

**PRELIMINARY AGENDA
MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS' MEETING
April 15th, 2026, at 6 PM - Station 62 / Zoom**

1. Call to Order MFD - Flag Salute

2. Approval of Agenda

3. Public Comment

4. 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 – XXXXXXXXXX thru XXXXXXXXXX \$
 - EFT Transaction Numbers – XXX thru XXX \$
 - Voided Check Number: 5209 \$ 9,300.00
 - ii. Capital Fund
 - Voucher Numbers – XXXXXXXXXX thru XXXXXXXXXX \$
 - EFT Transaction Number - XXX \$
 - iii. MFD Payroll (excluding benefits)
- 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

5. Information Items

- A. Communications:
- B. Committee Reports
 - i. Planning Committee:
 - ii. Personnel Committee:
 - iii. Finance Committee:
 - iv. Operations Committee:

6. Staff Business

- A. Fire Chief Report
- B. Operations/Overtime Report
- C. Human Resources/Personnel Report
- D. Fire Prevention Report
- E. Finance Report
- F. Legal Counsel

7. Old Business

8. New Business

- A. Agenda Bill: Deputy Chief of Operations Job Description Updates
- B. Agenda Bill: Third Amendment to the Fire Chief Agreement
- C. Agenda Bill: Administration Uniform Policy

9. Call on Board

10. Executive Session

- A. To discuss collective bargaining negotiations Pursuant RCW 42.30.140 (4)(a)

11. Adjourn

Marysville Fire is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

[https://us02web.zoom.us/j/83453670847?
pwd=o6bVXxC6LFaaJPb4VnCibLmAV3Fzj8.1](https://us02web.zoom.us/j/83453670847?pwd=o6bVXxC6LFaaJPb4VnCibLmAV3Fzj8.1)

Meeting ID: 834 5367 0847

Passcode: 084650

THE PUBLIC IS INVITED TO ATTEND

Special Needs

The Marysville Fire District strives to provide accessible opportunities for individuals with disabilities. Please contact the Human Resources Department, (360) 363-8510, at least five business days prior to any District meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6388 and ask the operator to dial the Marysville Fire District HR Department at (360)363-8510. For Voice Relay, please call 1-800-833-6384 and ask the operator to dial the Marysville Fire District HR Department at (360)363-8510.

**MEETING MINUTES
MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS' MEETING
March 18, 2026 – 6 pm – MFD St. 62 / Zoom**

CALL TO ORDER

Chairperson Christoffersen called the MFD meeting to order and led the flag salute at 6:02 pm.

PUBLIC COMMENT

Chairperson Christoffersen called for public comment.

Basil Bailey, Vice President of Local 3219, delivered remarks on behalf of Reece Williams, President of Local 3219. Captain Bailey acknowledged the recent banquet recognizing the six members of the 2025 Retiree Class and commended their many years of dedicated service. He also acknowledged the Union frustrations regarding the progress of the new collective bargaining agreement and encouraged all parties to work collaboratively to keep the process moving forward.

The following were in attendance:

Board of Directors:

Mark James
Michael Stevens
Kamille Norton
Tonya Christoffersen
Rick Ross (*zoom*)

Staff Members:

Ned Vander Pol, Fire Chief
Tom Maloney, Assistant Chief
Jennett Nielson, Deputy Chief (*zoom*)
Chelsie McInnis, Finance Director (*zoom*)
Kim Adams, HR Director
Mike Davis, IT Manager
Paula DeSanctis, HR/Finance Assistant
Taylor Matsumura, Administrative Assistant

Guests:

Noel Treat, District Attorney (*zoom*)

Chairperson Christoffersen called for a motion to approve the agenda for the March 18th, 2026, MFD Regular Board Meeting.

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

MFD CONSENT AGENDA

- A. Approve minutes of the February 18th, 2026, MFD Board Meeting
- B. Approve minutes of the March 4th, 2026, Planning Committee Special Meeting
- C. Approve February 2026 Financial Statements
- D. Approval of March claims and Payroll:
 - i. MFD Expense Fund
 - Voucher Numbers – 260302001 thru 260302084 \$ 305,992.67
 - EFT Transaction Numbers – 579 thru 582 \$ 25,803.23
 - ii. Capital Fund
 - Voucher Numbers – 260301001 thru 260301004 \$ 254,438.75
 - EFT Transaction Number - 574 \$ 12,461.53
 - iii. MFD Payroll (excluding benefits) \$ 1,733,006.16
- E. Approval of March EMS Committee Account Recommendations
 - i. Refunds Check Numbers 4520-4523 \$ 641.69
 - ii. Charity/Bankruptcy/Small Balance \$ 1,364.11
 - iii. Collections \$ 59,744.89

Board member James asked for an amendment to the minutes of the February 18th, 2026, MFD Regular Board Meeting Minutes under the Attendance section to correct the zoom notation from “Mark James (*zoom*)” to “Michael Stevens (*zoom*)”.

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

INFORMATION ITEMS

Communications: None

COMMITTEE REPORTS

Planning Committee: Meeting held on Wednesday, March 4th, 2026, to discuss Station 63 updates, current projects at Station 61 and long-term capital needs.

Personnel Committee: None

Finance Committee: None

Operations Committee: None

STAFF BUSINESS

Fire Chief Report: Chief Vander Pol provided updates from the MFD Public Education and Information Office for February and March, including highlights from community events, emergency management activities, and public outreach efforts. He emphasized the significant effort and time contributed by the crews to support these initiatives.

Chief Vander Pol also recognized the team responsible for organizing the Annual Awards Banquet held on March 14, 2026. He noted the strong attendance, the success of peer-nominated awards, and the positive atmosphere created by the smaller venue, which offered a more intimate setting and effectively showcased the retiree class.

Operations Report: Nothing to report

Overtime Report:

February 2026	Dollars	Total Hours	Sick Leave Used
Full-time	\$ 213,307.78	2,570.59	2,055.25
Month Total	\$ 213,307.78	\$ 2,570.59	\$ 2,055.25
YTD Totals	\$ 403,479.28	\$ 4,961.18	\$ 3,927.83

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

- **Leave:** We have six off on intermittent FMLA, one off on long-term disability, and four off on short term disability.
- **Training/EMS Administrative Assistant Position:** Candidate selected with anticipatory start date of April 1st, 2026.
- **Mechanic Position:** Anticipatory started date of April 7th, 2026.

Fire Prevention Report: Assistant Chief Maloney thanked the board members for their time and support at the CPSE conference. He also noted that a code amendment will be introduced to rename a city ordinance section from “Confidence Testing” to the broader term “Third-Party Testing,” with the change expected to take effect in the coming months.

Finance Report: Finance Director Chelsie McInnis reported the following:

- **WA State HCA GEMT Refund** – The Washington State Healthcare Authority notified us last month of a refund owed due to an early 2025 payment error on GEMT claims. The refund of overpayment has been processed and is included in the consent agenda Capital Fund expenditures approval. Total refund is approximately \$225,000.
- **State Fiscal Year 2024 GEMT Audit** – The SFY2024 GEMT cost report audit performed by Myers and Stauffer has officially closed with a clean outcome. There was a minor reduction of \$6.55 in the cost-per-transport and fewer cost-allocation adjustments than the previous year audit. Final SFY2024 cost per transport is \$4,254.57.

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

OLD BUSINESS

None

NEW BUSINESS

None

CALL ON BOARD

James – Echoed Chief Vander Pol's appreciation for the impressive banquet and the efforts to honor retirees. Also expressed gratitude for the informative CPSE conference.

Stevens – Shared that the CPSE conference was very informative and rewarding.

Norton – Thanked Paula and everyone involved for their hard work on a successful banquet and or honoring award recipients and retirees.

Christofferson – Appreciated the strong emphasis on honoring retirees and noted how well-organized the banquet was.

EXECUTIVE SESSION

Chairperson Christoffersen called for a 5-minute executive session at 6:18 pm for the following:

- A. To review the performance of a public employee Pursuant RCW42.30.110(1)(g)

Chairperson Christoffersen called for a 5-minute extension at 6:23 pm to return at 6:28 pm.

Chairperson Christoffersen called for a 2-minute extension at 6:28 pm to return at 6:30 pm.

Chairperson Christoffersen called for a 3-minute extension at 6:30 pm to return at 6:33 pm.

RECONVENE

The open public meeting was reconvened at 6:33 pm.

Chairperson Christoffersen requested a motion to approve a one-year contract extension for Fire Chief Ned Vander Pol, which includes a 3 percent cost-of-living salary adjustment and an additional 100 hours credited to his vacation bank.

Motion:	To approve Fire Chief contract extension for 1 year.
Made By:	Norton
Seconded By:	Stevens
Action:	PASSED unanimously

ADJOURNMENT

Chairperson Christoffersen called for a motion to adjourn the March 18th, 2026, regular meeting.

Motion: To adjourn the March 18th, 2026, regular meeting
Made By: Stevens
Seconded By: Norton
Action: PASSED unanimously

With no further action required the March 18th, 2026, regular meeting at 6:35 pm.

Ned Vander Pol
District Secretary

Date approved



Fire Prevention Report

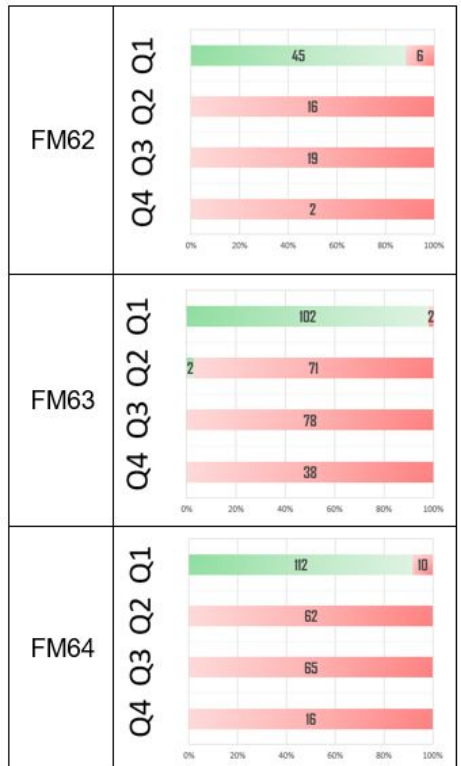
Prepared by: Thomas Maloney, Assistant Chief/Fire Marshal
 April 15, 2026

- Total fire loss for 2026 thus far: We have responded to 10 fire incidents that have been investigated in 2026. The total estimated property pre-fire value is over \$10.9 million, with an estimated fire loss of over \$3.5 million.
- The ordinance for reporting was updated last code cycle, and we have sent our information to Brycer to go live on June 1. The wording change for the MMC is regarding the final acceptance testing and the previous company does not have this option.
- Continuing to work with the North County fire marshal on Amazon and agree to the fire requirements.
- Working with Everett on updating and managing a list for board-up companies so there is a rotation. This would replace the list that is carried in the battalion chief vehicle. We have started to meet the perspective companies as well.
- We also hosted a high-piles storage class at Station 62 last month.

