

**MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
August 21, 2024 – 6 pm – MFD St. 62 / Zoom**

CALL TO ORDER

Chairperson Muller called the MFD meeting to order and led the flag salute at 6 pm.

PRESENTATION

Chief Vander Pol introduced the team members present from Miller Hull and OAC:

Alec Weintraub: OAC Project Manager

Greg Herkenrath: OAC

Rich Whealan: Miller Hull Design Lead

Elana Dornell: Miller Hull Project Manager from the Architect side

Scott Wolf: Miller Hull Partner Quality Assurance/Quality Control Lead

Elana shared a sample of Miller Hull Fire Station designs from Seattle, Mercer Island, and Bothell. Rich asked three questions to better understand how Marysville Fire measures a successful project.

- What is the most important part of the new Fire Station that will make it a success?
 - Long term sustainability
 - Opportunity to reintroduce the community to the Fire District
 - Meets the needs of the firefighters and the community

- What are you most excited about with this project?
 - Finally coming to fruition
 - Clean, safe work environment for our members

- What are you most concerned about?
 - Time frame
 - Staying on budget

Alec shared regarding the time frame, they are in the process of learning the project, the land acquisition and permitting processes. The goal is to create a reasonable schedule that can be used as a tool to work our way through, accelerate appropriate activities, stay on track, and meet deadlines. Next month we will be going before the State Project Review Committee to ask for approval to proceed with a General Contractor Construction Manager method for delivering the project.

PUBLIC COMMENT

Chairperson Muller called for public comment with none given.

The following were in attendance:

Board of Directors:

Steve Muller

Kamille Norton (Zoom)

Michael Stevens (Zoom)



Staff Members:

Guests:

Ned Vander Pol, Chief
Jeff Cole, Assistant Chief
Jennett Nielson, Deputy Chief
Chelsie McInnis, Finance Director
Steve Edin, Human Resource Director
Mike Davis, IT Manager
Josh Farnes, Fleet & Facilities Supervisor
Paula DeSanctis, Admin Assistant

MFD CONSENT AGENDA

- A. Approve minutes of the July 17, 2024, regular meeting
- B. Approve minutes of the July 29, 2024, Finance Committee meeting
- C. Approve July 2024 Financial Statements
- D. Approval of August Claims and Payroll:
 - i. MFD Expense Fund
Voucher Numbers 240803001-thru-240803146 \$ 267,549.74
 - ii. Apparatus Fund
Voucher Numbers 240801001-thru-240801009 \$ 65,848.83
 - iii. Capital Fund
Voucher Numbers 240802001-thru-240802005 \$ 201,667.83
 - iv. MFD Payroll (excluding benefits) \$ 1,531,719.50

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

INFORMATION ITEMS

Communications: Nothing to report.

COMMITTEE REPORTS

EMS Committee: Approval of August EMS account recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
August	1,595.15	51,872.82	0.00	0.00

Motion: To approve the August ambulance account recommendations.
Made By: Stevens
Seconded By: Norton
Action: PASSED unanimously

Planning Committee: Has not met.

Personnel Committee: Nothing to report.

Finance Committee: Finance Director McInnis shared that the Committee met on July 29th to discuss preliminary planning for the 2025 regular levy timeline as well as Quarter two trends thus far. We will need to schedule a meeting for late September for the first draft review of the 2025 budget.

STAFF BUSINESS

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

- A highlight email of all that has been happening this last month was sent out to all Board members.
- Completed the final PIO interviews. Chief will announce his selection early next week.

Operations Report: Chief Cole reported on the following:

- Calls were slightly down at 1,379 calls for July. Outgoing aid is down 8.1%.
- With the addition of the PIO, all budgeted position will be filled. We do have a few members off on disability but have hired to the amount we budgeted for. We will be pulling about 19 members off the line to attend medic school and the academy. They will return late December.

Overtime Report:

July 2024	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 170,364.56	2,096.00	1,768.75
Month Total	\$ 170,364.56	\$ 2,096.00	\$ 1,768.75
YTD Totals	\$ 1,653,141.94	\$ 21,489.58	\$ 14,080.61

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

- We have seven employees off on intermittent FMLA, two employees out on short term disability, and three out on long term disability.
- Planning for the 2025 promotional testing process.
- Requested Board approval to extend the Driver Operator list for one year.

Motion: To extend the Driver Operator list for one year.
Made By: Norton
Seconded By: Stevens
Action: PASSED unanimously

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

Finance Report: Finance Director McInnis reported the following:

- All the SFY2024 GEMT cost reporting data has been compiled and sent to PCG for preparation of our cost report. Cost reports are due to HCA by November 30, 2024.
- 2025 budgeting is underway. Deadline for each division head to submit their budget requests is August 30, 2024. Once internal review is complete, we will take the first draft to the Finance Committee for review before presenting it to the full board at the October budget workshop. Adoption of the 2025 budget will be at the November board meeting.

Legal Counsel Report: District Attorney Noel Treat was absent from tonight’s meeting.

OLD BUSINESS

None

NEW BUSINESS

Local 3219 Office Space Lease: Chief Vander Pol shared we have come to an agreement with Local 3219 to lease office space upstairs at the Administration Building for \$275 per month, this is inclusive of the 12.84% leasehold excise tax required by Washington State Department of Revenue.

