development company, on the 152<sup>nd</sup> and Smokey Point Blvd Station 63 site. We will be exploring the friendly condemnation to acquire the property. We took a field trip to the new Kirkland Station 27 and the new Sultan Station to get ideas on layout, design, and functionality.

**Personnel Committee:** Human Resource Director Edin shared that we are in the process of entry level firefighter testing. Edin will reach out to the Committee in early June to schedule interviews.

**Finance Committee:** Finance Director McInnis reported the Committee met on May 2, 2024, and reviewed the Quarter 1 2024 Trends as well as a comprehensive review of our 2023 Annual Financial Report.

## STAFF BUSINESS

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

- The new boat is now in service. Thanked Reeves and Hopp for the great job on boat training both in classroom and hands on.
- BC Jesus led live fire training at the North County Training Center last week. Bailey, Hale, and Burnett are heading up IFSAC training for the entire region.
- Council approved a Proclamation declaring next week EMS appreciation week.

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

- Call volume has stabilized, we are down about 3% from last year.
- The Everett Clinic is still problematic, they are our most frequently responded address throughout the district.
- As mentioned, training has been on the forefront for the last two weeks. Thank you to Jason Tucker for taking ownership of the driver pump operator class. Our four rescue swimmer candidates will be training for the next two weeks.
- He and Edin attended LRI in Yakima last week.

- Academy graduation is tomorrow night for Crane and Shelton.
- In the process of installing the new iPads with First Due, our Fire Prevention pre planning software.

**Overtime Report:**

April 2024	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 262,247.62	3,457.75	1,798.00
<b>Month Total</b>	<b>\$ 262,247.62</b>	<b>\$ 3,457.75</b>	<b>\$ 1,798.00</b>
YTD Totals	\$ 968,099.36	\$ 12,598.48	\$ 8,237.50

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

- We have six out on intermittent FMLA, one on light duty, and two out on short term disability.
- As mentioned, we are in the process of entry level firefighter testing this week.
- We had four new firefighters start today and will attend the academy in the fall.
- We are looking to hire five or six this summer. We have five paramedic positions open with three in paramedic school.
- Introduce our new HR/Finance Administrative Assistant Kim Adams.

**Fire Prevention Report:** Assistant Chief Maloney shared that we just finished hosting a Fire Stats Class at Station 62 with Paul Rottenberg.

**Finance Report:** Finance Director McInnis had nothing more to report.

**Legal Counsel Report:** District Attorney Noel Treat was absent from tonight’s meeting.

**OLD BUSINESS**

**2023 Annual Department Report:**

A draft version was given to all Board members for review and is being proposed tonight for adoption.

**Motion:** To Adopt the 2023 Department Annual Report  
**Made By:** Ross  
**Seconded By:** Christoffersen  
**Action:** PASSED unanimously

**NEW BUSINESS**

**Agenda Bill: 2023 Annual Financial Report**

Finance Director McInnis shared that the Finance Committee has reviewed the 2023 Annual Finance Report in a very comprehensive and detailed manner; two layers of staff financial review have also been performed. This report is due to SAO by May 29, 2024, and is being proposed for adoption tonight.

**Motion:** To Adopt the 2023 Annual Financial Report  
**Made By:** King  
**Seconded By:** Christoffersen  
**Action:** PASSED unanimously

**Agenda Bill: SNO911 I0.LA Amendment**

Chief Vander Pol shared that Snohomish County 911(SNO911) is proposing amendments to the existing ILA for all member agencies as it relates to the process for selecting governing board members and alternates. Draft changes have been reviewed by the SNO911 board.

- Motion:** To adopt the proposed amended changes to the SNO911 interlocal Agreement as presented
- Made By:** Stevens
- Seconded By:** King
- Action:** PASSED unanimously

**Agenda Bill: MFD Resolution 2024-002 – Waiving Competitive Bidding Requirements and Declaring “Special Market Conditions” For the Purchase of a Stock Pumper Truck**

Chief Vander Pol explained given the circumstances of the immediate need to replace a failed pumper truck, it is necessary to waive competitive bidding requirements for the immediate purchase of a stock pumper truck currently available. The process of going out to bid combined with an extended production time, an estimated 800 days, creates an operationally prohibitive time delay resulting in additional risk exposure to public safety. Being a stock vehicle, the pumper truck is likely to be sold by the REV Group before the district has a chance to complete the bidding process and there are not comparable units readily available. The price offered for the pumper is competitive and less than would likely be obtained through any bidding process.

