

**MARYSVILLE FIRE DISTRICT  
BOARD OF DIRECTORS  
FD12 COMMISSIONERS  
JOINT MEETING  
March 20, 2024 – 6 pm – MFD St. 62 / Zoom**

***CALL TO ORDER***

Chairperson Muller called the MFD meeting to order and Chairperson Ross called the FD12 meeting to order at 6 pm.

***SAO EXIT CONFERENCE***

Finance Director McInnis introduced Program Manager Kristina Baylor and Audit Lead Chad Edgington from the Washington State Auditor's Office.

Kristina shared that tonight's presentation will be the results of the MFD financial statement audit for year 2022 and the FD12 accountability audit for fiscal years 2020 through 2022. The MFD accountability audit for fiscal year 2021-2022 is still in progress and will be presented at a later date.

Chad shared that they are issuing a clean unmodified opinion for the MFD financial statement audit. There were no significant internal control or material weakness deficiencies found. There were no material or uncorrected misstatements identified. There were also no instances where management controls were circumvented.

Chad reported that in the areas selected for the FD12 accountability audit, the District operations complied in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over safeguarding of public resources.

Kristina shared MFD's next audit is scheduled for fall of 2024, which will include an audit of accountability and financial statements for fiscal year 2023. FD12's next accountability audit for fiscal years 2023 through 2025 will be in fall of 2026.

Kristina and Chad both thanked Finance Director McInnis and staff for being so responsive and helpful throughout the process. Thanked and appreciated Chief Vander Pol for being involved.

***PUBLIC COMMENT***

Chairperson Muller called for public comment. Local 3219 President Kate Shepard shared the following:

- Thanked Boardmembers who met with her for coffee and great conversation.
- Shared that local 3219 manages six contracts consisting of 154 members. Working on MOU's with both Tulalip Bay and San Juan Island.
- We are pushing for Local 3219 to establish a social media presence, and going web based for online voting with some by-law changes.
- March 6<sup>th</sup> Union meeting was to set goals for second quarter and committee formations.
- Fire Ops is coming up. PIO Petta will be attending with Captain Campbell and FF/PM Williams.
- We are sending several members to Ed Seminar in Vancouver, WA in April.
- New member orientation will be in May.



**The following were in attendance:**

**Board of Directors:**

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Steve Muller  
Tom King  
Kamille Norton *zoom*  
Michael Stevens *zoom*  
Rick Ross  
Tonya Christoffersen  
Bob Mosteller

**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  
Mike Davis, IT Manager  
Josh Farnes, Fleet & Facilities Supervisor  
Paula DeSanctis, Admin Assistant

**Guests:**

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Noel Treat, District Attorney  
Kristina Baylor, SAO  
Chad Edgington, SAO

**MFD CONSENT AGENDA**

- A. Approve minutes of the February 21, 2024, Regular Meeting
- B. Approve minutes of the March 4, 2024, Special Finance Committee Meeting
- C. Approve February 2024 Financial Statements
- D. Approval of March Claims and Payroll:
  - i. MFD Expense Fund  
Voucher Numbers 240303001-thru-240303193 \$ 327,585.83
  - ii. Capital Reserve Fund  
Voucher Number 240302001-thru-240302002 \$ 26,103.23
  - iii. Apparatus Fund  
Voucher Number 240301001 \$ 4,451.00
  - iv. MFD Payroll (excluding benefits) \$ 1,575,767.90

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

**SCFD #12 CONSENT AGENDA**

- A. Approve minutes of the December 20, 2023, Special Meeting
- B. Approve December 2023 Financial Statements
- C. Approve January 2024 Financial Statements
- D. Approve February 2024 Financial Statements
- E. 2023 FFD12 SAO Annual Financial Report

**Motion:** To approve the SCFD 12 Consent Agenda  
**Made By:** Christoffersen  
**Seconded By:** Mosteller  
**Action:** PASSED unanimously



## INFORMATION ITEMS

**Communications:** Chief Vander Pol read a letter received thanking Captain Bilow, FF Gunn and FF Gribble for the care and comfort they shared on their ride to the hospital. Second, an email received from a nursed at providence commending two of our members, FF Herrington and FF Stich for stepping up and taking charge to solve a problem while waiting with a patient at the hospital.

## COMMITTEE REPORTS

EMS Committee: Approval of March EMS account recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
March	1,845.92	25,915.46	0.00	785.03

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

**Planning Committee:** Chief Vander Pol shared that the next Planning Committee meeting is scheduled for March 28, 2024 to talk with OAC about project alternative product deliveries.

**Personnel Committee:** Human Resource Director Edin stated there is nothing to report this month.

**Finance Committee:** Finance Director McInnis reported that the Finance Committee met and reviewed the 2023 financial trends, the updated 2024 financial planning model and discussed some of the critical dates coming up for the year. The next Finance Committee meeting will be in late April to review the MFD 2023 annual financial statements.