2026 FMO Inspections

FMO Annuals

Mar 2026



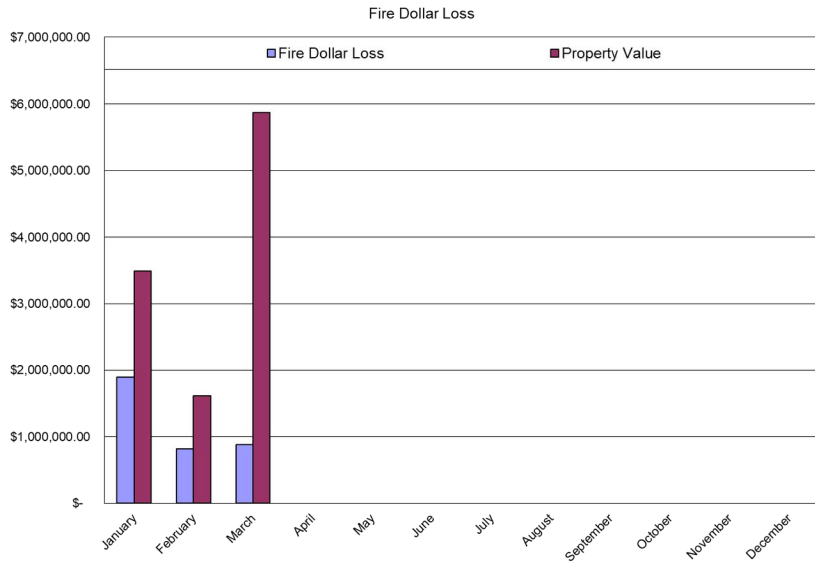
■ Sum of Completed
■ Sum of In progress
■ Sum of Scheduled

2026 Company Inspections

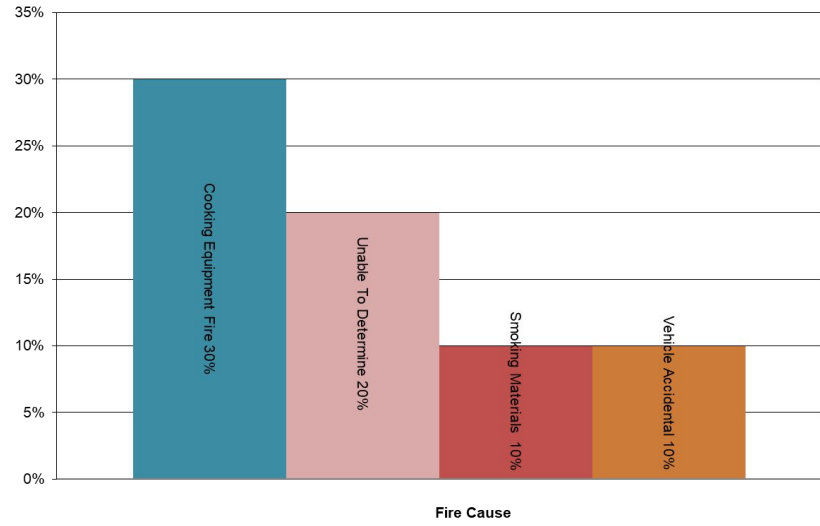
Mar 2026	61	62	63	66				
Q1	A		A		A		A	
	B		B		B		B	
	C		C		C		C	
	D		D		D		D	

Fire Loss Estimates and Cause

Marysville Fire District 2026 Fire Incident Totals										
Month	Total Investigations	Accidental	Incendiary	Undetermined	Residential	Commercial	Vehicle	Other	Total Property Value	Total Fire Loss
January	5	2	0	2	4	0	1	0	\$ 3,488,816.00	\$ 1,894,876.00
February	3	2	0	1	1	0	0	0	\$ 1,613,928.00	\$ 817,306.00
March	2	2	0	0	2	0	0	0	\$ 5,873,346.00	\$ 878,583.00
April										
May										
June										
July										
August										
September										
October										
November										
December										
Totals	10	6	0	3	7	0	1	0	\$ 10,976,090.00	\$ 3,590,765.00



Marysville Fire District Fire Causes Ending March, 2026





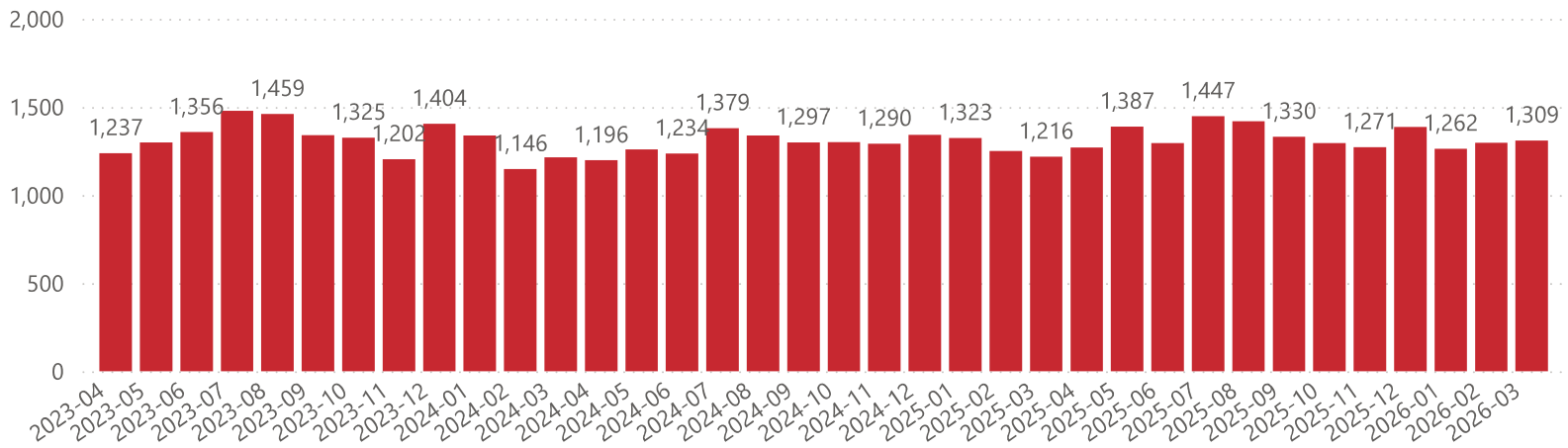
MONTHLY **RESPONSE** STATISTICS

**March
2026**



Monthly Report March 2026

Number of Incidents Over the Last 36 Months



Average and Compliance Over The Last Month

Statistics	Average	Compliance %	Benchmark
Call Processing	00:01:22	54.86%	< 1:20
Turnout	00:01:41	69.52%	< 2:00
Travel	00:04:34	75.93%	< 6:00
Total Reflex	00:09:06	58.78%	< 8:30

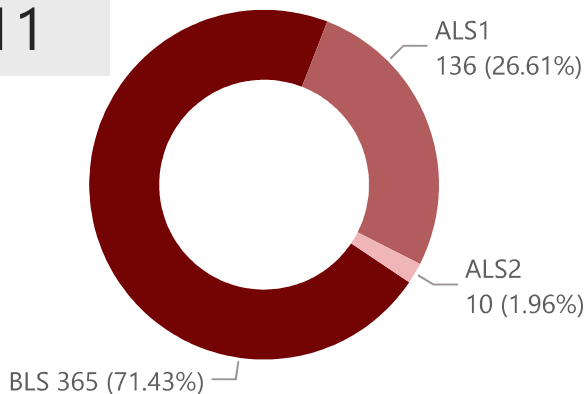
Incidents by Call Group Over the Last Month

Incident Type	Number of Incidents	% of Total
EMS	1,112	84.95%
Alarm	50	3.82%
Vehicle Accident	44	3.36%
Service	41	3.13%
Fire - Structure	38	2.90%
Other	12	0.92%
Hazardous Condition	7	0.53%
Fire - Other	4	0.31%
Fire - Vegetation	1	0.08%
Total	1,309	100.00%

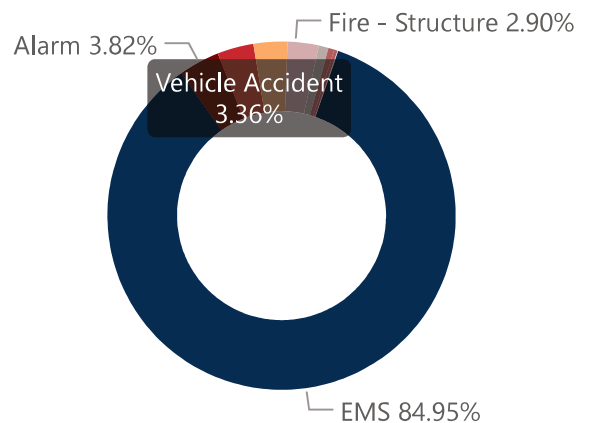
Transport Counts BLS vs. ALS Over the Last Month

