

**MEETING MINUTES
MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS' MEETING
April 16th, 2026 – 6 pm – MFD St. 62 / Zoom**

CALL TO ORDER

Chairperson Muller called the MFD meeting to order and board member Norton led the flag salute at 6:02 pm.

PUBLIC COMMENT

Chairperson Muller called for public comment, and none was given.

The following were in attendance:

Board of Directors:

Steve Muller
Mark James
Kamille Norton
Tonya Christoffersen

Staff Members:

Ned Vander Pol, Fire Chief
Jeff Cole, Assistant Chief of Operations
Tom Maloney, Assistant Chief/Fire Marshal
Jennett Nielson, Deputy Chief
Chelsie McInnis, Finance Director (zoom)
Kim Adams, HR Director
Mike Davis, IT Manager
Josh Farnes, Fleet and Facilities Supervisor
Jen Egger, Public Information Officer
Paula DeSanctis, HR/Finance Assistant
Taylor Matsumura, Administrative Assistant

Guests:

Noel Treat, District Attorney (zoom)

Chairperson Muller called for a motion to approve the agenda for the April 16th, 2026, MFD Regular Board Meeting.

Motion:	To approve tonight's MFD Regular Board Meeting agenda.
Made By:	Norton
Seconded By:	Christoffersen
Action:	PASSED unanimously

MFD CONSENT AGENDA

- A. Approve minutes of the March 18th, 2026, MFD Board Meeting
- B. Approve March 2026 Financial Statements
- C. Approval of April claims and Payroll:
 - i. MFD Expense Fund
 - Voucher Numbers – 260402001 thru 260402086 \$ 313,343.51
 - EFT Transaction Numbers – 866 thru 870 \$ 23,199.93
 - Voided Check Number: 5209 \$ 9,300.00
 - ii. Capital Fund
 - Voucher Numbers – 260401001 \$ 192.50
 - iii. MFD Payroll (excluding benefits) \$ 1,650,147.01
- D. Approval of April EMS Committee Account Recommendations
 - i. Refunds Check Numbers 4524-4528 and 4530-4536 \$ 3,378.53
 - ii. Charity/Bankruptcy/Small Balance \$ 2,839.15
 - iii. Collections \$ 47,781.04

Motion: To approve the MFD Consent Agenda in its entirety as amended.
Made By: James
Seconded By: Christoffersen
Action: PASSED unanimously

INFORMATION ITEMS

Communications: None

COMMITTEE REPORTS

Planning Committee: Chairperson Muller reported that the lease terms for the Station 63 property are nearly finalized, and the landowner is interested in purchasing the existing Station 63. Appraisals are expected next week.

Personnel Committee: Nothing to report.

Finance Committee: Meeting scheduled for May 7th, 2026, to adopt annual report.

Operations Committee: None

STAFF BUSINESS

Fire Chief Report:

- Shift meetings are underway, connecting with crews and sharing current updates.
- The annual report is in progress, with HR/Finance Administrative Assistant Paula DeSanctis leading the work.
- There was strong interest in both the Peer Supporter roles and Wildland Instructor opportunities.

G: Office Shared/MFD Board/2026 Minutes/4-15-2026 Minutes of the Board Approved Initials MP

Operations Report:

- The new ladder truck is delayed by another week; Chief Cole continues weekly status calls with the vendor.
- HAAS Alert and the Washington Traffic Safety Commission will visit June 8–9 to film apparatus and equipment-mounting videos.
- Staff are entering annual special events into HAAS to improve public awareness and help residents avoid congested areas.
- Station 62 water-damage repairs are now complete.
- Ongoing work with Stationwise and the Battalion Chiefs continues to refine the scheduling system, with a goal of fully automating staff scheduling.

