

**MARYSVILLE FIRE DISTRICT**  
**BOARD OF DIRECTORS MEETING**  
**October 18, 2023 – 6 pm**  
**Station 62 / Virtual Via Zoom**

**CALL TO ORDER:**

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

**BADGE PINNING**

Chief Vander Pol welcomed and introduced newly hired Deputy Chief of Operations Jennett Nielson giving a brief history of her fire service background. Chief Vander Pol swore in Nielson and pinned her badge.

**PUBLIC COMMENT**

Boardmember Stevens asked for public comment with none given.

**The following were in attendance:**

**Board of Directors:**

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Michael Stevens  
Tom king  
Tonya Christoffersen  
Rick Ross

**Staff Members:**

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

**Guests:**

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**MFD CONSENT AGENDA**

- A. Approve minutes of the September 20, 2023, Regular Meeting
- B. Approve minutes of the September 26, 2023, Finance Committee Meeting
- C. Approve minutes of the October 4, 2023, Workshop
- D. Approve September 2023 Financial Statements
- E. Approval of October Claims and Payroll:
  - i. MFD Expense Fund  
Voucher Numbers 231003001-thru-231003174 \$ 257,169.67
  - ii. MFD Capital Fund  
Voucher numbers 231002001-thru-231002010  
and 231004001 \$ 156,786.71
  - iii. Apparatus Fund  
Voucher numbers 231001001-thru-231001005 \$ 24,617.92
  - iv. MFD Payroll (excluding benefits) \$ 1,487,558.68



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

Boardmember Stevens called for a motion to excuse Boardmembers Muller and Norton from the September 20, 2023 Board meeting.

**Motion:** To excuse Boardmembers Muller and Norton from the September 20, 2023 Board meeting.  
**Made By:** Ross  
**Seconded By:** Christoffersen  
**Action:** PASSED unanimously

### ***INFORMATION ITEMS***

**Communications:** Nothing to report.

### ***COMMITTEE REPORTS***

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

<b>Month</b>	<b>Charity</b>	<b>Collections</b>	<b>Bankruptcy</b>	<b>Refunds</b>
October	1,292.27	37,545.47	0.00	0.00

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

**Planning Committee:** Nothing to report.

**Personnel Committee:** Nothing to report.

**Finance Committee:** Finance Committee met to review the preliminary 2024 budget for full Board presentation at the Budget Workshop on October 24, 2023.

### ***STAFF BUSINESS***

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

- Attended the Seattle Fire Executive Leadership Academy kick off meeting. We have three members participating in 14-month long program. Captain Campbell will be attending a BC Boot camp in Florida.
- The SOC/CRA report is currently being proofread by staff.
- Attended the Fire Chiefs Health and Safety Conference in Florida last week. Also visited the E-One factory and was able to view our new ladder truck. There is no delivery date scheduled as they are still waiting on back ordered axles.
- Will be scheduling an executive staff meeting to discuss next year's vision, mission and goals.
- The new Station 61/Admin sign has been ordered.
- Discussed paramedic shortages and solutions at the Labor Management meeting this morning.

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

- The incident report was included in the board packets. Our overdose related incidents are up to 243, the Soper Hill Everett Clinic is averaging 18 calls monthly with 166 calls for service year to date.
- We have five recruits and one company officer at the new fire training facility in Arlington.
- Sean Anderson has started the final testing process for paramedic school in Bellingham. We have started the process to send an additional three to Bellingham for paramedic schooling.
- Recognized Russ Bennett who just retired after 39 years of service.

**Overtime Report:**

September 2023	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 236,660.76	3,239.67	1,813.91
Part time			
<b>Month Total</b>	<b>\$ 236,660.76</b>	<b>\$ 3,239.67</b>	<b>\$ 1,813.91</b>
YTD Totals	\$ 1,821,479.43	\$ 22,147.83	\$ 18,166.08

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

- We have seven employees on intermittent FMLA, two on long-term disability, two on short-term disability, and two on light duty.
- We had two new firefighters start last week, one new paramedic starting November 6, 2023 with another starting at the end of January.
- We completed the first part of the testing process for the open PIO position. The first round of interviews will be on October 31, 2023 and the Chiefs interviews will be on November 6, 2023.
- Another round of lateral firefighter interviews will be held on October 26, 2023.
- The Captain testing process was completed last week establishing a new eligibility list with five candidates.

**Fire Prevention Report:** Assistant Chief Maloney was absent. The Fire Prevention report was included in the board packets.

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

- Our annual State audit is underway for both Marysville Fire and Fire District 12. The MFD audit will cover years 2021 and 2022 for accountability and year 2022 for financial. The FD12 audit will be accountability only for years 2020-2022 due to the lower revenue threshold. We are still in the planning stages, responding to their data requests. Thank you to everyone who has completed the risk assessments needed. We are anticipating about a month to a month and a half to complete the full audit.

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

**OLD BUSINESS**

**Station 61 Update:** Assistant Chief Cole stated staff continues to settle into the new Admin office. We are waiting on two door replacements and the HVAC system will start being installed early November.

**SOC/CRA Update:** No new information to report.

## **NEW BUSINESS**

### **Agenda Bill – Resolution 2023-008: 2023 Budget Amendment**

Finance Director McInnis reported that there are two budget amendments necessary to ensure previously authorized fund level appropriations are not exceeded. First, the Capital/Reserve Fund - increase line item 594.22.624 Public Safety Building Remodel costs by \$500,000 to a new fund level budget appropriation of \$2,831,000. Second, Equipment fund – increase line item 522.16.419 Snohomish County - Investment Fee by \$750 to a new fund level budget appropriation of \$1,000 to capture the increase in investment fee costs.