Total Count

511

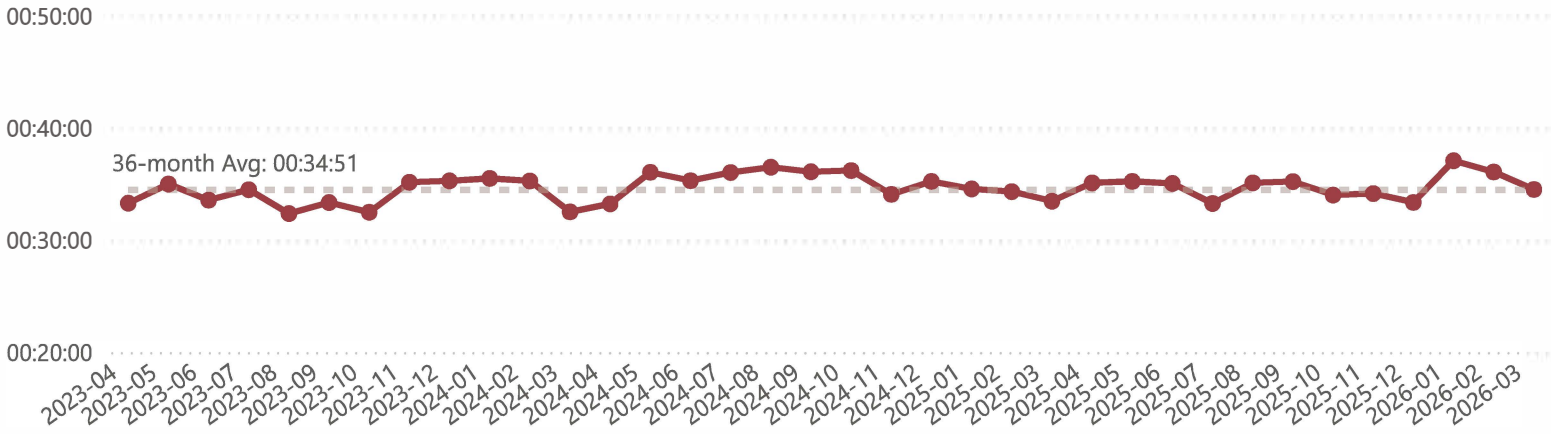


Unique Incidents by Percentage Over the Last Month

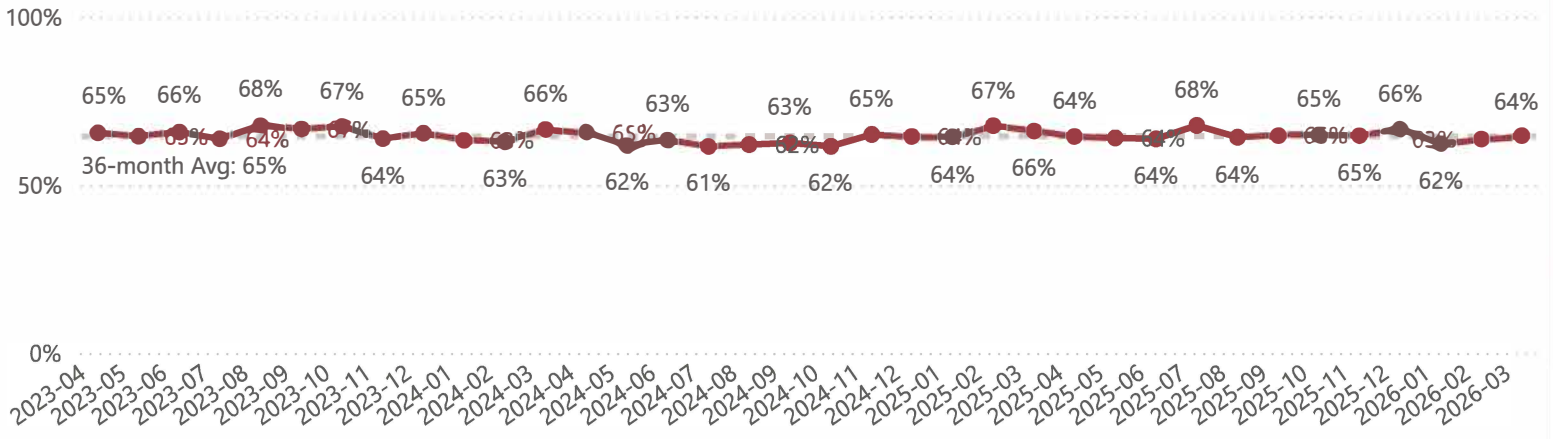


Committed - Ambulances

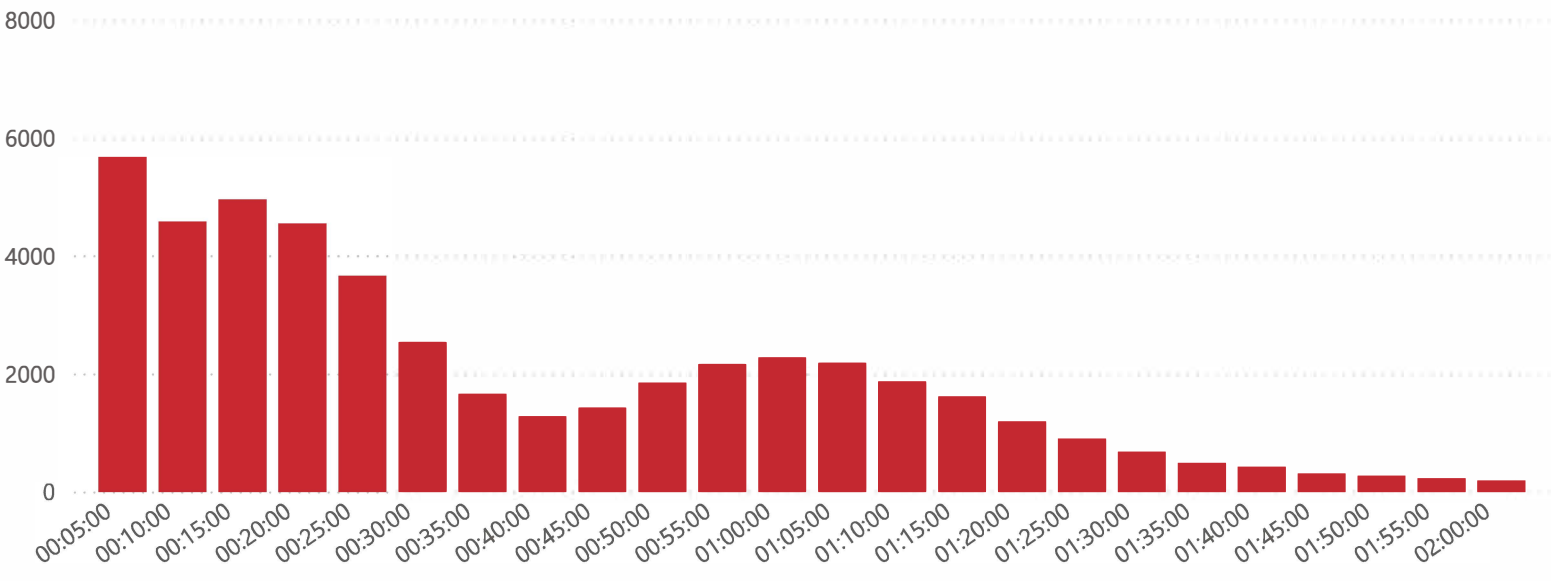
Average Committed Times Over the Last 36 Months



Percentage of Committed Times Below 45 Minutes Over the Last 36 Months

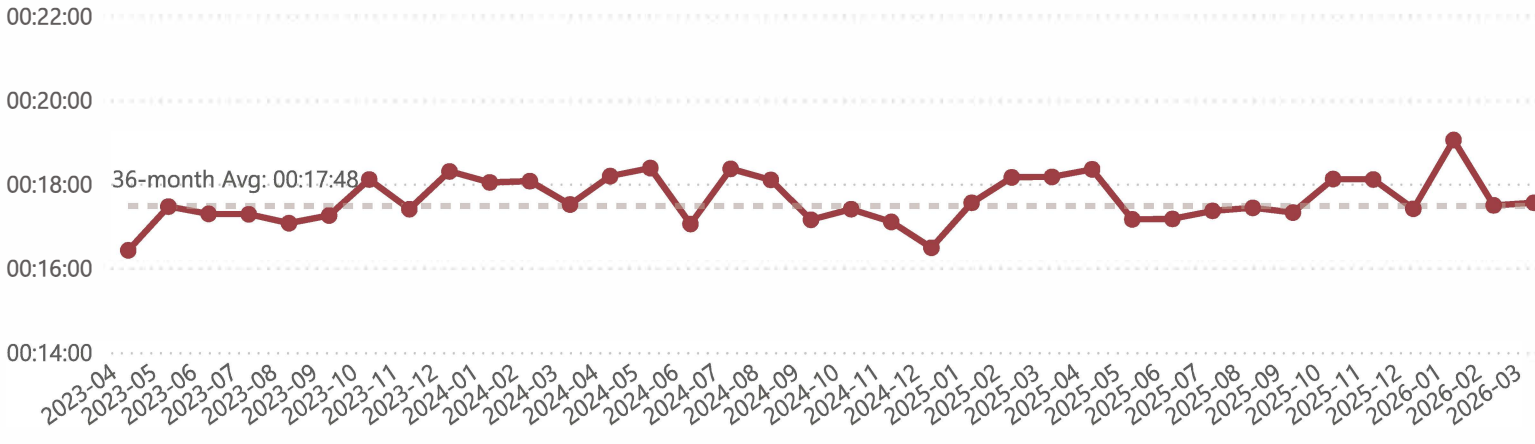


Committed Time Distribution Over the Last 36 Months

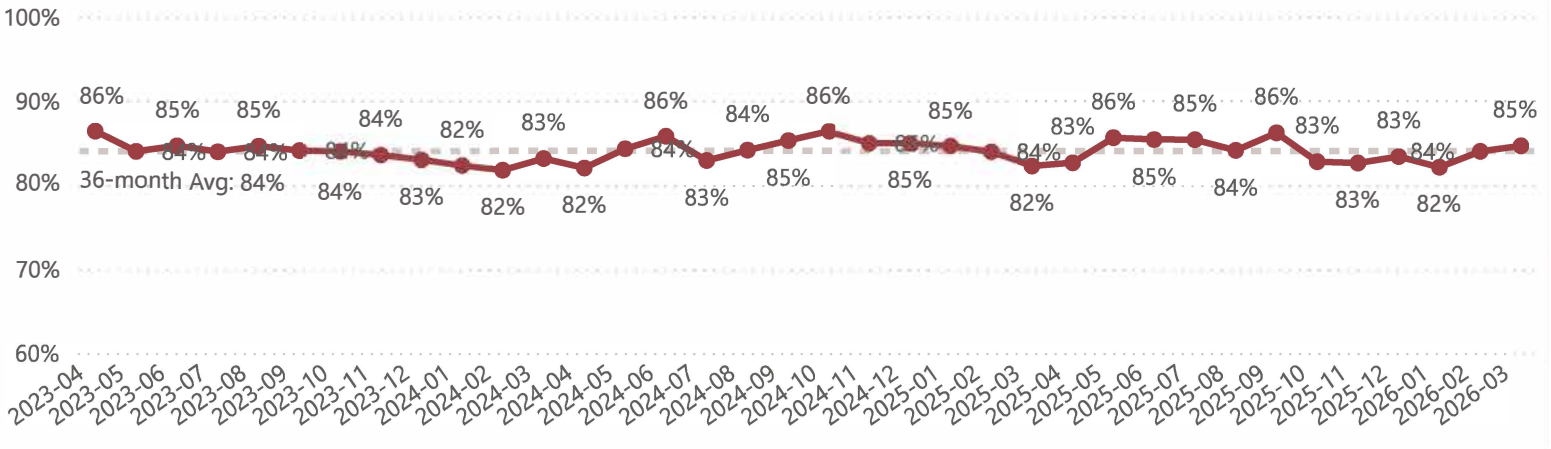


Committed - Engines & Ladders

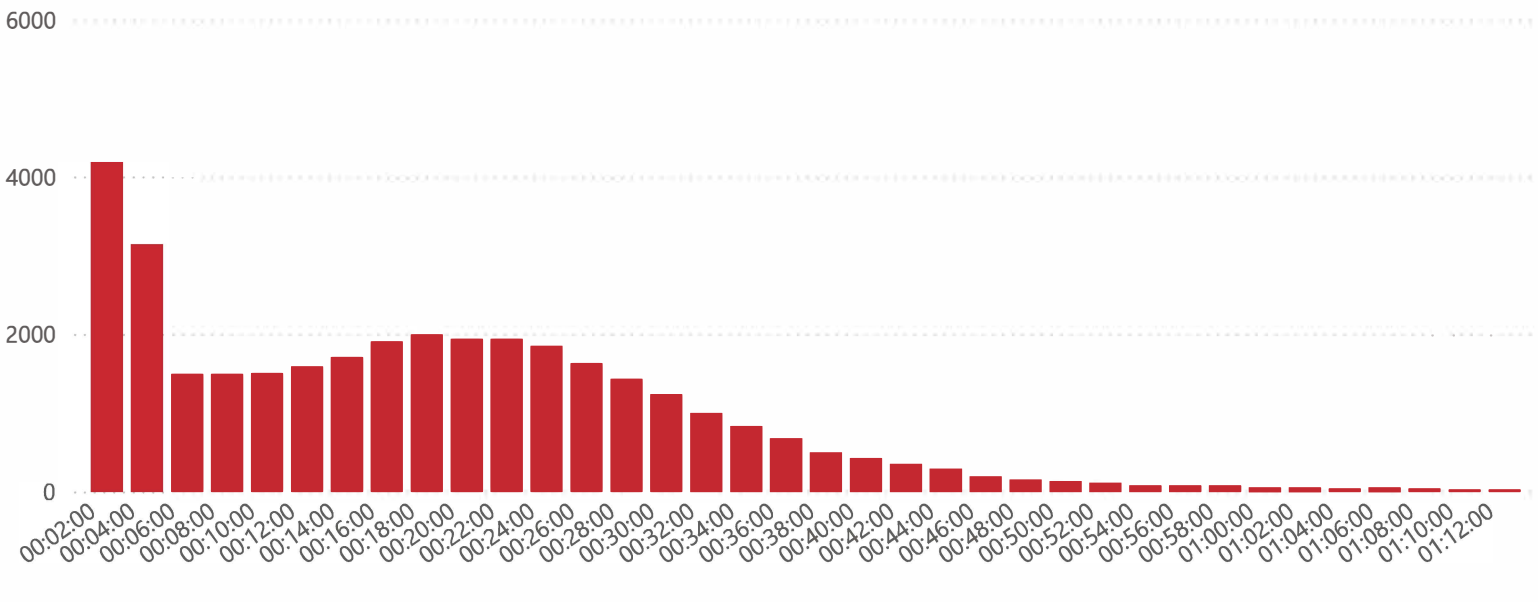
Average Committed Times Over the Last 36 Months



