

PRELIMINARY AGENDA
SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 12
Board of Commissioners Meeting
December 20, 2023 – 5 pm – Station 62 / Zoom

- 1. Call to Order**
- 2. Oath of Office – Tonya Christoffersen**
- 3. SCFD #12 Consent Agenda**
 - A. Approve minutes of the November 20, 2023, special meeting
 - B. Approve November 2023 Financial Statements
- 4. Old Business**
- 5. New Business**
 - A. RFA Voting Member Assignment
 - B. 2024 Chair/Vice Chair Assignments
- C. Call on Commissioners**
- D. Adjournment**

To listen to the meeting without providing public comment:

Join Zoom Meeting

<https://us02web.zoom.us/j/87942272617?pwd=a3JBU3RvMnRNcjJnMmFLMHZOZFJrdz09>

Meeting ID: 879 4227 2617

Passcode: 490176

**MARYSVILLE FIRE DISTRICT BOARD OF DIRECTORS
AND
SNOHOMISH COUNTY FIRE DISTRICT 12 COMMISSIONERS
JOINT SPECIAL MEETING/PUBLIC HEARING
November 20, 2023 – 6 pm – MFD St. 62 / Zoom**

CALL TO ORDER

Chairperson Ross called the MFD meeting to order and Chairperson Christoffersen called the District 12 meeting to order at 6 pm.

PUBLIC COMMENT

Chairperson Ross called for public comment with none given.

The following were in attendance:

Board of Directors:

Steve Muller
Tom King
Kamille Norton
Rick Ross
Tonya Christoffersen
Bob Mosteller

Zoom ID: 229240

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
Dean Shelton, MSA, Local 3219 President
Mike Davis, IT Manager
Josh Farnes, Fleet & Facilities Supervisor
Paula DeSanctis, Admin Assistant

Guests:

Noel Treat, District Attorney

MFD CONSENT AGENDA

- A. Approve minutes of the October 18, 2023, Regular Meeting
- B. Approve minutes of the October 24, 2023, Budget Workshop
- C. Approve minutes of the November 1, 2023, Planning Workshop
- D. Approve October 2023 Financial Statements
- E. Approval of November Claims and Payroll:
 - i. MFD Expense Fund
Voucher Numbers 231104001-thru-231104239 \$ 357,719.41
 - ii. Capital Reserve Fund
Voucher Number 231103001-thru-231103007 \$ 36,956.36
 - iii. Apparatus Fund
Voucher Numbers 2231102001 \$ 381.31
 - iv. MFD Payroll (excluding benefits) \$1,555,772.42

Motion: To approve the MFD Consent Agenda

Made By: Muller

Seconded By: King

Action: PASSED unanimously

FD12 CONSENT AGENDA

- A. Approve minutes of the April 24, 2023, Special Meeting
- B. Approve April 2023 Financial Statements
- C. Approve May 2023 Financial Statements
- D. Approve June 2023 Financial Statements
- E. Approve July 2023 Financial Statements
- F. Approve August 2023 Financial Statements
- G. Approve September 2023 Financial Statements
- H. Approve October 2022 Financial Statements

Motion: To approve the FD12 Consent Agenda
Made By: Ross
Seconded By: Mosteller
Action: PASSED unanimously

PUBLIC HEARING

Chairperson Ross opened the MFD Public Hearing at 6:02 pm.

Consider Resolution(s) for Marysville Fire District Regional Fire Authority related to the Adoption of the Budget, for the year 2024, setting forth in summary form the totals of estimated revenues and appropriations for each separate fund.

Finance Director McInnis reviewed the following Resolutions, including funding options A (1% regular levy increase) or B (3.395 regular levy increase); with description of financial condition under each scenario.

- A. **MFD – Resolution 2023-009** “A Resolution Adopting the 2024 Operating Budget and Levy Certification”
- B. **MFD – Resolution 2023-010** “A Resolution Authorizing the 2024 Regular Levy”

Chairperson Ross solicited public comment. With none given.