- Motion:** To approve Resolution 2024-002 Waiving Competitive Bidding Requirements and Declaring “Special Market Conditions” For the Purchase of Stock Pumper Truck
- Made By:** Stevens
- Seconded By:** Ross
- Action:** PASSED unanimously

**Agenda Bill: MFD Resolution 2024-003 – Amending the 2024 Operating Budget**

Finance Director McInnis shared there are two budget amendments necessary to ensure previously authorized fund level appropriations are not exceeded in the Capital and Apparatus Funds. The amendments will facilitate the immediate purchase of a pumper truck and account for known increases in professional service costs associated with the Station 63 project. Amendment summary as follows:

**Capital/Reserve Fund:** Total amended budget additions of \$1,125,000 with total amended fund level budget appropriation of \$2,022,000

**Apparatus Fund:** Total amended budget additions of \$1,050,000 with total amended fund level budget appropriation of \$3,498,050

- Motion:** To approve MFD Resolution 2024-003 Amending the 2024 Operating Budget as presented
- Made By:** Ross
- Seconded By:** Christoffersen
- Action:** PASSED unanimously

**Agenda Bill: Bid Award – 2024 4x4 Ambulance and Equipment**

Fleet and Facilities Lead Farnes reported that the district received one proposal and was deemed responsive. With the estimated delivery time of 530-580 calendar days, it is recommended that the district enter into contract for the purchase of four ambulances.

**Motion:** To award the bid to Braun Northwest and authorize District staff to enter into contract for the purpose of purchasing four custom ambulances.  
**Made By:** Ross  
**Seconded By:** Christophersen  
**Action:** PASSED unanimously

**CALL ON BOARD**

**King** – Welcomed Kim. Attended the Sno Isle Fire Commissioner meeting last week. Thanked the Union for their donation to the Food Bank. Last week the Council approved a land swap with the School District.

**Norton** – Appreciates the opportunity to visit other stations. Welcomed Kim. Being EMS week, expressed how much our crews are appreciated.

**Stevens** – Welcomed Kim.

**Ross** – Welcome Kim. Thanked Finance Director McInnis for walking them through the amendment. Thanked Josh for all the extra work on the apparatus purchases.

**Christoffersen** – Welcome aboard Kim.

**ADJOURNMENT**

Board member Norton called for a motion to adjourn the May 15, 2024, regular meeting.

**Motion:** To adjourn the May 15, 2024, regular meeting  
**Made By:** Christoffersen  
**Seconded By:** Ross  
**Action:** PASSED unanimously

With no further action required the May 15, 2024, regular meeting at 6:37 pm.

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Ned Vander Pol  
District Secretary

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Date approved



## Fire Prevention Report

Prepared by: Thomas Maloney, Assistant Chief/Fire Marshal  
June 12, 2024

- The total fire loss for 2024:  
We responded to 8 fire incidents that were investigated to date in 2024. The total estimated property pre-fire value is over \$7.5 million, with an estimated fire loss of over \$868,000.
- We presented the fire code update and fire investigation inter-local agreement to council on June 3.
- We celebrated the retirement of Assistant Fire Marshal Don McGhee on May 30 after 36-years of service. We also celebrated the promotions of Brain Merkley to Assistant Fire Marshal and Patrick Ryan to Deputy Fire Marshal.
- Our community outreach and public education included a station tour, an ice cream social at Liberty Elementary, and many others.
- Our Facebook audience is 6,994 followers. Our Twitter audience is at 3,210 followers. We have 1,647 followers on Instagram. We currently reach 22,831 households on Nextdoor.

### Estimated Number of Public Education Attendees

Program	Last Month	2024
Preschool Program	1	174
Elementary Age (K-5)	2	263
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	0	1,625
Car Seat Installs	0	0
Older Adult Fire/Fall Prevention	1	45
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	3	3	0	0	2	1	0	0	\$ 1,387,658.00	\$ 121,261.00
May	1	1	0	0	1	0	0	0	\$ 457,135.00	\$ 228,569.00
June										
July										
August										
September										
October										
November										
December										
<b>Totals</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>\$ 7,531,018.00</b>	<b>\$ 868,383.00</b>

