

MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS MEETING
April 19, 2023 – 6 pm
Station 62 / Virtual Via Zoom

CALL TO ORDER:

MFD Chairperson Ross called the meeting to order and led the flag salute at 6 pm.

The following were in attendance:

Board of Directors:

Rick Ross
Steve Muller
Michael Stevens
Kamille Norton
Tom King

Staff Members:

Ned Vander Pol, Fire Chief
Jeff Cole, Deputy Chief
Chelsie McInnis, Finance Director
Steve Edin, Human Resource Director
Paula DeSanctis, Board Secretary

Guests:

Noel Treat, District Attorney

PUBLIC COMMENT

Chairperson Ross asked for public comment with none given.

MFD CONSENT AGENDA

- A. Approve minutes of the March 15, 2023, Regular Meeting
- B. Approve minutes of the April 5, 2023, Workshop
- C. Approve March 2023 Financial Statements
- D. Approval of April Claims and Payroll:
 - i. MFD Expense Fund
Voucher Numbers 230402001-thru-230402234 \$ 364,971.67
 - ii. MFD Capital Fund
Voucher numbers 230401001-thru-230401003 \$ 1,356.04
 - iii. MFD Payroll (excluding benefits) \$ 1,475,110.34

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

INFORMATION ITEMS

Communications: Chief Vander Pol stated there is nothing to report.

COMMITTEE REPORTS

EMS Committee: Approval of April EMS account recommendations.

PS

Month	Charity	Collections	Bankruptcy	Refunds
April	6,217.67	31,595.74	0.00	0.00

Motion: To approve the April ambulance account recommendations
Made By: Norton
Seconded By: Muller
Action: PASSED unanimously

Planning Committee: Nothing to report. Chief Vander Pol suggested that the Committee meet to discuss Station 61 remodel and the Risk Assessment/ Standards of Cover.

Personnel Committee: Nothing to report.

Finance Committee: There is a scheduled meeting for May 2, 2023.

STAFF BUSINESS

Fire Chief Report: Chief Vander Pol reported the following:

- Thanked BC Soper and Captain Green for the great training provided for all the crews at an abandoned building on the south side of the city.
- Applauded firefighters Cushing, Hallahan, and Griffith on their EMS report documentation.
- Attended an open house at the Muslim Association of Puget Sound in Lake Stevens welcoming people from the neighborhood.
- Attended the egg festival along with Engine 61. Captain Tucker and crew also gave kids tours of the engine.
- Share that he has been focusing on succession planning to help people grow within the organization.

Operations Report: Chief Cole reported the following:

- Per the Boards request, an additional past year has been added to the incident report for historical comparison of alarm counts.
- We continue to see a significant rise in calls.
- The Lexipol Policy project is underway. We anticipate the first batch of policies for Board review next month.
- Eight members started the Ladder Academy this week with Captain Huizenga and Captain Green.
- We have several attending swift water continuing education training to re-up their certifications.
- The Soper Hill Clinic is now open. We have had only two call thus far. There will be a slow transitional closing of the Lake Stevens location.

Overtime Report:

March 2023	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 176,043.66	2,282.50	2,200.75
Part time	\$ -		0.00
Month Total	\$ 176,043.66		\$ 2,200.75
YTD Totals	\$ 595,317.36	\$ 5,588.33	\$ 6,567.75

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

- We had seven employees off on intermittent FMLA, two long-term disabilities, and three short-term disabilities.
- We are in the process of recruiting for the Deputy Chief position.
- Battalion Chief written testing was completed last week. The full assessment center will be next Monday to create a new list. Entry level testing will be in May. Captain promotion list will open up in June, and driver operator testing in July.
- We have four laterals in the process of completing paperwork to begin on May 1, 2023.
- Asked that the Board extend the Captains promotion list for one year.

Motion: To extend the Captains promotion list by one year
Made By: Muller
Seconded By: Norton
Action: PASSED unanimously

Fire Prevention Report: Deputy Chief Maloney stated he had nothing more to report.

