

**MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS
BOARD MEETING
December 17, 2025 – 6 pm – MFD St. 62 / Zoom**

CALL TO ORDER

Chairperson Muller called the meeting to order and led the flag salute at 6:06 pm.

OATH OF OFFICE

Chief Vander Pol administered the oath of office and family members pinned badged on the following recruit academy graduates as well as the academy Company Officer:

Firefighters: Maxwell Rediker, Terek Varland, Bredan Onderbeke, Guillermo Estrada, Valente Nielsen, Deklund DeBell,

Company Officer: Chris McAuliffe.

Chief Vander Pol gave a special thank you the Academy Training Officer, Pk Woolcock, for his great work.

Human Resources Director Kim Adams administered the oath of office for re-elected Commissioner Rick Ross.

SAO FY2024 ADUIT EXIT CONFERENCE

Audit Manager Courtney Amonsens and Audit Lead Assistant State Auditor Erika Davies shared the results of the MFD accountability and financial statement audits for the period beginning January 1, 2024, through December 31, 2024.

Erika 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. Erika also reported that the district's financial statements were a fair representation of the district's operations and contained no instances of noncompliance.

Erika shared the status of a prior management letter that was issued as part of the 2021-2022 audit concerning shift exchanges. The district has been taking steps to resolve this exception, and the State Auditors will review the district's corrective action once fully implemented.

Courtney informed the district of their next audit scheduled to be conducted in Fall of 2026 to include an audit of accountability of public resources and financial statements with an estimated cost based on current rates is \$23k.

Both Courtney and Erika gave a special thank you to Finance Director Chelsie McInnis for her organization and quick responses which facilitated an easy audit process as well as her efforts with the implementation of a new accounting standard, GASB101 – Compensated Absences. They also recognized IT Manager Mike Davis for his assistance with the review of small and attractive assets.

APPROVAL OF AGENDA

Chairperson Muller called for a motion to approve tonight's agenda.

Motion: To approve tonight's agenda as presented.
Made By: Norton
Seconded By: Christoffersen
Action: PASSED unanimously

PUBLIC COMMENT

Chairperson Muller called for public comment.

District 15 Fire Chief, Ryan Shaughnessy, District 15 Board Chair, David Sherman, and Tulalip Tribes Vice Chair, Hazen Shopbell all shared their concerns over the imbalance of mutual aid calls between Marysville Fire District and District 15. They would like to hear Marysvilles staffing plan moving forward and how the two districts can work together to resolve the issue.

Local 3219 President Kate Shepard requested that the labor report be added back to the agenda. Shepard asked that the Board and Staff do their due diligence serving both our members and citizens and work in collaboration with all our neighbors. Reece Williams will be taking over as Local President in 2026; Shepard will stay on to help serve the Local.

Board Chair, Muller, shared that we will be creating an Operations Committee to further discuss items brought forward during board meetings.

The following were in attendance:

Board of Directors:

Tonya Christoffersen
Steve Muller
Kamille Norton
Mark James
Rick Ross

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
Kim Adams, Human Resource Director
Mike Davis, IT Manager
Paula DeSanctis, HR/Finance Assistant

Guests:

Noel Treat, District Attorney *Zoom*

MFD CONSENT AGENDA

- A. Approve minutes of the November 17, 2025, special meeting
- B. Approve November 2025 Financial Statements
- C. Approval of December Claims and Payroll:

i. MFD Expense Fund		
Voucher Numbers <u>251203001-thru-251203168</u>	\$	471,201.24
Cancelled Warrant <u>2243039</u>	\$	2,025.47
ii. Apparatus Fund		
Voucher Numbers <u>251201001-thru-251201004</u>	\$	35,336.04
iii. Capital Fund		
Voucher Numbers <u>251202001-thru-251202002</u>	\$	2,304.50
iv. MFD Payroll (excluding benefits)		\$1,765,292.85
D. Approval of November EMS Committee Account Recommendations		
i. Refunds Check Numbers	\$	0.00
ii. Charity/Bankruptcy/Small Balance	\$	410.13
iii. Collections	\$	65,361.47

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

INFORMATION ITEMS

Communications: Nothing to report.

COMMITTEE REPORTS

Planning Committee: Muller shared he submitted pre application documents to the engineer and the property owner. We should have permits and begin construction by May or June.

Personnel Committee: Nothing to report.

Finance Committee: Nothing to report.

STAFF BUSINESS

Fire Chief Report: Chief Vander Pol reported the following:

- Shared how impressed he was with Woolcock, McAiliffe, and our recruits and how they represented Marysville Fire District.
- In anticipation of the inclement weather, we added additional staffing as well as staffed a boat. Though we did not have significant flooding, our crews were busy with downed trees and wires.
- PIO, Jen Egger, has been working with Skagit and Snohomish County PIO's with their flooding issues.