Percentage of Committed Times Below 30 Minutes Over the Last 36 Months



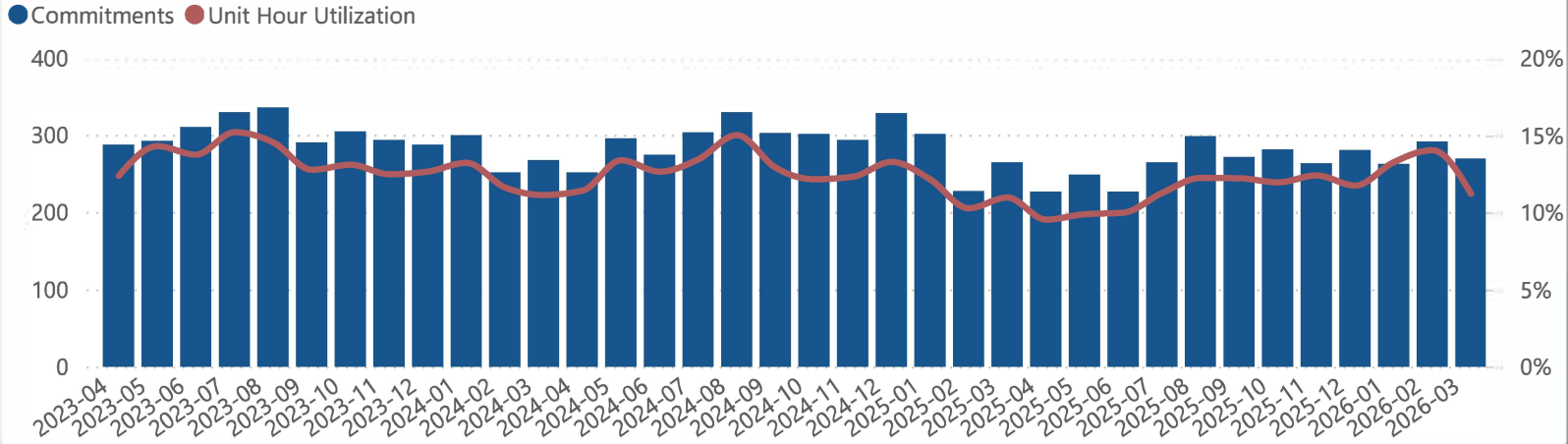
Committed Time Distribution Over the Last 36 Months



Total Commitments by Unit - March 2026

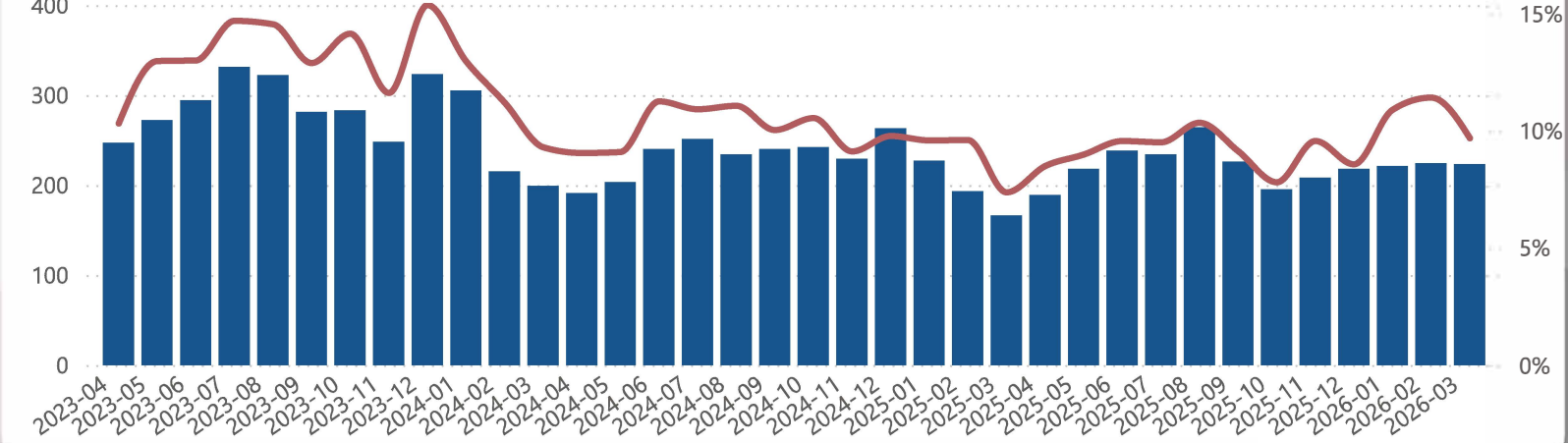
Engine E61 - Commitments and Unit Hour Utilization

Last 36 Months



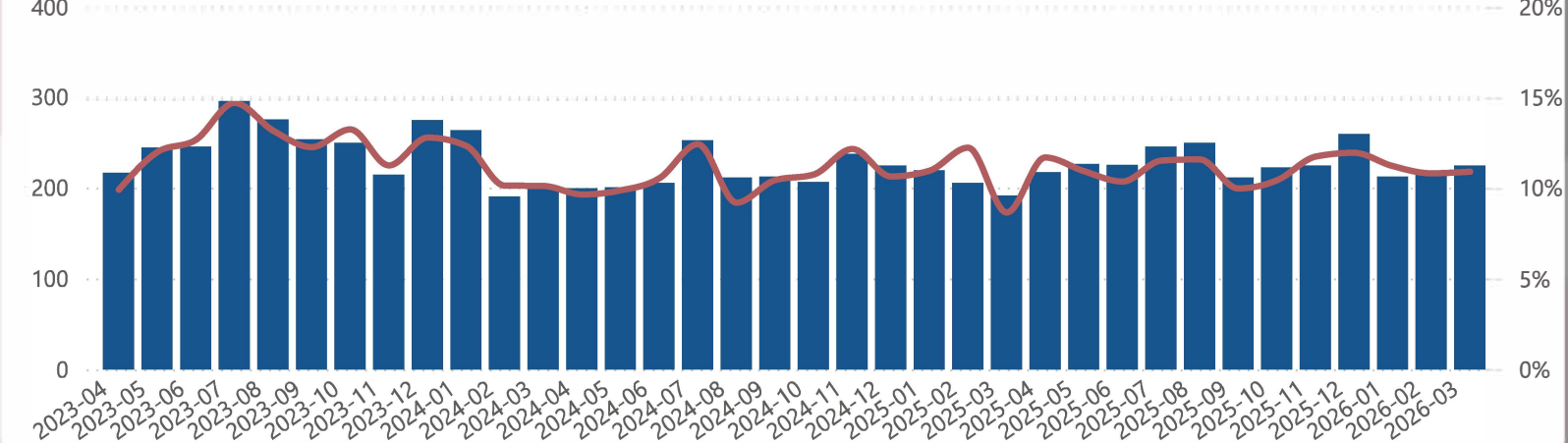
Engine E62/L62 - Commitments and Unit Hour Utilization

Last 36 Months



Engine E63 - Commitments and Unit Hour Utilization

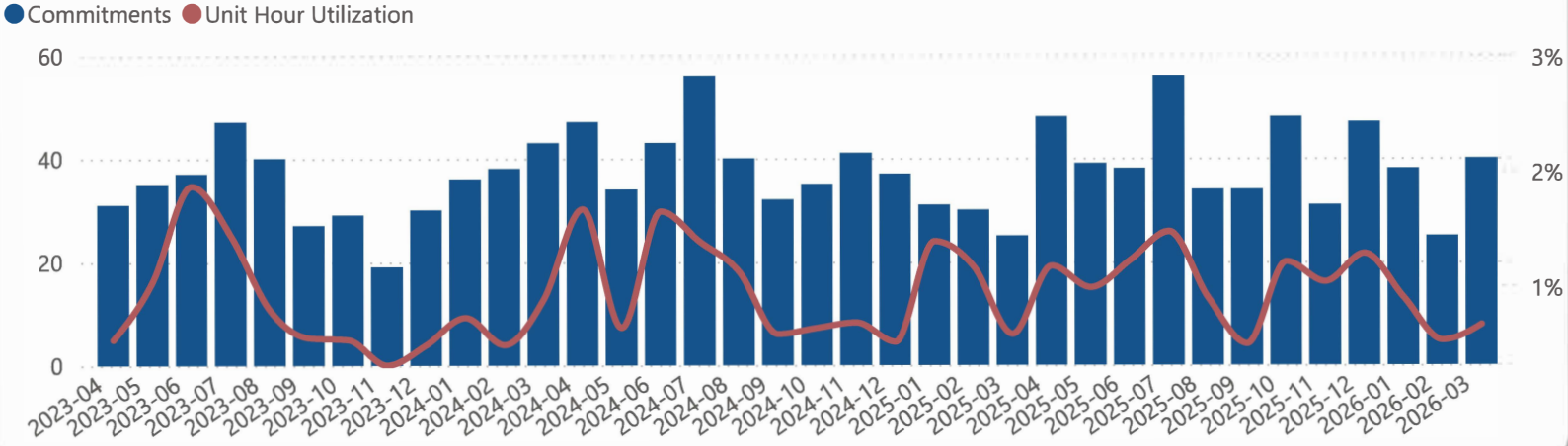
Last 36 Months



Total Commitments by Unit - March 2026

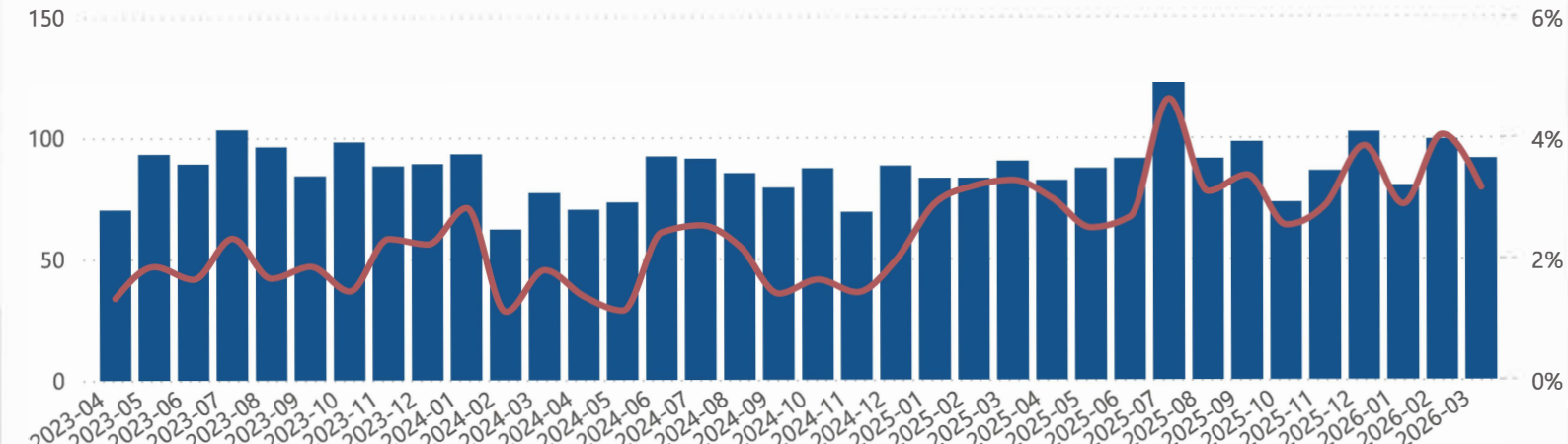
Engine E65 - Commitments and Unit Hour Utilization

