

**MARYSVILLE FIRE DISTRICT**  
**BOARD OF DIRECTORS MEETING**  
**September 20, 2023 – 6 pm**  
**Station 62 / Virtual Via Zoom**

**CALL TO ORDER:**

Chairperson Ross called the meeting to order at 6pm; Boardmember King led the flag salute.

**The following were in attendance:**

**Board of Directors:**

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Rick Ross  
Steve Muller  
Kamille Norton  
Michael Stevens  
Tom king

**Staff Members:**

Ned Vander Pol, Fire Chief  
Jeff Cole, Assistant Chief  
Tom Maloney, Assistant Chief  
Jennett Nielson, Deputy Chief  
Chelsie McInnis, Finance Director  
Steve Edin, Human Resource Director  
Sandra Elvrom, Board Secretary

**Guests:**

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Noel Treat, District Attorney

**PUBLIC COMMENT**

Chairperson Ross asked for public comment with none given.

**MFD CONSENT AGENDA**

- A. Excuse Commissioner Christoffersen from tonight's meeting.

**Motion:** To approve item A of the MFD Consent Agenda

**Made By:** Muller

**Seconded By:** Norton

**Action:** PASSED unanimously

- B. Approve minutes of the August 16, 2023, Regular Meeting

- C. Approve minutes of the September 6, 2023, Workshop

- D. Approve August 2023 Financial Statements

- E. Approval of September Claims and Payroll:

- i. MFD Expense Fund

Voucher Numbers 230903001-thru-230903194 \$ 341,070.96

- ii. MFD Capital Fund

Voucher numbers 230901001-thru-230901004 \$ 323,177.59

- iii. Apparatus Fund

Voucher numbers 230902001-thru-230902006 \$ 11,538.20

- iv. MFD Payroll (excluding benefits) \$ 1,458,549.30

**Motion:** To approve items B, C, D, and E of the MFD Consent Agenda

**Made By:** Norton

**Seconded By:** Stevens

**Action:** PASSED unanimously



## INFORMATION ITEMS

**Communications:** Nothing to report.

## COMMITTEE REPORTS

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

Month	Charity	Collections	Bankruptcy	Refunds
September	\$ 3,139.61	\$ 35,448.77	\$ 290.00	\$ 270.00

**Motion:** To approve the September ambulance account recommendations

**Made By:** Muller

**Seconded By:** Stevens

**Action:** PASSED unanimously

**Planning Committee:** Nothing to report.

**Personnel Committee:** Nothing to report.

**Finance Committee:** Nothing to report.

## STAFF BUSINESS

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

- The District received a thank you letter from a Marysville resident expressing his sincere thanks to our crews; because of our quick response and rapid intervention, he is alive today.
- One of our 15 year Firefighter/paramedics resigned, moving on to another agency. We are sad to see him go.
- Wall times at the hospital are on the rise; more to report under new business Nurse Navigator report that will address the problem and provide a solution long term.

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

The August incident report was included in the board packets where we continue to see an increase in calls. In addition to the incident report, Cole reported:

- The District has responded to 215 overdose calls in 2023.
- The Everett Clinic at Soper Hill has 86 calls per service since opening in April.
- We have five recruits that started the academy this week; we also have one company officer at the academy leading them.
- This past week we had eight members attend engine company training up at the Granite Falls Fire training facility; thank you Captain Jason Tucker and BC Aaron Soper for all their work and Granite Falls Fire for the use of their training facility.
- We have selected 3 firefighters to attend paramedic schooling in Bellingham and will begin in October. Cole extended his thanks to the Bellingham program.

## Overtime Report:

August 2023	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 181,431.82	2354.50	1502.75
Part time			
<b>Month Total</b>	<b>\$ 181,431.82</b>	<b>2354.50</b>	<b>1502.75</b>
YTD Totals	\$ 1,584,818.67	18,908.16	16,352.17

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

- We have six employees out on intermittent FMLA and two out on long-term disability.
- The Captains testing process begins the first of October.
- FF Tyler Goarck was promoted to Driver Operator this month.
- DO Shayne Pierce was promoted to Captain this month.
- The recruitment process for a new Public Information Officer has closed; the candidates will submit a video as part of the assessment process with the assessment center interviews to follow.
- We have a new paramedic candidate in background, two new lateral firefighters will be starting on October 9th, and we have a new paramedic starting in January.

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

- We are hosting a class from CPSE next week titled Quality Improvement for Fire and Emergency Services Workshop that will teach how to continue to update the SOC and build a team to make sure that happens.

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

- A reminder that we have a Finance Committee Meeting September 26<sup>th</sup>, at 9 AM, at Station 66.
- On September 27<sup>th</sup> a pre-audit meeting will be held with the auditors to discuss the scope and duration of the audit.
- The Public Assistance Program for Covid-19 damages is officially closed; the final total on the package was \$365,000.