Operations Report: Chief Cole reported on the following:

Our crews have completed training on the two new engines and Fleet and Facilities are working on mounting tools and equipment. They should be put into service in the next two weeks. Our Ladder Truck is still waiting for a replacement door from E-One and some other structural items. Possible return date in late January. The Haas Alert Report was included in the packets.

Handwritten initials: PJ

Overtime Report:

November 2025	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 270,844.49	3,351.03	2,262.00
Month Total	\$ 270,844.49	\$ 3,351.03	\$ 2,262.00
YTD Totals	\$ 2,470,283.97	\$ 30,243.45	\$ 22,738.60

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

- We have five employees out on intermittent FMLA, four out on long term disability, and two out on short term disability.
- Completed entry level firefighter testing to compile a new list. The next academy starts in February.
- We have posted for the new Training/EMS Administrative Assistant as well as the Mechanic. Both close at the end of this month with interviews in January.

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

Finance Report: Finance Director McInnis reported the following:

- Thanked IT Manager Davis for the exceptional work done on the asset program and his work with the auditors. Also thanked HR/Finance Assistant Paula DeSanctis and Account Technician Kelsey Fox for their outstanding work on the OPMA and credit card portions of the audit.
- The final 2026 Budget Documents are in the packets. Any future amendments needed will have supplementary materials that would be attached
- December will mark our final month of using Snohomish County for our Accounts Payable services, we will begin issuing our own vendor payments and IRS 1099 reporting in January.

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

APPOINTMENTS

Chairperson Muller called for nominations for the MFD 2026 Board Chairperson.
Board member Norton nominated Steve Muller for the MFD 2026 Board Chair position.

Motion: To appoint Steve Muller as the MFD 2026 Board Chair Position.
Made By: Norton
Seconded By: Christoffersen
Action: PASSED unanimously

Chairperson Muller called for nominations for the MFD 2026 Board Vice Chairperson.
Board member Norton nominated Tonya Christoffersen for the MFD 2026 Board Vice Chair position.

Motion: To appoint Tonya Christoffersen as the MFD 2026 Board Vice Chair Position.
Made By: Norton

Seconded By: James
Action: PASSED unanimously

After a brief discussion it was agreed that all 2025 committee appointments will remain the same for 2026.

EMS Committee: Christoffersen, James
Personnel Committee: Stevens, Ross, alternate – James
Planning Committee: Norton, Stevens, Muller
Finance Committee: Muller, Norton, Christoffersen

Chairperson Muller introduced a new committee, the Operations Committee. The Operations Committee will meet quarterly, or as needed, to discuss topics brought before the Board. These meetings will be open to all members and the public.

Commissioner Christoffersen, Commissioner Ross, and Board member James all agreed to serve on the Operations Committee.

Motion: To appoint Christoffersen, Ross, and James to the 2026 Operations Committee.
Made By: Muller
Seconded By: Christoffersen
Action: PASSED unanimously

OLD BUSINESS

None

NEW BUSINESS

Agenda Bill: MFD Resolution 2025-010 “A Resolution Authorizing the Establishment of Funds and the Appointment of Personnel”

Resolution 2025-010 will supersede Resolution 2025-005; removing retired Human Resource Director, Steve Edin from signing authority on all District bank accounts and appointed positions contained within. Approval of this resolution will assign these roles to the new Human Resource Director, Kimberly Adams.

Motion: To Approve Resolution 2025-010 Authorizing the Establishment of Funds and the Appointment of Personnel.
Made By: Christoffersen
Seconded By: James
Action: PASSED unanimously

Agenda Bill: 2026 Non-Represented Staff Compensation Plan

HR Director Edin reminded the Board that a salary study was completed in September adjusting salaries to the average comparison. Staff is recommending Board approve the plan as presented to include market adjustments where applicable, 3% COLA increase, and education pay incentive.

Motion: To Approve the 2026 Non-Represented compensation plan as presented to include market adjustments as presented, a 3% COLA increase and a new education pay incentive for those employees eligible.

Made By: Ross

Seconded By: Norton

Action: PASSED unanimously

Agenda Bill: Amend Lexipol Policy 1050 to include an Education Incentive Compensation pay plan for Non-Represented Employees.

To encourage continuing education, retention of good employees and remain competitive with other agencies, the district is proposing a new policy to award education incentive compensation to non-represented employees.

Motion: To approve an amendment to Lexipol Policy 1050 to include an education incentive compensation plan for non-represented employees of the Marysville Fire District.

Made By: James

Seconded By: Christoffersen

Action: PASSED unanimously

Agenda Bill: Capital Asset Inventory

The Marysville Fire has performed a complete and full audit of its Capital Asset Inventory System in accordance with Policy 1325. As a result of this audit, three inventory reconciliation reports have been generated for: (1) asset located, (2) assets disposed/removed, and (3) assets currently lost/missing.

Items identified as Capital Assets within this report are those material possessions owned by the Marysville Fire District exceeding a purchase cost of \$5,000. In addition, Small and Attractive assets include material possessions owned by the Marysville Fire District exceeding a purchase cost of \$500 but less than \$5,000 that can be easily converted to personal use.