Last 36 Months



Engine E66 - Commitments and Unit Hour Utilization

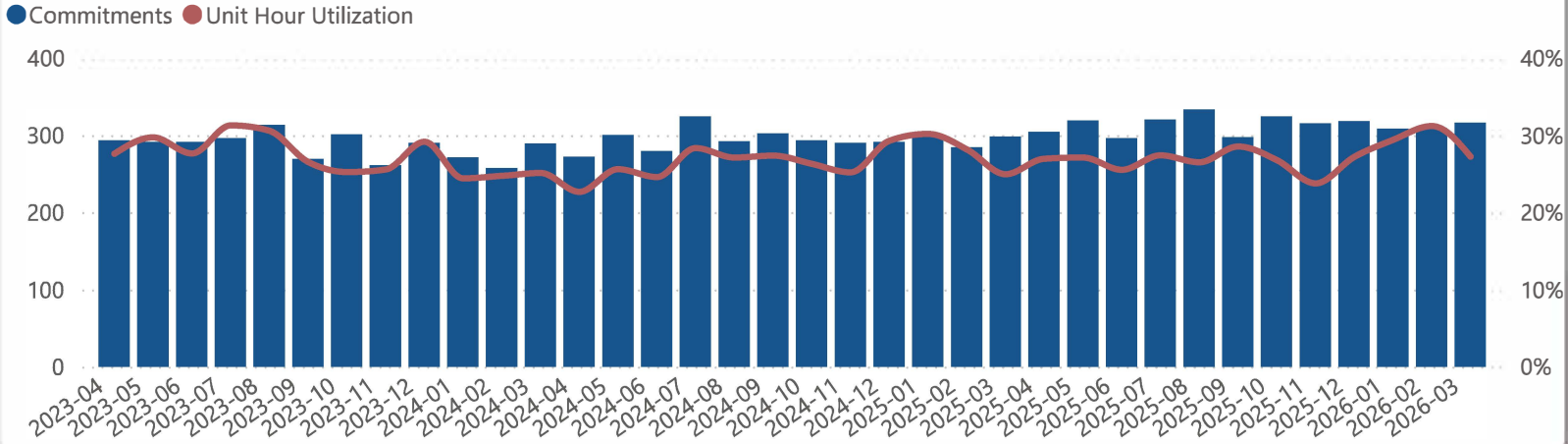
Last 36 Months



Total Commitments by Unit - March 2026

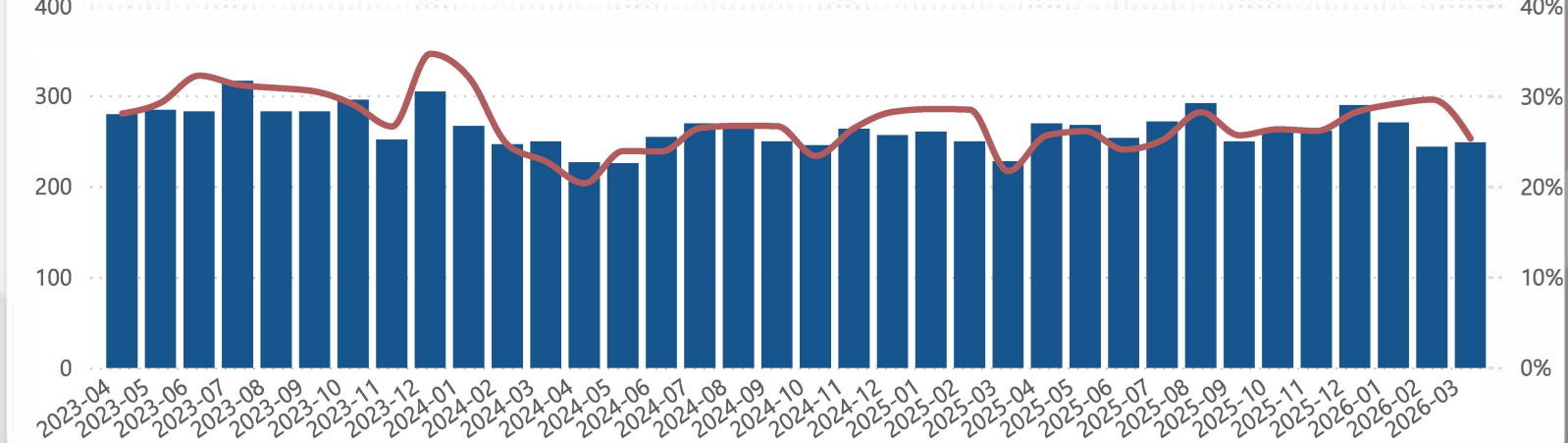
Ambulance A61 - Commitments and Unit Hour Utilization

Last 36 Months



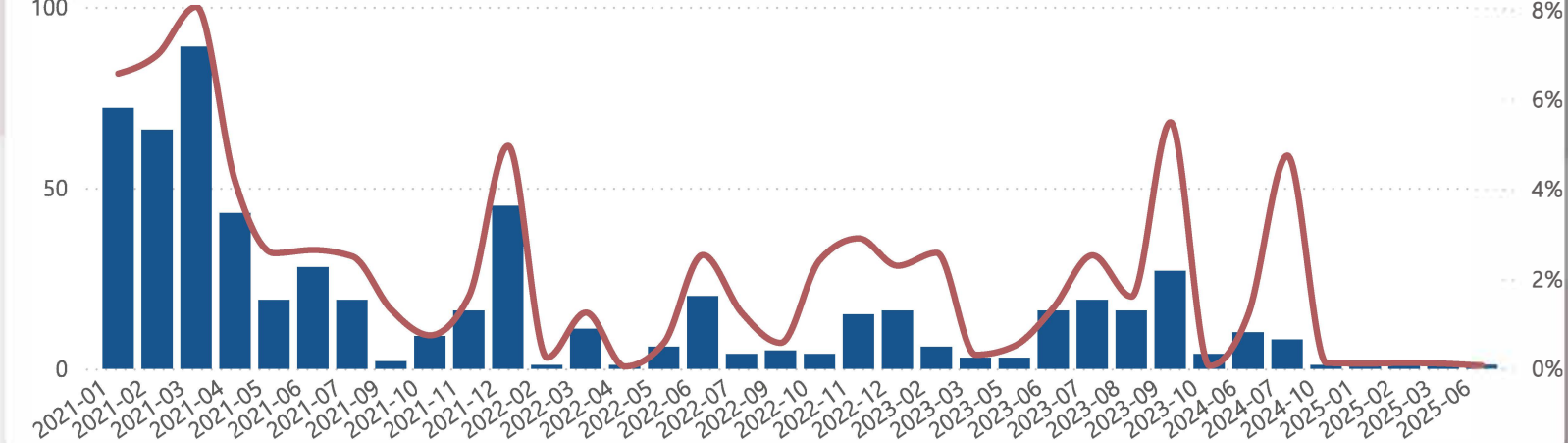
Ambulance A62 - Commitments and Unit Hour Utilization

Last 36 Months



Ambulance A62A - Commitments and Unit Hour Utilization

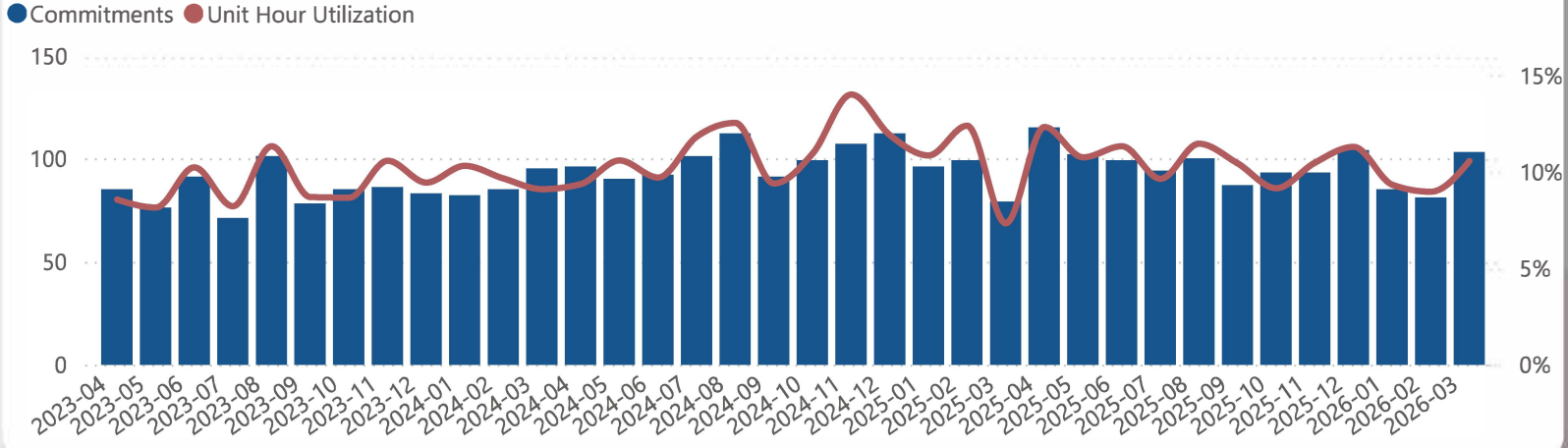
Last 36 Months



Total Commitments by Unit - March 2026

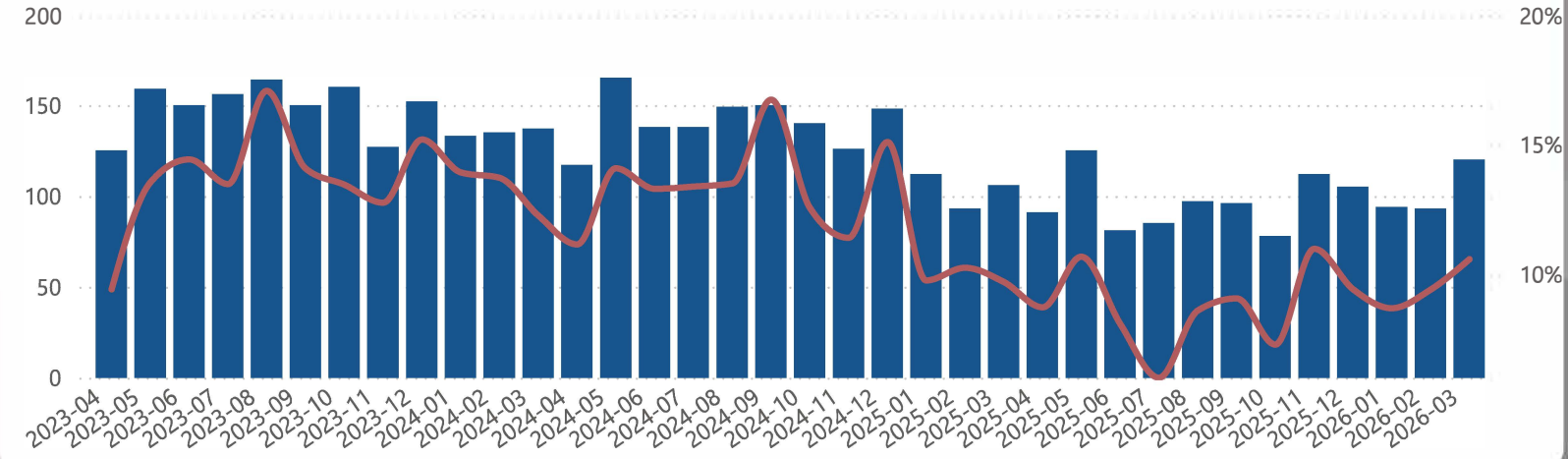
Ambulance A65 - Commitments and Unit Hour Utilization

