

**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:**

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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:**

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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			
<b>Month Total</b>	<b>\$ 288,331.76</b>	<b>\$ 3,582.67</b>	<b>\$ 2,257.75</b>
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.



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Ned Vander Pol  
District Secretary



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Date approved