Motion: To accept the 2025 capital asset inventory reports as presented.

Made By: Christoffersen

Seconded By: James

Action: PASSED unanimously

Agenda Bill: Bid-Award - Personal Protective Equipment (PPE)

A request for bids was conducted to obtain personal protective equipment (PPE), jackets and pants to replace the current three-year bid which expires on December 31, 2025. The new three-tier bid award will remain effective until the end of 2028.

Two bids were submitted and opened on December 8, 2025, meeting the requirements within the bid specifications. All bids were complete with all documentation as required, therefore, both were deemed as responsive.

Staff recommends awarding the PPE contract to the lowest responsive bidder, SeaWestern.



Motion: To award PPE bids to SeaWestern and authorization for district staff to enter into a contract for the purpose of purchasing PPE jackets and pants.
Made By: Christoffersen
Seconded By: James
Action: PASSED unanimously

Agenda Bill: Addition of Four New Firefighter Positions

Hiring 4 additional firefighters will increase the opportunity for personnel to have time off for rest and recovery. The goal is to reduce overtime, so employees are not working as many overtime shifts. Overtime is an operations function of a fully staffed fire agency providing 24/7 emergency response. Full elimination of overtime is not the goal, but a reduction in the reliance on overtime is an achievable goal.

Over the years, the cost of overtime has increased as the number of personnel and labor costs have increased. During a recent labor management meeting, labor requested MFD hire additional firefighters to absorb some of the overtime work that is available. Administration analyzed the situation; the attachment provides the data that supports this request to increase staffing.

The request for 4 additional firefighters equates to one firefighter per shift. Each shift, the additional firefighter will be assigned to work that would otherwise have been filled by a firefighter working overtime. The benefit to personnel is that the overtime firefighter that would have otherwise worked that shift now has the day off to rest, recover, and prepare for their next shift.

The cost difference is approximately 4% between paying a full-time firefighter and an overtime firefighter. The total carrying cost of a 24-hour shift for a full-time firefighter is \$1,880; compared to that same firefighter being paid an overtime rate at \$1,956.

Currently, the number of daily shift vacancies is an average of 3.68; this was 3.74 in 2023 and 4.02 in 2024. This historical context supports the fact that our current daily shift vacancy occurrence is not an outlier to the system but reasonably expected to continue without additional staffing. It is anticipated that by adding one firefighter per shift we will decrease the number of shift vacancies along with overtime cost.

Estimated salary and benefit cost per position is \$141,250, for a total payroll budget increase of \$565,000. Budgeted position count for 2026 would increase from the current total of 133 FTE to 137 FTE. Ancillary PPE and equipment costs of approximately \$61,200 would be absorbed within current PPE budget allocation; if required, recruit academy cost is \$10k each.

If this staffing request is approved, an official budget amendment will be presented to the Board at the January meeting.

Motion: To approve the addition of four firefighter positions to the Marysville Fire District, increasing budgeted staffing allocation from 133 FTE to 137 FTE for 2026.
Made By: Ross
Seconded By: Norton
Action: PASSED unanimously



CALL ON BOARD

Muller – Thanked finance team and IT Manager Davis. Congratulated Edin on his retirement. Excited and proud to see how far we have come as an organization.

Norton – Thanks to the finance team for another clean audit. Thanked Muller and Christoffersen for agreeing to fill the 2026 Chair and Vice chair positions. Excited about addressing several staffing issues tonight and will continue to do so. Wished Edin a happy retirement. Wished everyone a Merry Christmas.

James – Congratulated the recruit graduates. Congratulated Ross on his re-election. Congratulated staff on a great audit. Looking forward to serving on the Operations Committee.

Ross – Congratulated McInnis and Staff on another incredible audit.

Christoffersen – Thanked Chief Shaughnessy for visiting tonight and sharing his concerns. Thanked McInnis and team. Wished everyone a Merry Christmas.

EXECUTIVE SESSION

Chairperson Muller called for a ten-minute executive session at 7:52 pm to discuss collective bargaining negotiations Pursuant RWC 42.30.140(4)(a) to return at 8:02 pm.

Chairperson Muller called for a two-minute extension at 8:02 pm to return at 8:04 pm.

Chairperson Muller called for a two-minute extension at 8:04 pm to return at 8:06 pm.

RECONVENE

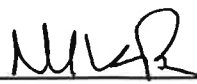
The open public meeting was reconvened at 8:06 pm.

ADJOURNMENT

Chairperson Muller called for a motion to adjourn the December 17, 2025, regular meeting.

Motion:	To Adjourn the December 17, 2025, regular meeting
Made By:	Muller
Seconded By:	James
Action:	PASSED unanimously

With no further action required, The December 17, 2025, regular meeting adjourned at 8:10 pm.



Ned Vander Pol
District Secretary

1/22/2026

Date approved