Commissioner Christoffersen opened the FD12 Public Hearing at 6:07 pm.

Consider Resolution(s) for Snohomish County Fire District 12 related to the Adoption of the Budget, for the year 2024, setting forth in summary form the totals of estimated revenues and appropriations for each separate fund.

Finance Director McInnis reviewed the following Resolutions:

- A. **FD12 – Resolution 2023-001** “A Resolution Adopting the 2024 Operating Budget”

Chairperson Christoffersen solicited public comment. With none, the Public Hearing closed and returned to the open public meeting at 6:10 pm.

INFORMATION ITEMS

Communications: No communications to share.

COMMITTEE REPORTS

EMS Committee: Approval of November EMS account recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
November	1,650.23	41,037.18	0.00	1,243.01

Motion: To approve the November ambulance account recommendations.
Made By: King
Seconded By: Christoffersen
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 on the following:

- The North County Paramedic sharing ILA will not be moving forward. The MOU was voted down by the Local.
- Our members attending the Training academy are doing very well.
- Performed an accreditation site visit at an air force base just north of London. It was inspiring to see the accreditation process in action and the positive actions taken.
- A Recruitment Retention and Diversity Team is being developed.
- We will preparing a Program Appraisal Presentation in 2024 for the year 2023 to highlight our successes and set goals for the future.
- Goal is to complete the review of the policy manual from LexiPol by the end of this month.

Operations Report: Chief Cole reported on the following:

- We saw a 2.8% decrease in calls over the month of October.
- We continue to see a down turn in mutual aid given.
- Overdose related incidents continue to rise as well as calls to all three Everett Clinics.
- The debit day assignments and vacation day selections for 2024 are complete. Thank you to Reece Williams for his assistance.

Overtime Report:

October 2023	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 288,331.76	3,582.67	2,257.75
Part time			
Month Total	\$ 288,331.76	\$ 3,582.67	\$ 2,257.75
YTD Totals	\$ 2,109,811.19	\$ 25,730.50	\$ 20,423.83

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

- We have four employees out on disabilities and seven out on intermittent FMLA.
- We have one Firefighter/EMT in the background process. We have two open medic positions. We have one in the background process for the open PIO position.
- Asked the Board to authorize an extension of the Academy Training Officer eligibility list for one year.

Motion: To authorize the extension of the Academy Training Officer eligibility list for one year.
Made By: Muller
Seconded By: Ross
Action: PASSED unanimously

- An updated leave accrual list was provided to all board members per their request.
- The Chiefs annual review is due next month.

Fire Prevention Report: Assistant Chief Maloney reported the following:

- The “Keep The Wreath Green” wreaths were hung at all Stations today.
- Patrick Ryan passed the Fire Inspector One test last week and will take Fire Inspector two test soon.
- Social media posts have been scheduled for all week.

Finance Report: Finance Director McInnis reported the following:

- The SAO audits of MFD and FD12 are moving along. Portions of the financial and accountability audits for MFD are nearing completion and management review. FD12 is nearly complete.

Legal Counsel Report: District Attorney Noel Treat was not in attendance.

OLD BUSINESS

SOC/CRA Update: Assistant Chief Maloney shared that the second set of comments have been sent back for technical review. Working on the program appraisal form.

NEW BUSINESS

Agenda Bill: MFD – Resolution 2023-009 “A Resolution Adopting the 2024 Operating Budget and Levy Certification”

Motion: To approve Resolution 2023-009 Adopting the 2024 Operating Budget and Levy Certification with Option B.
Made By: Norton
Seconded By: Muller
Action: PASSED unanimously

Agenda Bill: MFD – Resolution 2023-010 “A Resolution Authorizing the 2024 Regular Levy”

Motion: To approve Resolution 2023-010 Authorizing the 2024 Regular Levy with Option B.
Made By: Norton
Seconded By: Muller
Action: PASSED unanimously

Agenda Bill – 2024 Ambulance Transport Fee Schedule

Motion: To Approve “Exhibit A” of MFD Resolution 2021-002, as presented, modifying the 2024 Ambulance Transport Fee Schedule and authorizing annual adjustments.
Made By: Norton

