

**MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
December 18, 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.

SAO EXIT CONFERENCE

Assistant Audit Manager Courtney Amonsens and Audit Lead Izzy Kanaly from the State Auditor's Office shared the results of the MFD accountability and financial statement audits for the period beginning January 1, 2023, through December 31, 2023.

Izzy shared that the accountability audit performed found the district operations complies, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over safeguarding of public resources. Izzy also reported that the district's financial statements were a fair representation of the district's operations and contained no instances of noncompliance.

Kristina informed the district of their next audit scheduled to be conducted in Fall of 2025 to include an audit of accountability of public resources and financial statements. Courtney stated that they plan to review the status of the fiscal year 2022 management letter recommendation related to shift exchanges as well.

Both Courtney and Izzy gave a special thank you to Finance Director Chelsie McInnis for her organization and quick responses which facilitated an easy audit process.

PUBLIC COMMENT

Former interim MFD Fire Chief Darryl Neuhoff congratulated the district on a great audit as well as the new recruits. Wished everyone a Merry Christmas.

The following were in attendance:

Board of Directors:

Steve Muller
Michael Stevens
Kamille Norton
Tom King
Tonya Christoffersen
Rick Ross

Staff Members:

Ned Vander Pol, Chief
Jeff Cole, Assistant Chief
Chelsie McInnis, Finance Director
Steve Edin, Human Resource Director
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 November 20, 2024, Regular Meeting/Public Hearing
- B. Approve minutes of the December 3, 2024, Finance Committee Meeting
- C. Approve November 2024 Financial Statements
- D. Approval of December Claims and Payroll:
 - i. MFD Expense Fund
 - Voucher Numbers 241201001-thru-241204001 \$ 355,554.01
 - ii. Apparatus Fund
 - Voucher Numbers 241202001-thru-241202009 \$ 36,864.59
 - iii. Capital Fund
 - Voucher Numbers 241203001-thru-241203003 \$ 7,563.81
 - iv. MFD Payroll (excluding benefits) \$1,623,319.08

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

INFORMATION ITEMS

Communications: Nothing to report.

COMMITTEE REPORTS

EMS Committee: Approval of December EMS account recommendations.

Month	Charity	Collections	Bankruptcy	Refunds
December	3,491.57	34,558.47	0.00	2,432.66

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

Planning Committee: Nothing to report.

Personnel Committee: HR Director Edin stated we will need to schedule a Personnel Committee meeting in January 2025 to conduct Captain candidate interviews.

Finance Committee: Finance Director McInnis shared the committee met on December 3, 2024, to discuss the 2025 regular levy lid lift planning. The next meeting is scheduled for January 9, 2025, materials will be provided prior to the meeting.

STAFF BUSINESS

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

- Our eight recruits graduated from the academy last week and are back in the stations.
- Toured the new SNO 911 dispatch center with an April move in date.
- We participated in the holiday parade with Chief leading in the MSA rig playing Christmas music followed by the ladder truck carrying Santa Clause.
- Visited the Sno Isle Technical Center. They have established a great fire training program with several firefighters, including some from Marysville, helping train their students.

- Local 3219 charitable work in 2024:
 - Donated \$1,500 this summer to the food bank
 - Collected \$2,100 for the food bank from the public for Christmas
 - Donated an additional \$500 in donations for Christmas
 - The four shifts collected 560 pounds of food for the food bank
 - Donated \$500 to Toys for Tots
 - Donated \$500 raised by the Local 3219 softball team to local charities
 - Additional \$3,000 donated to various charities and non-profit organizations

Operations Report: Chief Cole reported on the following:

- Calls for service for the month was up 7.3% for a total of 1, 291 calls. We attribute the increase to the multi day windstorms.
- We continue to work with OAC and Miller Hull on the Station 63 project design. Held our second internal stakeholders meeting where we looked at resilience and sustainability of the facility. Property acquisition is still in progress.
- Thanked all Station 61 crew members as well Josh and his crew at the shop for the upstairs admin clean up.
- Congratulations Wilkins-Sikkle, Windle, and Minaker on passing their paramedic test.

Overtime Report:

November 2024	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 220,626.01	2,854.51	2,442.50
Month Total	\$ 220,626.01	\$ 2,854.51	\$ 2,442.50
YTD Totals	\$ 2,537,751.29	\$ 32,888.84	\$ 22,478.61

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

- We have six out on intermittent FMLA, three out on long term disability, five on short term disability, and two on light duty.
- We have two new firefighters starting on January 6, 2025, and will attend the academy in February, and one more in background in hopes to send the February academy as well.
- We have one promoted to Training Captain and one promotion to Driver Operator starting February.

Fire Prevention Report: Assistant Chief Maloney stated he had nothing to add to the fire prevention report that was included in the board packets.

Finance Report: Finance Director McInnis reported the following:

- Thanked all staff member who helped with the audit.
- Final budget documents will be in the January 2025 Board packets.

Legal Counsel Report: District Attorney Noel Treat will report later in executive session.

OLD BUSINESS

None.