Overtime Report:

March 2026	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 167,754.31	1,968.25	2,300.25
Month Total	\$ 167,754.31	\$ 1,968.25	\$ 2,300.25
YTD Totals	\$ 381,062.09	\$ 6,929.43	6,228.08

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

- **Leave:** Five employees are on intermittent FMLA, one on long-term disability, and two on short-term disability. One employee returns next week.
- **Training/EMS Admin Assistant & Mechanic Positions:** Both new hires started in early April and are progressing well.
- **Medic School Applications:** Five applications received. Candidates will be interviewed based on available slots for the July 2026 cohort.
- **Battalion Chief Promotional List:** The list has expired; an extension is requested through March 19, 2027.

Motion: To approve extension of the Battalion Chief Promotional List to March 19th, 2027
Made By: Christoffersen
Seconded By: Norton
Action: PASSED unanimously

Fire Prevention Report: Nothing to report.**Finance Report:** Finance Director Chelsie McInnis reported the following:

Work on the annual financial report is underway and is expected to be completed by the end of April 2026. A committee meeting will be scheduled prior to the May 2026 Board Meeting to review

and approve the report. Final adoption is planned for the May Board Meeting to ensure submission to SAO by the May 30 deadline.

Legal Counsel Report: District Attorney Noel Treat – Nothing to report.

OLD BUSINESS

None

NEW BUSINESS

Agenda Bill: Deputy Chief of Operations Job Description Updates

Recommended updates to the job description include adding supervisory duties for Training and EMS, involvement in labor and contract negotiations, and oversight of the Comprehensive Behavioral Health and Wildland Programs. Required qualifications are a minimum of five years of service as a Captain. Preferred qualifications include a bachelor's degree in Fire Science (or related field) and/or two years as a full-time Battalion Chief or higher.

Motion: To approve changes made to the Deputy Chief of Operations Job Description
Made By: Norton
Seconded By: James
Action: PASSED unanimously

Agenda Bill: Third Amendment to the Fire Chief Agreement

Per Article 5 of the employment contract with Fire Chief Vander Pol, the contract may be extended to additional terms by mutual written agreement. Marysville Fire District Board is recommending a one-year extension from February 1, 2026.

Motion: Motion to approve the third amendment to the Employment Contract Between Marysville Fire District and Ned Vander Pol extending his employment contract until February 1, 2027.
Made By: Norton
Seconded By: Christoffersen
Action: PASSED unanimously

Agenda Bill: Administration Uniform Policy

The Administrative Staff Uniform Policy defines professional appearance standards for non-operational staff, specifying approved attire for daily, business, and formal settings. It also sets purchasing, reimbursement, and annual allowance guidelines to ensure a consistent, professional image across administrative roles.

Motion: Administrative Staff Uniform Policy
Made By: James

Motion: Administrative Staff Uniform Policy
Made By: James
Seconded By: Christoffersen
Action: PASSED unanimously

CALL ON BOARD

James – Nothing to report.

Norton – Nothing to report.

Christoffersen – Thank you to Jen Egger, Community Educator and Public Information Officer, for her prompt and professional response to the citizen's post regarding a recent incident. Board Member Christoffersen will be absent for all May 2026 meetings.

Muller – Extended my sincere appreciation to everyone for your continued hard work, professionalism, and commitment to advancing our shared goals.

EXECUTIVE SESSION

Chairperson Muller called for a 15-minute executive session at 6:30 pm for the following:
A. To discuss collective bargaining negotiations Pursuant RCW 42.30.140 (4)(a)

Chairperson Muller called for a 5-minute extension at 6:45 pm to return at 6:50 pm.
Chairperson Muller called for a 5-minute extension at 6:50 pm to return at 6:55 pm.
Chairperson Muller called for a 5-minute extension at 6:55 pm to return at 7:00 pm.
Chairperson Muller called for a 2-minute extension at 7:00 pm to return at 7:02 pm.

RECONVENE

The open public meeting was reconvened at 7:02 pm.

ADJOURNMENT

Chairperson Muller called for a motion to adjourn the April 15th, 2026, regular meeting.

Motion: To adjourn the April 15th, 2026, regular meeting
Made By: James
Seconded By: Christoffersen
Action: PASSED unanimously

With no further action required the April 15th, 2026, regular meeting at 7:03 pm.



Ned Vander Pol
District Secretary



Date approved