Motion: To approve the month-to-month office space lease with Local 3219 in the amount of \$275 per month with lease details to be brought forward.
Made By: Muller
Seconded By: Norton
Action: **PASSED unanimously**

Miller Hull Partnership Preliminary T&M Contract: After OAC and Planning Committee review of the architects who responded to the RFQ solicited by the district for Station 63 A&E services, Miller Hull was selected for pre-design services and further contract negotiation. A preliminary time and materials contract is needed with a total value not to exceed (NTE) \$50,000. It was agreed by the board members to enter into preliminary contract with Miller Hull, with authorization for the Chief to execute agreement.

CALL ON BOARD

Norton – Nothing to report.

Stevens – Nothing to report.

Muller – Asked Board members Norton and Stevens to stop by the administration office tomorrow morning to sign tonight approved documents. Excited to be moving forward on the Station 63 project.

EXECUTIVE SESSION

Chairperson Muller called for a five-minute executive session at 6:37 pm to review the performance of a public employee Pursuant RCW 42.30.110(1)(g) to return at 6:42 pm.

RECONVENE


The open public meeting reconvened at 6:42 pm.

ADJOURNMENT

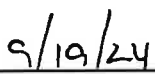
Chairperson Muller called for a motion to adjourn the August 21, 2024, regular meeting.

Motion: To adjourn the August 21, 2024, regular meeting
Made By: Norton
Seconded By: Stevens
Action: **PASSED unanimously**

With no further action required the August 21, 2024, regular meeting at 6:44 pm.



Ned Vander Pol
District Secretary



Date approved



Fire Prevention Report

Prepared by: Thomas Maloney, Assistant Chief/Fire Marshal

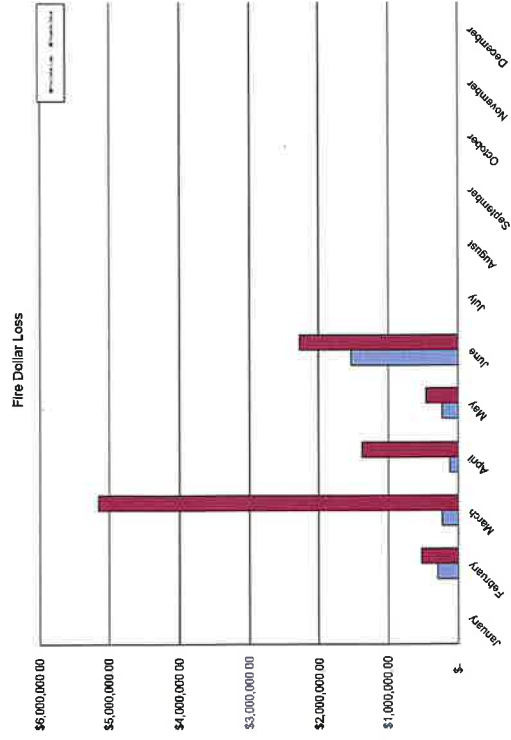
August 21, 2024

- The total fire loss for 2024:
We responded to 11 fire incidents that were investigated to date in 2024. The total estimated property pre-fire value is over \$9.8 million, with an estimated fire loss of over \$2.4 million.
- We had a very successful National Night Out.
- We partnered with Emergency Management on August 10, to help with a CERT event. Our booth provided EMS and fire extinguisher use information.
- The fall CERT class will start on September 17 and end October 10. All of the sessions will be at Station 62.
- FMO staff is continuing to update our fire pre-planning program First Due as we are over 70% complete with the pre-plans.
- We will provide an overview of the 2024 Program Appraisals in September.
- Our Facebook audience is 7,184 followers, increase of 20 over last month. Our X audience is at 3,282 followers. We have 618 followers on Instagram (new account). All of the accounts increased from last month. We currently reach 22,831 households on Nextdoor.

Estimated Number of Public Education Attendees

Program	Last Month	2024
Preschool Program	0	174
Elementary Age (K-5)	0	263
Middle/High School	0	40
Station Tours	0	90
Smoke Alarm Installations	0	0
Youth Fire-Setter Interventions	0	0
Helmet Fittings	0	150
Public Events	500	2,125
Car Seat Installs	0	0
Older Adult Fire/Fall Prevention	0	45
Fire Extinguisher Training	0	0

Marysville Fire District 2024 Fire Incident Totals										
Month	Total Investigations	Accidental	Incendiary	Undetermined	Residential	Commercial	Vehicle	Other	Total Property Value	Total Fire Loss
January	0	0	0	0	0	0	0	0	\$0	\$0
February	1	1	0	0	1	0	0	0	\$ 527,394.00	\$ 294,374.00
March	3	3	0	0	2	1	0	0	\$ 5,158,831.00	\$ 224,179.00
April	3	3	0	0	2	1	0	0	\$ 1,387,658.00	\$ 121,261.00
May	1	1	0	0	1	0	0	0	\$ 457,135.00	\$ 228,569.00
June	3	1	1	1	3	0	0	0	\$ 2,280,254.00	\$ 1,538,853.00
July	0	0	0	0	0	0	0	0	\$0	\$0
August										
September										
October										
November										
December										
Totals	11	9	1	1	9	2	0	0	\$ 9,811,272.00	\$ 2,407,236.00



Marysville Fire District Fire Causes Ending July 31, 2024

