

**MARYSVILLE FIRE DISTRICT  
BOARD OF DIRECTORS MEETING  
December 20, 2023 – 6 pm – MFD St. 62 / Zoom**

**CALL TO ORDER**

Chairperson Ross called the MFD meeting to order at 6 pm.

**PUBLIC COMMENT**

President Shelton gave a Local 3219 update:

- Participated in collecting toys for the Marysville Toy Store, adopted families for the holidays, collected food at Safeway for the Marysville Food Bank, annual hanging of Christmas lights for the late Ray Hancock's wife.
- Continue throughout the year to participate in Coats for Kids.
- AFM McGhee went the extra mile to help a single mom get her furnace fixed.
- After 25 years Shelton is stepping down from serving on the Union Board.

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  
Michael Stevens  
Rick Ross  
Tonya Christoffersen

**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 November 20, 2023, Special Joint Meeting
- B. Approve minutes of the December 6, 2023, Workshop
- C. Approve November 2023 Financial Statements
- D. Approval of December Claims and Payroll:



- i. MFD Expense Fund  
Voucher Numbers 231203001-thru-231203166 \$ 337,474.59
- ii. Capital Reserve Fund  
Voucher Number 231202001-thru-231202005 \$ 1,176,225.26
- iii. Apparatus Fund  
Voucher Numbers 231201001-thru-231201002 \$ 5,225.48
- iv. MFD Payroll (excluding benefits) \$ 1,478,088.45

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

Chief Vander Pol introduced John Stouffer, a representative from AP Triton, who gave an extensive review of the Community Risk Assessment and Standards of Cover report.

Chief Vander Pol stated that the full report will be added to the shared drive for all to access.

**INFORMATION ITEMS**

**Communications:** No communications to share.

**COMMITTEE REPORTS**

EMS Committee: Approval of December EMS account recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
December	1,741.69	39,910.46	0.00	3,111.15

**Motion:** To approve the December ambulance account recommendations.  
**Made By:** Muller  
**Seconded By:** King  
**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:

- Will meet with the manufacturer regarding the delay of the ladder truck tomorrow morning.
- Would like to schedule a Planning Committee meeting to further discuss the SOC/CRA final report.
- The annual employee service recognition awards banquet is January 20, 2024 at the Tulalip Resort.
- Academy graduation was last week and our members are back working the line.

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

- We had 1,202 calls for the month of November, which is down about 348 from last year due to a severe windstorm last November and continued downward trend in mutual aid calls.
- Overdose related incidents are up to 281 for the year.

**Overtime Report:**

<b>November 2023</b>	<b>Dollars</b>	<b>Total Hours</b>	<b>Sick Leave Used</b>
Full-time	\$ 188,667.47	2,571.75	1,675.50
Part time			
<b>Month Total</b>	<b>\$ 188,667.47</b>	<b>\$ 2,571.75</b>	<b>\$ 1,675.50</b>
YTD Totals	\$ 2,298,478.66	\$ 28,302.25	\$ 22,099.33

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

- We have seven employees off on intermittent FMLA, two out on long-term disability, and three on short-term disability.
- We have received just over 40 applications in response to our open administrative position.
- We have two firefighters in the background process; we have one medic starting February 1, 2024. We still need to fill two more medic positions and the two peak activity unit positions.
- The District received the new L&I rates for 2024, which is a 46% increase. This is significantly higher than the 10% increase we budgeted for. FD McInnis stated that this will put us about \$150k over budget, but believes there are other areas where we will be able to absorb the excess.

**Fire Prevention Report:** Assistant Chief Maloney had nothing more to report.

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

- Included in your packets was the final 2024 Budget Document.
- 2024 Medicare allowable transport rates increased 2.6%.

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

**OLD BUSINESS**

None

**NEW BUSINESS**

**Agenda Bill: Fire District 15 Mechanic Services Contract**

Chief Vander Pol shared that this contract allows for Marysville Fire District to perform mechanical work on Fire District 15 emergency vehicles. FD15 will pay the costs associated with the repair as detailed in exhibit A.

**Motion:** To approve the Mechanic Services Contract as presented and authorize the Fire Chief to sign on behalf of the Board.

**Made By:** Muller

**Seconded By:** Norton

**Action:** PASSED unanimously

**Agenda Bill: Fire District 15 Fire Marshal Services Contract**

Chief Vander Pol explained that this agreement establishes the framework for the Marysville Fire District to provide Fire Marshal Services and FD15 will pay the costs as specified in exhibit A.



**Motion:** To approve the Fire Marshal Services Contract as presented, and authorize the Fire Chief to sign on behalf of the Board  
**Made By:** Norton  
**Seconded By:** King  
**Action:** PASSED unanimously

**Agenda Bill: Resolution 2023-011 Vehicle Surplus and Sale**

Chief Vander Pol stated that the District is no longer in need of the 2001 Chevy Impala and the 1997 Ford Expedition and would like the Board to authorize the surplus and sale of said vehicles.

**Motion:** To approve Resolution 2023-011 declaring surplus and authorizing the sale of one 2001 Chevrolet Impala and one 1997 Ford Expedition  
**Made By:** Muller  
**Seconded By:** Norton  
**Action:** PASSED unanimously

**Agenda Bill: Bid Award – Personal Protective Equipment (PPE)**

Assistant Chief Maloney recommended awarding the PPE bid to the one responsive bidder, LN Curtis.