Finance Report: Finance Director McInnis Reported the following:

- Internal review of the completed financial reports is underway; Finance Committee will review them on May 2, 2023.
- PCG is currently preparing our MGADC report, which will be filed with CMS by the end of May. They have had no issues with the data submitted and we don't anticipate any problems.

Legal Counsel Report: District Attorney Noel Treat stated there is nothing to report from Legal tonight.

Local 3219 Union Report: Local 3219 President Dean Shelton was absent from tonight's meeting.

OLD BUSINESS

Agenda Bill – MFD Resolution 2023-004 “EMS Levy Proposition No. 1”

Chief Vander Pol shared that Staff is looking for approval from the Board to move forward with getting this Levy on the August ballot.

There was a brief discussion on the ballot wording. After legal explained the verbiage choice, the Board agreed to the original wording as submitted.

Motion: To approve MFD Resolution 2023-004 and accompanying explanatory statement, authorizing a \$.50, 10 year EMS Levy proposition be submitted to the voters in an election to be held August 1, 2023.
Made By: Norton
Seconded By: Muller
Action: PASSED unanimously

2022 Annual District Report

Chief Vander Pol shared that the 2022 Annual Report was distributed to the Boardmembers last month for a thirty-day review. Chief asked if there were any suggested corrections or changes, with none, Board Chair Ross asked for a motion to approve.

Motion: To approve the 2022 Annual Department Report.
Made By: Norton

Seconded By: Muller
Action: PASSED unanimously

NEW BUSINESS

Agenda Bill – Updated Assistant Chief and Deputy Chief Job Descriptions

HRD Edin shared this is an update to the job descriptions and classifications as previously discussed.

Motion: To approve the new classification and job descriptions for Assistant Chief and Deputy Chief Job Descriptions as well as the resulting modifications to the Deputy Chief of Operations job description.

Made By: King
Seconded By: Norton
Action: PASSED unanimously

Agenda Bill – Resolution 2023-005 “Amendment of Series 2000 Personnel Policies”

HRD Edin reviewed the changes and updates to the Series 2000 Personnel Policies. The policies have moved through the six-month review process and are now ready for board approval.

Motion: To approve Resolution 2023-005 “Amendment of Series 2000 Personnel Policies”

Made By: Muller
Seconded By: King
Action: PASSED unanimously

Agenda Bill – Admin Building Lease Back Extension

Chief Vander Pol reported that the City Council has approved the leaseback extension of the Marysville Fire District Administration Building through October 31, 2023.

Motion: To approve the leaseback extension of the MFD Admin Building between the City of Marysville and the Marysville Fire District through October 31, 2023.

Made By: Norton
Seconded By: King
Action: PASSED unanimously

Agenda Bill – CRA/SOC Consultant

Chief Vander Pol stated that the District solicited for proposals to provide a Community Risk Assessment/Standards of Cover Analysis, which will formulate recommendations for appropriate staffing and deployment of firefighting and emergency medical service resources consistent with state and national best practices. Staff discussed each proposal and are recommending AP Triton be awarded the contract.

Motion: To approve and award contract for Standards of Cover and Community Risk Assessment to AP Triton

Made By: Norton
Seconded By: King
Action: PASSED unanimously



CALL ON BOARD

McInnis – Nothing more to report.

Vander Pol – Nothing more to report.

Edin – Nothing more to report.

Cole – Nothing more to report.

DeSanctis – Nothing more to report.

Treat – Nothing to report.

Norton – Excited to get moving on the Community Risk Assessment. The new Everett Clinic we be a benefit to our community.

King – Attended the Soper Hill Everett Clinic opening. Happy to hear we are now a full time department.

Muller – Thanked all who fire personnel who participated in the City Easter event. Looking forward to starting the Standards of Cover.

Ross – Thanked staff for all the work gone into preparing all thoughts business.

Stevens – Nothing to report.

EXECUTIVE SESSION

Chairperson Ross called for a fifteen-minute executive session at 6:53 pm to discuss the following:

- To review the performance of a public employee pursuant RCW 42.30.110(1)(g)
- Collective Bargaining Pursuant RCW 42.30.140(4)(a)

To return at 7:08 pm.