NEW BUSINESS

Agenda Bill: inLife Clinic Behavioral Service Contract

Chief Vander Pol explained that staff is requesting an extension of the current inLife contract to a two-year contact for years 2025 and 2026. This contract provides consulting services to support critical incident stress management, the peer support program, and behavioral health and wellness education agency wide.

Motion: To approve and authorize the Fire Chief to sign the two-year contract between the Marysville Fir District RFA and inLife Clinic for years 2025 and 2026.
Made By: Ross
Seconded By: Christoffersen
Action: PASSED unanimously

Agenda Bill: MFD Policy 1323 – Meal Per Diem Rate

Finance Director McInnis shared that staff is recommending a daily meal per diem rate increase from the current \$50/full day (\$25/travel day) to \$70 full day (\$35/travel day). This will bring the district in-line with current allowable federal GSA daily per diem rates for Washington State.

Motion: To approve updated policy 1323, authorizing an increase to the daily meal per diem rates to \$70 full day and \$35 travel day, effective January 1, 2025.
Made By: Christoffersen
Seconded By: King
Action: PASSED unanimously

Agenda Bill: Snohomish County EMS Agency (SCEMSA) ILA

The Snohomish County EMS (SCEMSA) contract will provide support services to the Medical Program Director, including as it relates to development and promotion of new protocols, greater coordination between delegate physicians, EMS related training and evaluations, quality assurance/quality improvement, EMS clarifications, and controlled substances. SCEMSA would also provide support to Member Agencies, Snohomish County 911, and the local EMS and trauma care council, including promoting consistent and integrated use of technology.

Motion: To approve the Snohomish County EMS Agency (SCEMSA) interlocal agreement and authorization for the Fire Chief to execute such agreement.
Made By: Ross
Seconded By: Christoffersen
Action: PASSED unanimously

Agenda Bill: North Sound Emergency Medicine Contract

Chief Vander Pol shared that staff is looking to renew our contract with North Sound Emergency Medicine for the required medical advisor services of Dr. Ron Browne M.D. This renewal will cover a three-year period of 1/1/2025 through 12/31/2027.

Motion: To approve the North Sound Emergency Medicine contract and authorize for the Fire Chief to execute such agreement.
Made By: Christoffersen
Seconded By: King

Action: PASSED unanimously

Board/Committee Assignments

Chairperson Muller shared that the City Council will be appointing a new member to the fire board in January. Until that time, Muller asked that members email nominations to him to vote on at the January 15, 2025 meeting.

Chairperson Muller shared that this will be Board member Kings last meeting on the Fire Board. Muller gave a brief description of King's service to the Marysville Fire District and presented him a plaque in honor of his time served.

EXECUTIVE SESSION

Chairperson Muller called for ten-minute executive session at 6:50 pm for the following

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

We will return to the open meeting at 7 pm.

Chairperson Muller called for a two-minute extension at 7 pm to return at 7:02 pm.

RECONVENE

The open public meeting reconvened at 7:02 pm.

Chairperson Muller called for a motion as discussed in executive session.

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

CALL ON BOARD

Ross – Thanked Chelsie and Staff for another great audit. Thanked Tom for the time spent serving on the Fire Board. Whished everyone a very merry Christmas.

King – Enjoyed working with everyone. Merry Christmas.

Norton – Congratulations on a great audit.

Christoffersen – Thanked Tom for his years of service on the Fire Board. Merry Christmas.

Muller – Wished everyone a merry Christmas.

ADJOURNMENT

Chairperson Muller called for a motion to adjourn the December 18, 2024, regular meeting.

Motion: To adjourn the December 18, 2024, regular meeting
Made By: Christoffersen
Seconded By: Norton
Action: PASSED unanimously



With no further action required the December 18, 2024, regular meeting at 7:09 pm.



Ned Vander Pol
District Secretary



Date approved





Fire Prevention Report

Prepared by: Thomas Maloney, Assistant Chief/Fire Marshal
December 18, 2024

- The total fire loss for 2024:
We responded to 17 fire incidents that were investigated to date in 2024. The total estimated property pre-fire value is over \$11.8 million, with an estimated fire loss of over \$2.7 million.
- We have started to work on importing the square footages for our businesses to our inspection program along with occupancy types. AFM Merkley is grateful for the assistance from Director McInnis and Mike Davis. Without their help we would not be able to get the useful information into our program.
- As of December 11, our 2024 Keep the Wreath Green campaign has one red bulb.
- I would like to thank our City Council members for accepting and approving the recent code updates. The next update in 2025 will be changing the appeals process from its current appeals board to the hearing examiner. The use of the examiner is similar to other jurisdictions.