## STAFF BUSINESS

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

Thanked HRD Edin and DC Nielsen for their help with the MSO/MSA testing process.

- The final inspection on the ladder truck is scheduled for March 26, 2024.
- Ben Readers, Hailey Gribble, Spring Petta, and Chief attended the book reading at Kellogg Marsh Elementary school.
- Joe Kendrick, Elliot Lauritzen, and Chief attended the daylong Tactics and Leadership class put on by Battalion Chief from Florida.
- Several members participated in the stair climb fundraiser at the Columbia Tower. Marysville Fire was presented with a plaque for reaching \$100k total donated throughout our involvement with the fundraiser. Thanked Ricky Williamson for heading that up.
- We had great involvement in the Officer Gadd memorial.

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

- We had 1,146 calls for the month, which was down 43 calls from last year.
- Our Bellingham medic students are doing well; unfortunately, one of them has an injury and is on light duty. Bellingham has been good about getting them everything they need to keep up.
- We are beginning preparations with Marysville Police for Strawberry Festival.



- This week we had a commercial fire in Lakewood as well as a residential fire on the same day.

**Overtime Report:**

<b>February 2024</b>	<b>Dollars</b>	<b>Total Hours</b>	<b>Sick Leave Used</b>
Full-time	\$ 222,036.65	2,882.08	2,560.75
<b>Month Total</b>	<b>\$ 222,036.65</b>	<b>\$ 2,882.08</b>	<b>\$ 2,560.75</b>
YTD Totals	\$ 456,592.10	\$ 5,991.32	\$ 4,548.00

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

- We have five members off on intermittent FMLA, two out on long-term disability, and three out on short-term disability.
- We completed the MSA/MSO testing.
- Entry level testing will be in May to establish a new eligibility.
- Our new HR/Finance assistant, Kim Adams started and is doing fabulous.
- We currently have six openings with four in backgrounds right now.
- Chief Cole and Edin will be doing the 2024 WCIA review on May 3, 2024.
- Requested that the Board extend the Tech Rescue eligibility list for another year.

**Motion:** To Extend the Tech Rescue Eligibility List for One Year.  
**Made By:** Ross  
**Seconded By:** King  
**Action:** PASSED unanimously

**Fire Prevention Report:** Assistant Chief Maloney  
 PIO Petta spent the day in South Kitsap doing some job shadowing.

**Finance Report:** Finance Director McInnis reported the following:  
 The 2023 Annual Financial Report is complete and in internal review before presenting it to the Finance Committee for a May adoption by the Board.

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

***OLD BUSINESS***

None.

***NEW BUSINESS***

None.

***CALL ON BOARD***

**King** – Thanks for the clean audit. Glen Gobin and Teresa Sheldon were elected to the Tulalip Board, Terri was reappointed as Chair and Misty was reappointed as Vice Chair.

**Norton** – Commended Finance Director McInnis and staff on a clean audit. Thanked Chief and Marysville Fire District for our involvement in the Officer Gadd memorial service.

**Stevens** – Nothing to report.

**Ross** – Congratulated McInnis on a clean audit.

**Christoffersen** – Thanked everyone for the excellent audit. Appreciates Marysville Fires presence at the Gadd memorial service.

**Muller** – Exemplary work on the audit. Thanked President Shepard for her report.

### ***FD12 ADJOURNMENT***

Chairperson Ross called for a motion to adjourn the FD12 March 20, 2024 special joint meeting.

**Motion:** To adjourn the March 20, 2024 regular meeting  
**Made By:** Christoffersen  
**Seconded By:** Mosteller  
**Action:** PASSED unanimously

### ***EXECUTIVE SESSION***

Chairperson Muller called for 15-minute Executive session at 6:45 pm for the following:

- To review the performance of a public employee pursuant RCW 42.30.110(1)(g)
- To discuss with potential litigation with legal counsel pursuant RCW 42.30.110(1)(i)

To return to open session at 7pm.

Chairperson Muller called to extend two minutes at 7:00 pm to return at 7:02 pm.

### ***RECONVENE***


The open public meeting reconvened at 7:02pm

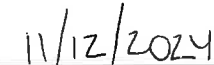
### ***MFD ADJOURNMENT***

Chairperson Muller called for motion to adjourn the MFD March 20, 2024 special joint meeting

**Motion:** To adjourn the March 20, 2024 regular meeting  
**Made By:** Christoffersen  
**Seconded By:** King  
**Action:** PASSED unanimously

With no further action required the March 20, 2024 Joint MFD FD12 meeting at 7:03 pm.

  
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Ned Vander Pol  
District Secretary

  
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Date approved

