

**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