Last 36 Months



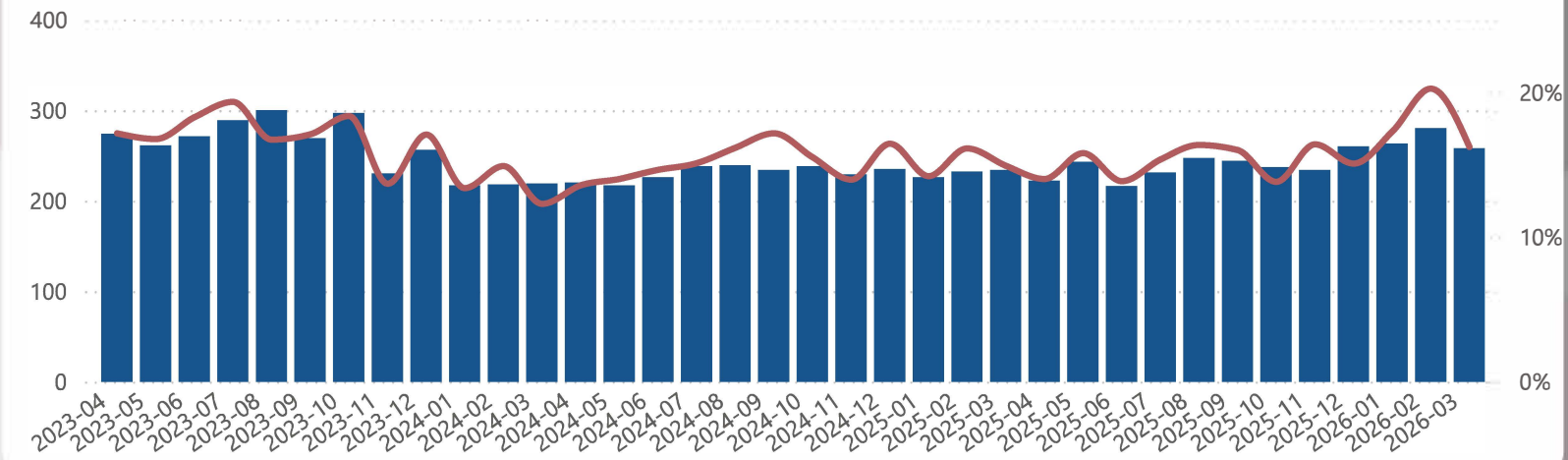
Ambulance A66 - Commitments and Unit Hour Utilization

Last 36 Months



Ambulance M61 - Commitments and Unit Hour Utilization

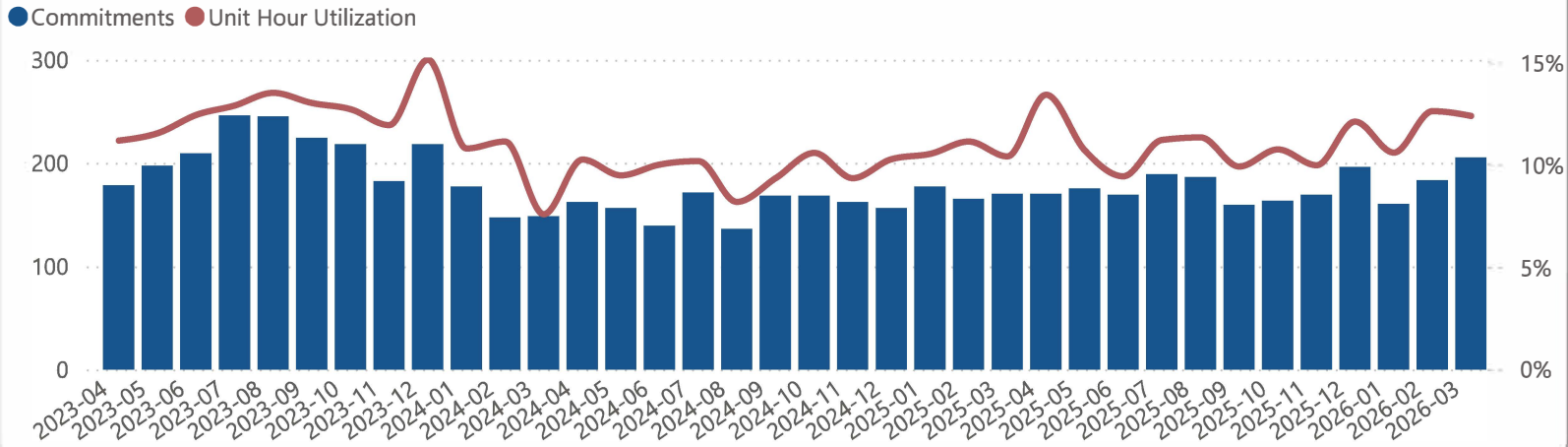
Last 36 Months



Total Commitments by Unit - March 2026

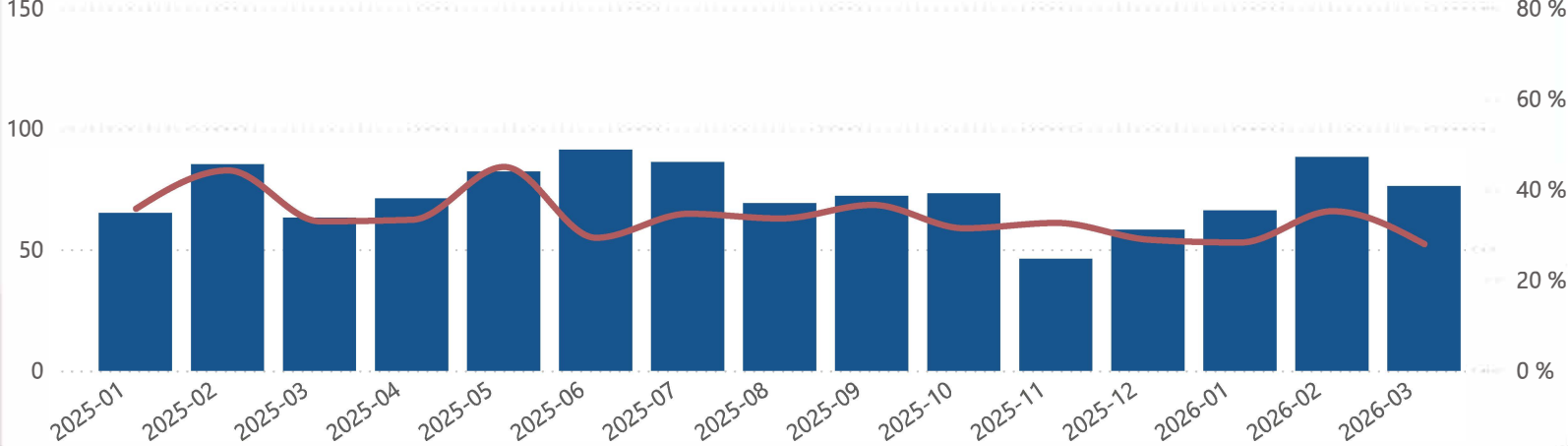
Ambulance M63 - Commitments and Unit Hour Utilization