**Motion:** To approve Resolution 2023-008 “2023 Budget Amendment”  
**Made By:** Ross  
**Seconded By:** King  
**Action:** **PASSED unanimously**

### **Agenda Bill – 2023 Capital Asset Inventory**

Chief Vander Pol reported that the Marysville Fire District has completed a full inventory of its Capital Asset Inventory System in accordance with Policy 6097. As a result of this inventory, a reconciliation report has been generated.

Items identified as Capital Assets within this report are those material possessions owned by the Marysville Fire District exceeding a purchase cost of \$5,000. In Addition, Small and Attractive assets include material possessions owned by the Marysville Fire District exceeding a purchase cost of \$500 but less than \$5,000 that can be easily converted to person al use.

**Motion:** To approve the 2023 Capital Asset Inventory Reconciliation Report and Removal Report.  
**Made By:** Ross  
**Seconded By:** King  
**Action:** **PASSED unanimously**

## **CALL ON BOARD**

**King** – Congratulations to DC Nielson and retiree Russ Bennett. Toured the new admin building, looks great.

**Christoffersen** – Congratulation Jennett. Thanked Chief for the continuing education and leadership opportunities made available to our employees. Also toured the new admin offices, nice transformation.

**Ross** – Thanked everyone for their patient with his technical difficulties. Also thanked Boardmember Stevens for running tonight’s meeting.

**Stevens** – Nothing to report.

## **ADJOURNMENT**

Boardmember Stevens called for a motion to adjourn.

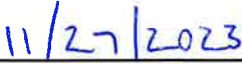
**Motion:** To adjourn the September 20, 2023 Regular Meeting.  
**Made By:** Christoffersen  
**Seconded By:** King  
**Action:** **PASSED unanimously**



With no further action required, the October 18, 2023 meeting adjourned at 6:31 pm.



Ned Vander Pol  
District Secretary



Date approved





## Fire Prevention Report

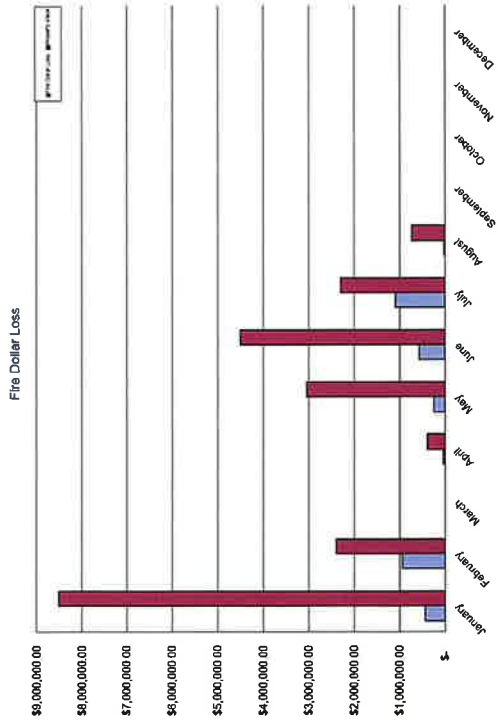
Prepared by: Thomas Maloney, Deputy Chief/Fire Marshal  
October 18, 2023

- The total fire loss for 2023:  
We responded to 30 fire incidents that were investigated to date in 2023. The total estimated property pre-fire value is over \$21.8 million, with an estimated fire loss of over \$3.3 million.
- I apologize for missing the meeting but I am at training in Chelan.
- We had a very successful class Quality Improvement for the Fire and Emergency Services Workshop. This class was provided by CPSE.
- We completed a few engine visits this past month for fire safety month.
- Our Facebook audience increased 5 percent to 6,773 followers. Our Twitter audience is at 3,115 followers. We have 1,053 followers on Instagram. We currently reach 20,266 households on Nextdoor.

### Estimated Number of Public Education Attendees

Program	Current Month	2023
Preschool Program	0	180
Elementary Age (K-5)	0	425
Middle/High School	0	290
Station Tours	0	30
Smoke Alarm Installations	5	29
Youth Fire-Setter Interventions	0	0
Helmet Fittings	0	80
Public Events	0	2370
Car Seat Installs	0	21
Older Adult Fire/Fall Prevention	0	35
Fire Extinguisher Training	0	25

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	1	1	0	0	1	0	0	0	\$ 395,794.00	\$ 31,098.00
May	7	6	1	0	2	1	0	0	\$ 3,032,564.00	\$ 246,395.00
June	7	7	0	0	6	1	0	0	\$ 4,515,028.00	\$ 566,501.00
July	6	2	0	4	5	0	0	1	\$ 2,294,298.00	\$ 1,089,300.00
August	1	1	0	0	1	0	0	0	\$ 722,634.00	\$ 18,066.00
September	0	0	0	0	0	0	0	0	\$0	\$0
October										
November										
December										
<b>Totals</b>	<b>30</b>	<b>25</b>	<b>1</b>	<b>4</b>	<b>22</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>\$ 21,864,504.00</b>	<b>\$ 3,317,317.00</b>



Marysville Fire District Fire Causes Ending September 30, 2023