**Motion:** To award the PPE bid to LN Curtis and authorization for the District staff to enter into contract for the purpose of purchasing PPE jackets and pants  
**Made By:** Christoffersen  
**Seconded By:** Norton  
**Action:** PASSED unanimously

**2024 Board Chair/Vice Chair/Committee Assignments**

**Motion:** To appoint Steve Muller as the 2024 Board Chair  
**Made By:** Ross  
**Seconded By:** Norton  
**Action:** PASSED unanimously

**Motion:** To appoint Tonya Christoffersen as the 2024 Board Vice Chair  
**Made By:** Muller  
**Seconded By:** King  
**Action:** PASSED unanimously

**Motion:** To appoint Tonya Christoffersen and Tom King to the EMS Committee  
**Made By:** Ross  
**Seconded By:** Norton  
**Action:** PASSED unanimously

**Motion:** To appoint Michael Stevens and Tom King to the Personnel Committee with Rick Ross as the alternate  
**Made By:** Ross  
**Seconded By:** Muller  
**Action:** PASSED unanimously



**Motion:** To appoint Michael Stevens, Kamille Norton, and Steve Muller to the Planning Committee  
**Made By:** Ross  
**Seconded By:** Muller  
**Action:** PASSED unanimously

**Motion:** To appoint Steve Muller, Kamille Norton, and Tonya Christoffersen to the Finance Committee  
**Made By:** Ross  
**Seconded By:** Muller  
**Action:** PASSED unanimously

### ***CALL ON BOARD***

**King** – Happy Holidays. Met our new PIO Spring Petta. Asked if the new ladder truck would still include “Tulalip” lettering, Chief confirmed it would not.

**Christoffersen** – Excellent report President Shelton. Merry Christmas and Happy New Year.

**Muller** – Thanks for all the hard work. Looking forward to 2024 planning. Wish everyone a nice Holiday Season

**Ross** – Enjoyed the Firefighter vs. Police basketball game. Also thanked President Shelton for his report and all that our members are doing for our community. Thanked admin and staff for an incredible year. Looking forward to all the work we are going to accomplish in 2024. Wished everyone a Merry Christmas.

**Norton** – It has been an interesting year with a lot of change. Looking forward to taking everything we have learned into 2024. Thanked President Shelton for tonight’s update. Wished everyone a Merry Christmas.

**Steven** – Thanked President Shelton for his report and 9,125 days of Union service.

### ***EXECUTIVE SESSION***

Chairperson Ross called for a 15-minute executive session at 8 pm to review the performance of a public employee pursuant RCW 42.30.110(1)(g) to return at 8:15 pm with action to follow.

Chairperson Ross called for a 2-minute extension at 8:15 pm to return at 8:17 pm.

Chairperson Ross called for a 2-minute extension at 8:17 pm to return at 8:19 pm.

### ***RECONVENE***

The open public meeting reconvened at 8:19 pm.

Chairperson Ross call for a motion as discussed in executive session.

**Motion:** To approve a 4% COLA increase for the Fire Chief  
**Made By:** Muller  
**Seconded By:** Norton  
**Action:** PASSED unanimously

### ***ADJOURNMENT***

Chairperson Ross called for a motion to adjourn the December 20, 2023 regular meeting.

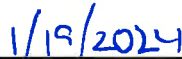


**Motion:** To adjourn the December 20, 2023 regular meeting  
**Made By:** Norton  
**Seconded By:** Muller  
**Action:** PASSED unanimously

With no further action required the December 20, 2023 regular meeting at 8:22 pm.



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



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Date approved





## Fire Prevention Report

Prepared by: Thomas Maloney, Assistant Chief/Fire Marshal  
December 20, 2023

- The total fire loss for 2023:  
We responded to 37 fire incidents that were investigated to date in 2023. The total estimated property pre-fire value is over \$23.4 million, with an estimated fire loss of over \$3.8 million.
- I would like to welcome Spring Petta to the MFD. Spring will serve as our new PIO and Educator. Spring has higher education teaching experience and experience in media delivery. A little about Spring Petta has joined MFD to share her passion for education and public service. She's transitioning her career from teaching at two colleges. She loves talking about education and instructional design. She's got a forestry degree along with other credentials and spent one season as a wildland firefighter. She got into teaching when living in Southern Italy doing genealogy research on her Italian roots. Born in Seattle and raised in Western WA, she's new to the fire service and looking forward to visiting the stations and meeting our firefighters.
- We would like to congratulate DO Patrick Ryan for passing the Fire Inspector I exam. Do Ryan is taking his inspector exams for a potential opening within the FMO later in 2024.
- I would like to recognize Assistant Fire Marshal Don McGhee. He assisted a family in need with a heating concern in a private residence after a phone call. He was able to have a local heating company Nordstrom Heating and Air fix the problem and they donated their services to insure that this family had heat.
- We met with Tulalip Bay Fire to discuss FMO services at Quil Ceda Village as we prepare to transition.
- Our wreath has 6-white bulbs and 2-red bulbs as of 12/12/23.
- Our Facebook audience is 6,812 followers. Our Twitter audience is at 3,152 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	225
Elementary Age (K-5)	0	490
Middle/High School	0	290
Station Tours	0	30
Smoke Alarm Installations	0	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	4	3	1	0	3	0	0	1	\$ 1,208,485.00	\$ 424,372.00
November	3	3	0	0	2	0	0	1	\$ 356,440.00	\$ 83,650.00
December										
<b>Totals</b>	<b>37</b>	<b>31</b>	<b>2</b>	<b>4</b>	<b>27</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>\$ 23,429,429.00</b>	<b>\$ 3,825,339.00</b>