Seconded By: King
Action: PASSED unanimously

MFD Agenda Bill: 2024 Non-Represented Staff COLA Increase

Motion: To Approve the 2024 Non-Represented Staff compensation plan to include a new salary grid, 4% COLA increase, 5% market adjustment for the positions mentioned and moving the payroll clerk to the 6% longevity level.
Made By: Muller
Seconded By: King
Action: PASSED unanimously

MFD Agenda Bill: Marysville Fire District Administrative Assistant – HR/Finance Job Description

Motion: To Approve the Marysville Fire District Administrative Assistant – HR/Finance Job Description.
Made By: Christoffersen
Seconded By: Norton
Action: PASSED unanimously

Agenda Bill – FD12 Resolution 2023-001 “A Resolution Adopting the 2024 Operating Budget”

Motion: To Approve FD12 Resolution 2023-001 Adopting the 2024 Operating Budget.
Made By: Ross
Seconded By: Mosteller
Action: PASSED unanimously

CALL ON BOARD

King – Thanked Chief Vander Pol for his involvement in the community.

Christoffersen – Happy Thanksgiving.

Muller – Happy Thanksgiving.

Ross – Thanked staff for all the hard work in preparation for each meeting. Happy Thanksgiving

Norton – Happy Thanksgiving. Thankful for all you do.

Mosteller – Happy Holidays.

EXECUTIVE SESSION

Chairperson Ross called for a five minute executive session at 6:55 pm to discuss collective bargaining Pursuant RCW 42.30.140(4)(a) to return at 7 pm.

RECONVENE

The open public meeting reconvened at 7 pm.

ADJOURNMENT

Chairperson Ross called for a motion to adjourn the November 20, 2023 MFD special meeting.

Motion: To Adjourn the November 20, 2023 MFD Special Meeting
Made By: Muller
Seconded By: Norton
Action: PASSED unanimously

Chairperson Christoffersen called for a motion to adjourn the November 20, 2023 FD12 special meeting.

Motion: To Adjourn the November 20, 2023 FD12 Special Meeting
Made By: Ross
Seconded By: Mosteller
Action: PASSED unanimously

With no further action required, The November 20, 2023 MFD/FD12 Special joint meeting adjourned at 7:02 pm.

Ned Vander Pol
District Secretary

Date approved

Snohomish County Fire Protection District No. 12
Fund Resources and Uses Arising From Cash Transactions
For the Month Ended November 30, 2023

		Current Expense
		780-70
Beginning Cash and Investments		
308	Beginning Cash and Investments	-
388/588	Net Adjustments	-
 Revenues		
310	Taxes	84,353.67
Total Revenues:		84,353.67
 Expenditures		
520	Public Safety	84,353.67
Total Expenditures:		84,353.67
Excess (Deficiency) Revenues over Expenditures:		-
Increase (Decrease) in Cash and Investments		-
 Ending Cash and Investments		
50891	Unassigned	-
Total Ending Cash and Investments		-

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FD 12 Expense YTD - Revenues

Marysville Fire District

Time: 11:13:27 Date: 12/11/2023

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002 FD12 - Expense Fund 780-70

Revenues	Amt Budgeted	November	YTD	Remaining	
310					
311 10 00 0-02 Real And Personal Property Taxes - Regular Delinquent	5,600.00	0.00	313.28	5,286.72	5.6%
311 11 00 0-02 Real And Personal Property Taxes - EMS Delinquent	46,400.00	1,362.77	18,092.48	28,307.52	39.0%
311 12 00 0-02 Real And Personal Property Taxes - EMS Levy - Current	1,585,000.00	82,990.90	1,530,542.49	54,457.51	96.6%
310	1,637,000.00	84,353.67	1,548,948.25	88,051.75	94.6%
Fund Revenues:	1,637,000.00	84,353.67	1,548,948.25	88,051.75	94.6%
Fund Excess/(Deficit):	1,637,000.00	84,353.67	1,548,948.25		