Last 36 Months



Ambulance A66A - Commitments and Unit Hour Utilization

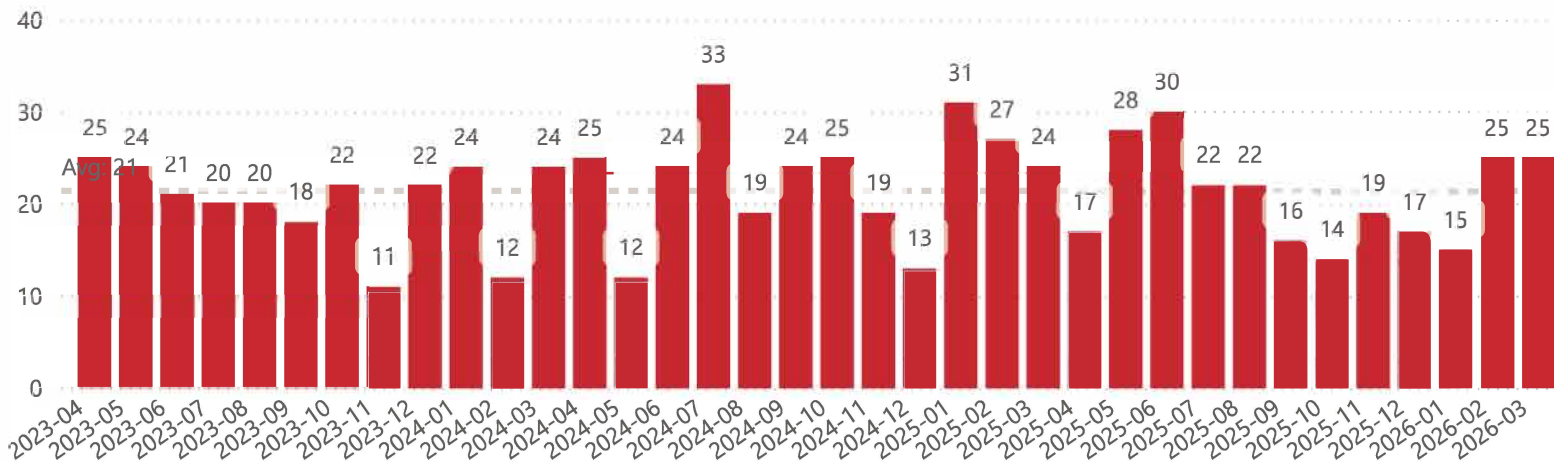
Last 36 Months



Total Incidents by Address - March 2026

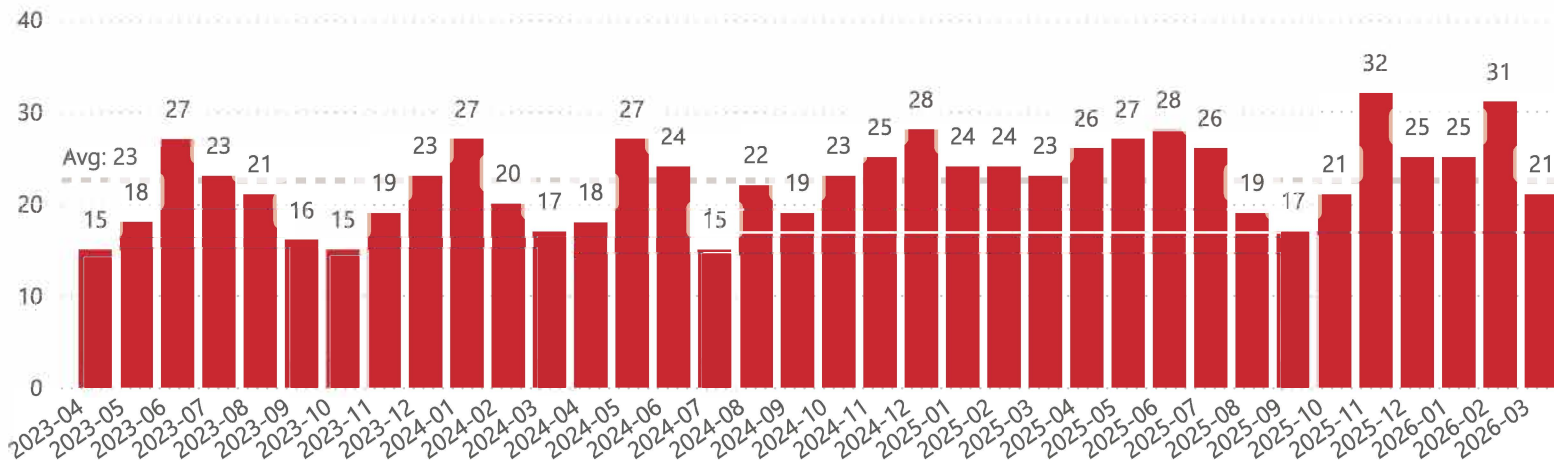
Number of Incidents in Optum Marysville

4420 76th Street NE, Marysville, WA 98270 - Last 36 Months



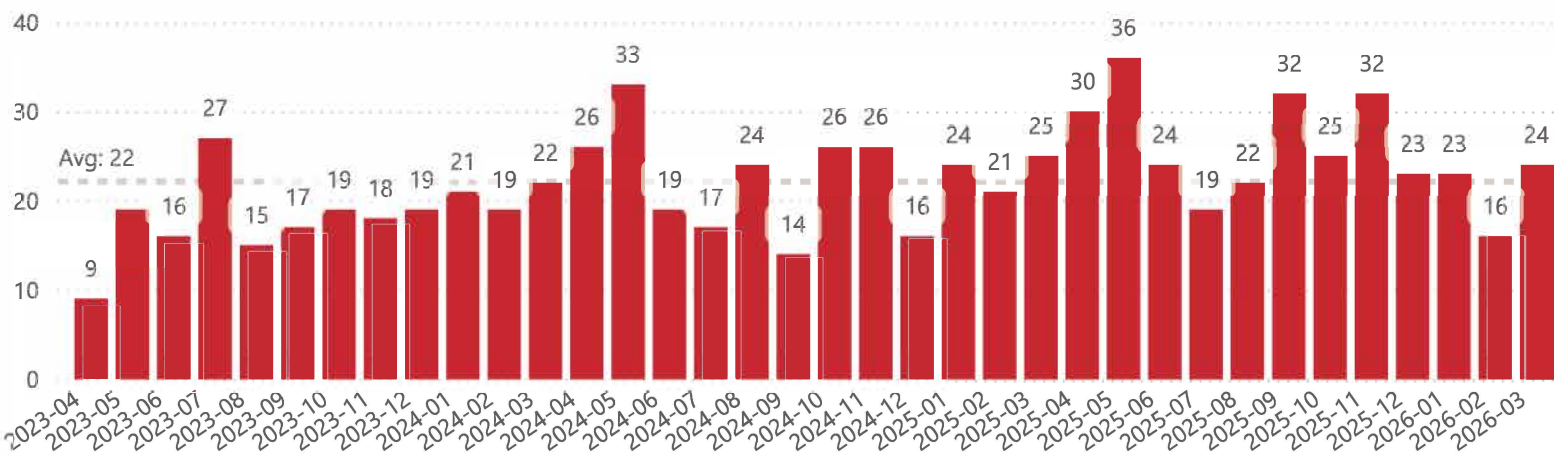
Number of Incidents in Smokey Point

2901 174th Street NE, Marysville, WA 98271 - Last 36 Months



Number of Incidents in Soper Hill

8923 Soper Hill Road, Marysville, WA 98270 - Last 36 Months



WA - Marysville Fire District
Safety Cloud® Report**Alert Totals****Drivers Alerted****3,470**

YTD 10,005

Lifetime 23,194

R2R Alerts sent**182**

YTD 448

Lifetime 791

R2R Alerts Received**182**

YTD 448

Lifetime 791

Incident Totals**Total Incidents****478**

YTD 1,329

Lifetime 2,995

Average Time On-Scene**15.7 min**

YTD 17.2 min

Lifetime 16.4 min

Run Totals**Total Runs****997**

YTD 2,637

Lifetime 5,812

Total Responding Time**3,960 min**

YTD 10,755 min

Lifetime 23,555 min

Average Time-to-Scene**4.0 min**

YTD 4.1 min

Lifetime 4.1 min

Drivers Alerted

Total drivers alerted; based on HAAS Alert enabled applications.

R2R Alerts Sent

Total number of Responder-to-Responder Alerts sent to nearby emergency vehicles.

R2R Alerts Received

Total number of Responder-to-Responder Alerts received by your emergency vehicles.

Total Incidents

Total number of times at least one vehicle arrived on-scene with lights engaged for 2+ minutes.

Average Time On-Scene

Average time duration per incident.

Total Runs

Total times a vehicle was dispatched to an incident with lights engaged for at least 1+ minute.

Total Responding Time

Total time vehicles/apparatus spent traveling to dispatched calls with lights engaged.

Average Time-to-Scene

Average time it took for dispatched vehicle to arrive on-scene.



WA - Marysville Fire District Safety Cloud® Report

Driver Totals

Drivers Alerted

0

YTD 0

Lifetime 17,352

Closures

Total Events

0

YTD 0

Lifetime 12

Automated Closures

0

YTD 0

Lifetime 2

Manual Closures

0

YTD 0

Lifetime 10

Closures - Automated

Total Events

0

YTD 0

Lifetime 2

Total Time

0 hrs

YTD 0 hrs

Lifetime 413 hrs

Average Time

0.0 hrs

YTD 0 hrs

Lifetime 206.8 hrs

Closures - Manual

Total Events

0

YTD 0

Lifetime 10

Total Time

0 hrs

YTD 0 hrs

Lifetime 614 hrs

Average Time

0.0 hrs

YTD 0 hrs

Lifetime 61.4 hrs

Drivers Alerted

Total drivers alerted; based on HAAS Alert enabled applications.

Total Events

Total number of times a closure was active for at least 5 minutes.

Total Time

Total time closures were active.

Average Time

Average time duration per closure event.

**MARYSVILLE FIRE DISTRICT
Regional Fire Authority**

AGENDA BILL

BOARD MEETING DATE: April 15, 2026

AGENDA ITEM: Deputy Chief of Operations Job Description Updates	AGENDA SECTION: New Business
PREPARED BY: Kim Adams, Human Resources Director	
ATTACHMENTS: Updated Job Description	
BUDGET CODE: N/A	AMOUNT: N/A
SUMMARY: With the anticipated retirement of the Deputy Chief of Operations in June, updates to the position's job description are recommended to reflect current and future operational needs. Proposed revisions include: <ul style="list-style-type: none">• Adding supervisory responsibility for the Administrative Assistant assigned to Training and EMS.• Including participation in labor and contract negotiations as a representative of the District.• Expanding oversight to include the Comprehensive Behavioral Health Program and the Wildland Program.• Updating preferred qualifications to include a Bachelor's degree in Fire Science Administration or a related field.• Clarifying minimum and preferred experience requirements as follows: a minimum of five (5) years of experience as a Captain is required; two (2) or more years of experience as a full-time Battalion Chief or in a higher-ranking position is preferred.	

RECOMMENDED ACTION: Motion to approve changes made to the Deputy Chief of Operations job

description.

**MARYSVILLE FIRE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Deputy Chief of Operations
DEPARTMENT:	Administration
CLASSIFICATION:	Non-Union/Exempt
APPROVAL DATE:	April 15, 2026

POSITION PURPOSE:

This is managerial work at the Executive level. This position may assume command of the District in the absence of the Fire Chief and Assistant Chief of Operations and Support Services. In alignment with District's strategic plan and operational goals, the Deputy Chief of Operations is responsible for analyzing, developing, leading, and implementing comprehensive effective programs that will provide the highest level of service and protection to the community. The Deputy Chief of Operations will implement direction from the Fire Chief and the Assistant Fire Chief regarding the identification and achievement of organizational, operational, training and staffing objectives. Actively direct and manage all District operational services and/or emergency response initiatives while maintaining the District's 24-hour operational readiness and ability to respond safely to calls. Promote and ensure the performance excellence of suppression and EMS personnel through interactive management, progressive training programs and motivational leadership. Act as a representative for the District in external interactions with the residents, elected officials, civic organizations and other governmental agencies for the dissemination of fire service and District related information. Establish cooperative working relationships to assist in achieving the District's operational objectives.

SUPERVISION RECEIVED:*

- o Works under the general administrative direction of the Assistant Chief of Operations and Support Services.

SUPERVISION EXERCISED:*

- o All Operational District Staff.
- o Administrative Assistant for Training and EMS.

ESSENTIAL DUTIES AND RESPONSIBILITIES - *The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Individuals occupying this position will be required to follow any other job related instructions and to perform any other job related duties requested by a supervisor. Specific duties and responsibilities include, but are not limited to:*

- Reports to and is responsible to the Assistant Chief of Operations and Support Services and provides supervisory and technical assistance to the employees assigned to the Operations Division.
- Evaluate the District's emergency response operations and strategies, recommend and oversee adjustments to ensure operational efficiency and to keep pace with industry standards and practices.

*

- Lead and grow a division through dynamic leadership, mentorship, positive motivation, accountability, and employee development.
- Regularly provide leadership and direction to operations management staff regarding District initiatives, emergency response services, fire and EMS company operations, and resolution of operational issues and concerns.
- Assist the Assistant Chief of Operations and Support Services to plan, coordinate, and maintain progressive, comprehensive programs to prepare personnel for emergency and non-emergency response duties, correct performance deficiencies, provide professional development opportunities, and meet industry requirements.
- Function at both strategic and tactical level, working in conjunction with District personnel to analyze data/issues, forecast needs, draw conclusions, identify potential solutions, project consequences of proposed actions, and effectively implement recommendations.
- Lead project teams and coordinate complex programs, utilizing highly developed project management, written/verbal communication and presentation skills.
- Establish and operate an emergency command post and function as an Incident Commander within the Incident Command System at major fires and other emergency events.
- Responsible for the department's uniform programs.
- Assist the Assistant Chief of Operations and Support Services plan, develop, and implement goals, objectives, policies and procedures to ensure operational effectiveness.
- Establish and maintain effective internal and external working relationships.
- Develop, direct and manage the activities and capabilities of subordinate personnel. (i.e., assist Human Resources in hiring, termination, and disciplinary measures).
- Make sound decisions and facilitate implementation in accordance with laws, ordinances, rules, regulations, departmental policies and procedures, and labor agreements.
- Assist with the preparation of the division budget and manage expenditures.
- Utilize excellent organizational skills with the ability to work well under pressure of deadlines and constantly changing priorities.
- Attends meetings of elected officials when assigned and provide reports with the concurrence of the Assistant Fire Chief of Operations and Support Services.
- Responds off duty for emergencies and management issues when requested and available.
- Organize, participate in or chair various governmental, civic or business committees.
- Participate in labor/contract negotiations as a representative of the fire district.
- Oversee the Comprehensive Behavioral Health and Wildland program.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Please see the attached questionnaire for position specific physical requirements and typical working conditions. The physical demands and work environment characteristics described in the attached form are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions. May be required to work beyond normal working hours to attend evening and weekend meetings.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Training and Experience Guidelines - *The Marysville Fire District reserves the right to evaluate and consider, at its discretion, any combination of education and experience that tends to indicate the applicant possesses the skills, knowledge and abilities listed herein.*

- Bachelor's Degree in Fire Science Administration by any accredited college or university (accredited shall mean accredited by any organization, agency, or entity approved by the United States Office of Education or, Council on Recognition of Post-secondary Accreditation) is preferred.
- Minimum of five (5) years of experience as a Captain required; experience of two (2) or more years as a full-time Battalion Chief or in a higher-ranking position within a similarly sized or larger organization is preferred.
- Blue Card IC
- ICS 100, 200, 300, 400, 700, 800
- Incident Safety Officer
- Officer I, Officer II preferred
- Be a minimum of twenty-one (21) years old.
- Considerable increasingly responsible experience including related supervisory or administrative experience, or an equivalent combination of education, training and/or experience that provides the following knowledge, skills and abilities:

Knowledge of:

- Modern administration principles, practices, and terminology related to public administration and fire department operations.
- Incident Command System in all disciplines, Blue Card Command Systems
- Principles, practices and emerging trends of modern firefighting and emergency operations, including fire suppression/attack, EMS programs, hazardous materials programs, rescue systems and all hazards risk reduction.
- Related ordinances, laws, rules and regulations, national codes and standards.
- Effective labor relations, contract negotiations and conflict resolution techniques.
- Program development and administration techniques.
- Modern fire service technology, computer operating systems and software applications.