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

***OLD BUSINESS***

**Station 61 Update:** Chief Vander Pol reported that we are still on pace for our move in date; October 2nd. Total remodel cost are at \$950,000; we still have a few unfinished items, the HVAC system is one of them. We do not expect to exceed 1.2 million.

**SOC/CRA Update:** Assistant Chief Maloney shared that AP Triton conducted interviews this week with key staff and held an open session last night up at Station 66. The process is going well and we are looking forward to reviewing the first draft of their report.

**Delivery Date of Ladder Truck:** Boardmember Muller asked if there was a delivery date on the Ladder truck; Farnes reported that he has not received a delivery date at this time.

***NEW BUSINESS***

**Agenda Bill – Copiers Northwest Lease Agreement**

Chief Vander Pol explained that our current copier lease is expiring; this is a new 48-month lease agreement with Copiers Northwest for a new copy machine at Station 61 Administration. Finance Director McInnis shared the monthly cost only varies slightly from the previous lease agreement.

**Motion:** To enter into a 48-month lease agreement with Copiers Northwest for one copy machine and authorize Fire Chief to execute such agreement.

**Made By:** Norton

**Seconded By:** King

**Action:** **PASSED unanimously**



## Agenda Bill – Bid Award Landscape Services Contract

Chief Vander Pol asked for the approval of the landscape services contract with Plantscape Horticultural Services. This contract will replace the current expiring contract with RSO Landscaping.

**Motion:** To award the landscape bid to Plantscapes Horticultural Services and authorize District staff to enter into contract for a three-year term.  
**Made By:** Muller  
**Seconded By:** King  
**Action:** **PASSED unanimously**

**Nurse Navigator Program:** Chief Vander Pol reported that the Nurse Navigator program is in response to the problem that we are seeing with wait times at the hospitals and hospital availability. The company is ran by GMR, which is the parent company of AMR (American Medical Response), a private ambulance service provider. The program started in Washington DC and is established locally in Seattle, Spokane and Vancouver Washington. The service is an added tier to the 911 system and would provide citizens with nursing services if 911 services are not needed. The Nurse Navigator program is staffed with nurses that will assist the patients with the proper care services and follow-up. The next step in the process is approval of the program from the Snohomish County Fire Chiefs Association and Sno911. The first year of the program would be covered by a \$500,000 grant; subsequent years would cost the District approximately \$45,000 annually. Chief Vander Pol feels the program is a step in the right direction in meeting peoples need as well as working toward a solution to the problem.

## CALL ON BOARD

**King** – Thanked the District for attending the 26<sup>th</sup> year of Touch-A-Truck, it was great turn-out. He toured Station 61 today and said it looks really good. There was an article in the Herald regarding toxic chemicals in fire gear that he found informative. He thanked Jim and John with AP Triton for meeting with him and the feedback and input he received.

**Norton** – Recognized the great job the Fire District did on the 911 ceremony and how much she and the community appreciate it. Thanked FM Maloney and AC Cole for the tour of Station 61 and how much better it looks. Thanked AP Triton for the meeting; appreciated their questions and input and looking forward to their report that will help in making decisions for the future. Thanked Chief Vander Pol for reading the thank you letter from one of our citizens; it is good reminder of our purpose here at Marysville Fire. Asked if there would be quorum at the October 18<sup>th</sup> Board meeting since her and Muller will be absent; it was confirmed the other Board members will be in attendance. Informed that there will not be a quorum for the November Board meeting and will need to be rescheduled; FD McInnis will check the November calendar for AP and payroll deadlines and reach out with a date that works.

**Stevens** – Welcomed DC Nielson and looking forward to working together.

**Muller** – Toured Station 61 and looks good. Looking forward to closing out the SOC/CRA process and getting the information back so we can continue to chart our future.

**Ross** – Thanks for the Touch-A-Truck event and was impressed on how well attended it was.



**EXECUTIVE SESSION**

Chairperson Ross called for a 5-minute executive session at 6:32 pm to discuss the Performance of a Public employee Pursuant RCW 42.30.110(1)(g) to return at 6:37 pm.

**RECONVENE**

The open public meeting reconvened at 6:37 pm.

**ADJOURNMENT**

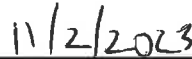
Chairperson Ross called for a motion to adjourn.

<b>Motion:</b>	To adjourn the September 20, 2023 Regular Meeting.
<b>Made By:</b>	Norton
<b>Seconded By:</b>	Stevens
<b>Action:</b>	PASSED unanimously

With no further action required, the September 20, 2023 meeting adjourned at 6:38 pm.



\_\_\_\_\_  
Ned Vander Pol  
District Secretary



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Date approved