FD 12 Expense YTD - Expenses

Marysville Fire District

Time: 11:13:41 Date: 12/11/2023

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002 FD12 - Expense Fund 780-70

Expenditures	Amt Budgeted	November	YTD	Remaining	
520					
522 20 45 0-02 MFD RFA Plan Financing - Regular Levy Funds - Delinquent	5,900.00	0.00	2,964.46	2,935.54	50.2%
220	5,900.00	0.00	2,964.46	2,935.54	50.2%
522 70 45 0-02 MFD RFA Plan Financing - EMS Levy Funds - Delinquent	46,100.00	1,362.77	14,701.99	31,398.01	31.9%
522 70 45 2-02 MFD RFA Plan Financing - EMS Levy Funds - Current	1,585,000.00	82,990.90	1,531,281.80	53,718.20	96.6%
270	1,631,100.00	84,353.67	1,545,983.79	85,116.21	94.8%
520	1,637,000.00	84,353.67	1,548,948.25	88,051.75	94.6%
Fund Expenditures:	1,637,000.00	84,353.67	1,548,948.25	88,051.75	94.6%
Fund Excess/(Deficit):	(1,637,000.00)	(84,353.67)	(1,548,948.25)		

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SNOHOMISH COUNTY

Property Tax/Special Assessment Fund Activity

From 11-01-2023 To 11-30-2023

District: FIRE DISTRICT 12

Year	Account Number	Beginning Balance	Certification Adjustments	Receipts and Adjustments	Ending Balance
Fund: 780900 FIRE DIST 12 EXPENSE					
2019	7801702110	\$822.82	\$0.00	\$0.00	\$822.82
2018	7801702110	\$622.09	\$0.00	\$0.00	\$622.09
2017	7801702110	\$397.55	\$0.00	\$0.00	\$397.55
2016	7801702110	\$460.38	\$0.00	\$0.00	\$460.38
2015	7801702110	\$384.22	\$0.00	\$0.00	\$384.22
2014	7801702110	\$120.64	\$0.00	\$0.00	\$120.64
2013	7801702110	\$108.79	\$0.00	\$0.00	\$108.79
2012	7801702110	\$159.08	\$0.00	\$0.00	\$159.08
2011	7801702110	\$130.62	\$0.00	\$0.00	\$130.62
2010	7801702110	\$203.94	\$0.00	\$0.00	\$203.94
2009	7801702110	\$197.58	\$0.00	\$0.00	\$197.58
2008	7801702110	\$133.55	\$0.00	\$0.00	\$133.55
2007	7801702110	\$119.77	\$0.00	\$0.00	\$119.77
2006	7801702110	\$71.95	\$0.00	\$0.00	\$71.95
2005	7801702110	\$93.25	\$0.00	\$0.00	\$93.25
2004	7801702110	\$111.31	\$0.00	\$0.00	\$111.31
2003	7801702110	\$73.06	\$0.00	\$0.00	\$73.06
2002	7801702110	\$7.16	\$0.00	\$0.00	\$7.16
2000	7801702110	\$0.08	\$0.00	\$0.00	\$0.08
1999	7801702110	\$265.38	\$0.00	\$0.00	\$265.38
Fund Total:		\$4,483.22	\$0.00	\$0.00	\$4,483.22
Fund: 780925 FIRE DIST 12 EMS					
2023	7801709252110	\$112,717.13	\$520.41	\$82,990.90	\$30,246.64
2022	7801709252110	\$7,458.60	(\$315.30)	\$483.82	\$6,659.48
2021	7801709252110	\$2,681.64	(\$17.78)	\$435.62	\$2,228.24
2020	7801709252110	\$1,106.47	\$0.00	\$443.33	\$663.14
2019	7801709252110	\$399.22	\$0.00	\$0.00	\$399.22
2018	7801709252110	\$280.84	\$0.00	\$0.00	\$280.84
2017	7801709252110	\$130.69	\$0.00	\$0.00	\$130.69
2016	7801709252110	\$151.38	\$0.00	\$0.00	\$151.38
2015	7801709252110	\$128.30	\$0.00	\$0.00	\$128.30
2014	7801709252110	\$40.20	\$0.00	\$0.00	\$40.20
2013	7801709252110	\$36.24	\$0.00	\$0.00	\$36.24
2012	7801709252110	\$52.94	\$0.00	\$0.00	\$52.94
2011	7801709252110	\$46.82	\$0.00	\$0.00	\$46.82
2010	7801709252110	\$82.67	\$0.00	\$0.00	\$82.67
2009	7801709252110	\$90.49	\$0.00	\$0.00	\$90.49
2008	7801709252110	\$47.77	\$0.00	\$0.00	\$47.77
2007	7801709252110	\$43.05	\$0.00	\$0.00	\$43.05
2006	7801709252110	\$40.75	\$0.00	\$0.00	\$40.75
2005	7801709252110	\$52.45	\$0.00	\$0.00	\$52.45
2004	7801709252110	\$48.68	\$0.00	\$0.00	\$48.68
2003	7801709252110	\$31.71	\$0.00	\$0.00	\$31.71
2002	7801709252110	\$3.01	\$0.00	\$0.00	\$3.01
2000	7801709252110	\$0.34	\$0.00	\$0.00	\$0.34
1999	7801709252110	\$45.32	\$0.00	\$0.00	\$45.32