Ability to:

- Work effectively with others.
- Foster trust, promote teamwork, and develop leadership
- Remain clear-headed and diplomatic in stressful situations.
- Communicate effectively, orally and in writing.
- Successfully complete a twelve-month probationary period.
- Successfully pass a medical physical exam as determined by the Department's physician which shall also include a psychological evaluation.
- Be of good moral character and temperament, conscientious habits and requires that the individual demonstrate good character through words and actions.

- Submit to a thorough employment reference check and verification of all applicable certifications.
- Submit to a thorough background check.

LICENSE OR CERTIFICATE REQUIREMENTS:

- Requires a valid Washington State Driver's License and a driving record acceptable to the Department's insurance carrier.

The statements contained herein reflect general details as necessary to describe the functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work period, or otherwise to balance the workload.

The requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, the public or other employees.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGEMENT

DATE

**MARYSVILLE FIRE DISTRICT
Regional Fire Authority**

AGENDA BILL

BOARD MEETING DATE: April 15, 2026

AGENDA ITEM: Extension of Fire Chief Employment Contract	AGENDA SECTION: New Business
PREPARED BY: Kim Adams, Human Resources Director	
ATTACHMENTS: Third Amendment to Employment Contract Between Marysville Fire District and Ned Vander Pol	
BUDGET CODE: N.A.	AMOUNT: \$
SUMMARY: Per Article 5 of the employment contract with Fire Chief Vander Pol, the contract may be extended for additional terms by mutual written agreement. Marysville Fire District Board is recommending a one-year extension from February 1, 2026.	

RECOMMENDED ACTION: 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.

**MARYSVILLE FIRE DISTRICT
Regional Fire Authority**

AGENDA BILL

BOARD MEETING DATE:

AGENDA ITEM: Administrative Staff Uniform Policy	AGENDA SECTION: New Business
PREPARED BY: Jennifer Egger, PIO	
ATTACHMENTS: Administrative Staff Uniform Policy	
BUDGET CODE:	AMOUNT:
SUMMARY: The Administrative Staff Uniform Policy establishes clear expectations for non-operational personnel to maintain a professional appearance and positively represent Marysville Fire District. The policy details approved clothing, including specific standards for tops, bottoms, outerwear, and footwear, along with guidelines for formal, business, and daily attire. Additionally, it outlines purchasing and reimbursement guidelines, annual uniform allowances, and expectations for maintaining a consistent, professional appearance across all administrative roles.	

RECOMMENDED ACTION: Motion to approve Administrative Staff Uniform Policy
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Administrative Staff Uniform Policy

PURPOSE AND SCOPE

The purpose of this policy is to establish uniform standards for administrative personnel to promote professionalism, public confidence, and clear identification of staff representing Marysville Fire District. This policy applies to all non-suppression, non-EMS employees including Human Resources, Finance, Front Office, Public Information and Administrative Support.

POLICY

Administrative personnel shall maintain a neat, professional appearance consistent with their duties and responsibilities. Clothing worn while on duty or representing the District shall reflect positively on the organization and shall not be confused with firefighters or emergency medical uniforms.

REPRESENTATION OF THE DISTRICT

Employees are representatives of MFD at all times while on duty, while wearing District-issued or approved attire, and when engaged in District business. Personnel shall conduct themselves in a professional, respectful, and impartial manner that reflects positively on Marysville Fire District and maintains public trust.

While representing the District, employees shall:

- Interact with the public, partners, and coworkers in a courteous and professional manner
- Maintain a neat and appropriate appearance consistent with Department policies
- Refrain from behavior, language, or actions that could reasonably be perceived as disrespectful, discriminatory, or unprofessional
- Ensure that use of Department-identified apparel, logos, or insignia does not create the appearance of personal, political, or commercial endorsement

District-issued or approved attire shall not be worn in a manner that discredits MFD or creates confusion regarding the employee's role or authority. Employees shall not use their position, uniform, or association with the MFD for personal gain or to imply official District endorsement of personal views, activities, or products.

Logo attire shall not be worn in drinking establishments or venues whose primary purpose is the sale or consumption of alcohol, unless the employee is attending a District-authorized function or acting in an official capacity with supervisory approval.

Violations of this section may be addressed through supervisory review and appropriate administrative action in accordance with District policy.

UNIFORM STANDARDS

Approved Attire

Administrative staff shall wear District-issued or District-approved attire that meets the following standards:

Tops

- Polo shirts, blouses, or button-down shirts
 - Approved colors include navy or white.
- Cardigans, sweaters (V-neck/crewneck/quarter zip) or vests (fleece or sweater)
 - Approved colors include navy or black
- Clothing shall include MFD logo (printed or embroidered)

Bottoms

- Black slacks, chinos, professional skirts and dresses (knee-length or longer)
- Black belt (if needed)
- Athletic wear, leggings, or shorts are not authorized (unless specifically approved)
- Jeans are approved for Friday wear. Dark colored denim, no rips, tears, or frayed hems

Outerwear

- Black blazer
- District-issued or District-approved jackets or vests
- MFD logo baseball hats or wool caps

Footwear

- Black, closed-toe footwear is required
- Shoes shall be professional in appearance and maintained in good condition

- Athletic footwear is approved (must be solid black or black/white) for everyday wear
- Black dress footwear (loafers, low heels, boots) is required with formal attire
- Black socks or black/neutral tights as appropriate

UNIFORM CLASSES

Formal Attire: Equivalent of Class-A Uniforms

To be worn at formal occasions, ceremonies, or when deemed appropriate by the Chief.

- Blazer
- Blouse or button-down shirt
- Dress pants, skirts, or dresses
- Dress shoes with black socks; black/neutral tights

Business Attire: Equivalent of Class-B Uniforms

To be worn at staff discretion (for example- public speaking engagement), or when deemed appropriate by the Chief.

- Blouse, button-down shirt, or sweater
- Dress pants, skirt, or dress
- Dress shoes with black socks; black/neutral tights
- Blazer optional

Daily Attire

To be worn in the office or casual public-facing events

- Polo (short or long sleeved), button down shirt, or blouse
- Cardigan or sweater
- Fleece vest or sweater vest
- Quarter zip or full zip jacket
- Black pants
- Black shoes

Casual and Special Occasion Attire

To be worn on Fridays or during casual events (for example- touch-a-truck)

- Logo t-shirt, long sleeved t-shirt, or sweatshirt
- Jeans
- Athletic shoes

- Fan gear for local teams will be allowed when deemed appropriate by the Chief
- MFD logo baseball hats or wool caps

IDENTIFICATION

Administrative personnel shall wear a name badge when interacting with the public, attending meetings, or working in public-facing areas, unless otherwise authorized.

SEPARATION OF EMPLOYMENT

Upon separation from employment for any reason, including resignation, retirement, termination, or layoff, employees shall return all Department-issued uniform items and apparel that display the Department name, logo, insignia, or other identifying markings.

Returned items include, but are not limited to:

- Shirts, polos, jackets, blazers, sweaters, or outerwear with Department logos or embroidery
- Name badges or identification credentials
- Any other apparel or equipment issued by the Department for official use

All Department-issued items shall be returned in reasonable condition, normal wear and tear excepted, unless otherwise directed by the Department. Employees shall not retain, wear, or display Department-identified clothing or accessories following separation from employment unless expressly authorized in writing by the Fire Chief or designee.

Failure to return Department-issued uniform items may result in withholding final compensation to the extent permitted by law, recovery of replacement costs, or other appropriate administrative action.

EXCEPTIONS AND ACCOMMODATIONS

The District will provide reasonable accommodations for medical (including pregnancy), cultural, religious, or disability-related needs in accordance with applicable laws and District policy. Requests for accommodation shall be submitted to Human Resources.

ALLOWANCES

Employees may select approved uniform items directly from the Lands' End website or purchase comparable items from other retailers, provided they are of similar quality, style, and price point. Please use the Land's End website as a reference in regard to price. All items should maintain a consistent, professional look that reflects the department's uniform expectations.

Purchase Methods and Tax Implications

Authorized uniform purchases may be sourced from Land's End catalog (or similar), ~~or~~ issued by MFD through direct bill vendors typically utilized for uniform acquisition, and/or acquired by the employee.

In the event an employee incurs authorized uniform costs typically paid by the district; the employee may submit original, itemized, paid receipts along with an employee expense voucher to the finance department for review. If deemed appropriate and necessary, all eligible expenses will be reimbursed to the employee. Reimbursed costs of uniform items that do not bear a logo (i.e. shoes, pants) and have no safety/operational significance (i.e. metal toe boots, Nomex, etc..) are classified by the IRS as a taxable fringe benefit. The value of such reimbursement will be included in the taxable wages of the employee during the year in which the reimbursement is paid.

Uniform Issuance and Replacement Schedule

One-Time Purchase **Authorization, then as needed based on use/condition and sizing.**

- One blazer
- One formal pair of pants, skirt, or dress
- One jacket (midweight or heavier)
- Tie

Annual Purchase Authorization

- Five shirts (polo/button up/blouse)
- Two sweaters (cardigan, quarter zip or full zip)
- Two Crewneck sweatshirts
- Five Short & long-sleeved t-shirts

Reimbursement Threshold for Employee Uniform Procurement

- Black pants (up to \$250 annually)
- One pair of black daily wear shoes (up to \$150 annually)
- One pair of black boots/dress shoes (up to \$100 annually)

- Other items of reimbursement must align with pricing structure found on Land's End website.

Additional items on approved list (above and beyond allowances) may be purchased via the following:

- By staff using their personal funds (no prior approval needed). Items purchased that bear the MFD logo must comply with the use restrictions of this policy.
- By staff with supervisor approval using MFD credit card or vendor direct bill (examples: items are damaged/need replaced or items are needed for a special occasion/event).

ACCEPTABLE FORMS OF UNIFORM ATTIRE

Below are visual examples of acceptable forms of uniform attire. Exact replication is not required, but overall style and function should be similar.

Formal Attire: Equivalent of Class-A Uniforms

To be worn at formal occasions, ceremonies, or when deemed appropriate by the Chief.



Business Attire: Equivalent of Class-B Uniforms

To be worn at staff discretion (for example- public speaking engagement), or when deemed appropriate by the Chief.





Daily Attire

To be worn in the office or casual public-facing events (also include items from above). Please note- please purchase appropriate men's/women's versions of these items as needed. Refer to above for allowed standards and colors.