2024 Inspections

As of 12-3-2024		A Shift	B Shift	C Shift	D Shift					Q1 Summary - Updated				
		Vander Veen	Pierce	Hopp	Tucker	Ja			Campbell	Burlingame	Tucker	Je	Halzenga	
61	Q1	Complete	9	25	18	27			Complete	11	12	13	11	
		Total Assigned	22	25	20	27			Total Assigned	11	12	13	12	
		% Done	41%	100%	90%	100%			% Done	100%	100%	100%	92%	
	Q2	Complete	3	19	24	24			Complete	12	10	14	12	
		Total Assigned	25	22	25	25			Total Assigned	12	13	14	12	
		% Done	12%	86%	96%	96%			% Done	100%	77%	100%	100%	
	Q3	Complete	0	16	22	0	McGowan			Complete	13	9	10	13
		Total Assigned	25	26	26	23			Total Assigned	13	10	12	13	
		% Done	0%	62%	85%	0%			% Done	100%	90%	83%	100%	
	Q4	Complete	0	8	9	0			Complete	10	9	8	0	
		Total Assigned	22	20	25	18			Total Assigned	13	11	11	9	
		% Done	0%	40%	36%	0%			% Done	77%	82%	73%	0%	
63			A Shift	B Shift	C Shift	D Shift			A Shift	B Shift	C Shift	D Shift		
			Neyens	Kuehn	Eagle	Woolcock			Brooke	Cook	Bailey	Williamson		
	Q1	Complete	9	15	8	10			Complete	5	13	11	13	
		Total Assigned	10	15	10	10			Total Assigned	8	14	11	13	
		% Done	90%	100%	80%	100%			% Done	63%	93%	100%	100%	
	Q2	Complete	10	17	0	12			Complete	7	14	10	12	
		Total Assigned	13	17	11	12			Total Assigned	15	14	10	12	
		% Done	77%	100%	0%	100%			% Done	47%	100%	100%	100%	
	Q3	Complete	0	11	5	18			Complete	3	12	12	15	
		Total Assigned	10	12	14	18			Total Assigned	8	12	14	15	
		% Done	0%	92%	36%	100%			% Done	38%	100%	86%	100%	
	Q4	Complete	7	10	0	8			Complete	5	0	0	9	
	Total Assigned	14	10	12	9			Total Assigned	11	9	12	10		
	% Done	50%	100%	0%	89%			% Done	46%	0%	0%	90%		
66			A Shift	B Shift	C Shift	D Shift			A Shift	B Shift	C Shift	D Shift		
			Brooke	Cook	Bailey	Williamson			Brooke	Cook	Bailey	Williamson		
	Q1	Complete	5	13	11	13			Complete	5	13	11	13	
		Total Assigned	8	14	11	13			Total Assigned	8	14	11	13	
		% Done	63%	93%	100%	100%			% Done	63%	93%	100%	100%	
	Q2	Complete	7	14	10	12			Complete	7	14	10	12	
		Total Assigned	15	14	10	12			Total Assigned	15	14	10	12	
		% Done	47%	100%	100%	100%			% Done	47%	100%	100%	100%	
	Q3	Complete	3	12	12	15			Complete	3	12	12	15	
		Total Assigned	8	12	14	15			Total Assigned	8	12	14	15	
		% Done	38%	100%	86%	100%			% Done	38%	100%	86%	100%	
	Q4	Complete	5	0	0	9			Complete	5	0	0	9	
	Total Assigned	11	9	12	10			Total Assigned	11	9	12	10		
	% Done	46%	0%	0%	90%			% Done	46%	0%	0%	90%		
													Q1 Summary - Updated	74%
													A Shift	74%
													B Shift	98%
													C Shift	93%
													D Shift	98%
													Q2 Summary - Updated	
													A Shift	59%
													B Shift	91%
													C Shift	74%
													D Shift	99%
													Q3 Summary - Updated	
													A Shift	35%
													B Shift	86%
													C Shift	73%
													D Shift	75%
													Q4 Summary - Thru 12/3	
													A Shift	43%
													B Shift	56%
													C Shift	27%
													D Shift	45%
													Overall Average	
													(of completed quarters)	
													A Shift	56%
													B Shift	92%
													C Shift	80%
													D Shift	91%

FMO Annual Business Inspection By Quarter
As of 12/3/2024

Q1	FM62	FM63	FM64
Complete	42	71	110
Assigned	43	72	113
% Complete	98%	99%	97%
Q2			
Complete	9	48	43
Assigned	11	51	48
% Complete	82%	94%	90%
Q3			
Complete	11	75	32
Assigned	15	79	67
% Complete	73%	95%	48%
Q4			
Complete	0	13	8
Assigned	2	33	16
% Complete	0%	39%	50%

2024 Inspection Progress for R2 and E occupancies

As of 12/3/2024

R2	
Completed	112
Assigned	143
% Complete	78%
Note: 13 are still scheduled in Q4	
E	
Completed	8
Assigned	15
% Complete	53%
Note: Remaining schools scheduled in Q4	

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	1	0	0	1	0	0	0	1	\$ 80,000.00	\$ 80,000.00
September	1	1	0	0	1	0	0	0	\$ 710,522.00	\$ 52,781.00
October	2	0	1	1	1	0	1	0	\$ 460,000.00	\$ 120,000.00
November	2	2	0	0	2	0	0	0	\$ 824,500.00	\$ 68,000.00
December										
Totals	17	12	2	3	13	2	1	1	\$ 11,886,321.00	\$ 2,728,017.00

Marysville Fire District Fire Causes Ending November 30, 2024