SNOHOMISH COUNTY

Property Tax/Special Assessment Fund Activity

From 11-01-2023 To 11-30-2023

District: FIRE DISTRICT 12

Year	Account Number	Beginning Balance	Certification Adjustments	Receipts and Adjustments	Ending Balance
	Fund Total:	\$125,716.71	\$187.33	\$84,353.67 ✓	\$41,550.37
	District Total:	\$130,199.93	\$187.33	\$84,353.67 ✓	\$46,033.59

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SNOHOMISH COUNTY

Property Tax/Special Assessment Fund Activity

From 11-01-2023 To 11-30-2023

District: FIRE DISTRICT 20

Year	Account Number	Beginning Balance	Certification Adjustments	Receipts and Adjustments	Ending Balance
Fund:	788900 FIRE DISTRICT NO.20 EXPENSE				
2003	7881702110	(\$0.05)	\$0.00	\$0.00	(\$0.05)
2002	7881702110	(\$0.06)	\$0.00	\$0.00	(\$0.06)
2001	7881702110	\$0.10	\$0.00	\$0.00	\$0.10
2000	7881702110	\$0.06	\$0.00	\$0.00	\$0.06
Fund Total:		\$0.05	\$0.00	\$0.00	\$0.05
Fund:	788925 FIRE DISTRICT NO.20 E.M.S.				
2003	7881709252110	\$0.03	\$0.00	\$0.00	\$0.03
2000	7881709252110	\$0.13	\$0.00	\$0.00	\$0.13
1998	7881709252110	\$0.01	\$0.00	\$0.00	\$0.01
Fund Total:		\$0.17	\$0.00	\$0.00	\$0.17
District Total:		\$0.22	\$0.00	\$0.00 ✓	\$0.22

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SCFD #12 2024 ANNUAL BUDGET

DOCUMENT CONTENTS

Section 1: Exhibit A - SCFD #12 Expense Fund Summary

**SNOHOMISH COUNTY FIRE DISTRICT NO. 12
2024 BUDGET
EXPENSE FUND (780-70/002) SUMMARY**

REVENUE	2024 (Budget)
Beginning Net Cash and Investments	-
Regular & EMS Levies Authorized for MFD RFA Collection - Delinquent	100,000.00
TOTAL REVENUES	\$ 100,000.00
EXPENDITURE	2024 (Budget)
Levy Funds Authorized for MFD RFA Transfer (Net of Refunds)	100,000.00
TOTAL EXPENDITURES	\$ 100,000.00
ENDING NET CASH AND INVESTMENTS	\$ -