RECONVENE

The open public meeting reconvened at 7:09 pm.

ADJOURNMENT

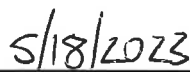
Chairperson Ross called for a motion to adjourn.

Motion: To adjourn the April 19, 2023 Regular Meeting
Made By: Muller
Seconded By: King
Action: PASSED unanimously

With no further action required, the April 19, 2023 meeting adjourned at 7:11 pm.



Ned Vander Pol, Fire Chief



Date approved





Fire Prevention Report

Prepared by: Thomas Maloney, Deputy Chief/Fire Marshal
April 19, 2023

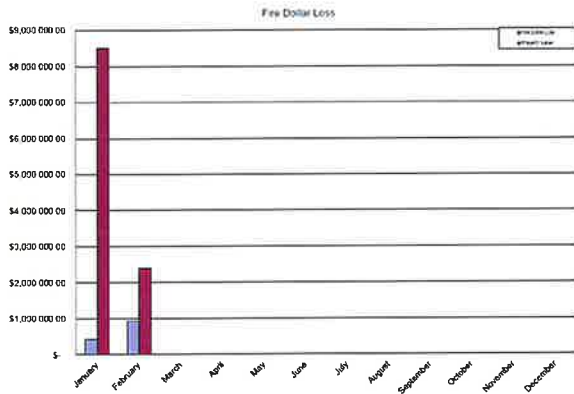
- The total fire loss for 2023:
We responded to 8 fire incidents that were investigated to date in 2023. The total estimated property pre-fire value is over \$10.9 million, with an estimated fire loss of over \$1.3 million.
- We began training shift represents for our pre-incident planning program First Due this month. Each shift will have a representative to assist crews in completing the assigned pre-plans. This is a new program and is computer based and will improve our current program. Some buildings have been pre-planned as we plan to go live in May.
- We are hosting a Fire Sprinkler Review Class May 24-26, through the Washington State Association of Fire Marshals and National Fire Sprinkler Association. Also, we are hosting a Quality Improvement for the Fire and Emergency Services Workshop, September 26-28, through the Center of Public Safety Excellence. Both will be held at Station 62.
- We will begin the spring CERT training with the City's Emergency Management office later this month.
- We are reviewing proposals for the Community Risk Assessment and Standards of Cover.
- Our Spring newsletter has been finalized and is expected to be delivered to residents the last week in April.
- We finished a week of visits to Sunnyside Elementary, providing safety lessons for about 200 children in K5, 1st and 2nd grade along with a show-and-tell firefighter assembly.
- Our Facebook audience is up to 6,171 followers. Our Twitter audience is also up to 3,044 followers. We have 953 followers on Instagram. We currently reach 19,700 households on Nextdoor.

Estimated Number of Public Education Attendees

Program	Current Month	2023
Preschool Program	60	100
Elementary Age (K-5)	250	425
Middle/High School	0	250
Station Tours	0	0
Smoke Alarm Installations	2	15
Youth Fire-Setter Interventions	0	0
Helmet Fittings	0	50
Public Events	500	1200
Car Seat Installs	2	3
Older Adult Fire/Fall Prevention	0	0
Fire Extinguisher Training	0	0

Marysville Fire District 2023 Fire Incident Totals

Month	Total Investigations	Accidental	Incendiary	Undetermined	Residential	Commercial	Vehicle	Other	Total Property Value	Total Fire Loss
January	4	4	0	0	3	0	1	0	\$ 8,514,357.00	\$ 434,408.00
February	4	4	0	0	4	0	0	0	\$ 2,389,829.00	\$ 931,549.00
March	0	0	0	0	0	0	0	0	\$0	\$0
April										
May										
June										
July										
August										
September										
October										
November										
December										
Totals	8	8	0	0	7	0	1	0	\$ 10,904,186.00	\$ 1,365,957.00



Marysville Fire District Fire Causes Ending March 31, 2023

