MARYSVILLE FIRE DISTRICT
BOARD OF DIRECTORS' MEETING
July 16, 2025 – 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.

PUBLIC COMMENT

Chairperson Muller called for public comment with none given.

The following were in attendance:

Board of Directors:
Steve Muller
Kamille Norton
Tonya Christoffersen
Mark James
Rick Ross

Staff Members:
Ned Vander Pol, Fire Chief
Jeff Cole, Assistant Chief
Tom Maloney, Assistant Chief
Jennette Nielson, Deputy Chief
Chelsie McInnis, Finance Director (*Zoom*)
Steve Edin, Human Resource Director
Mike Davis, IT Manager
Paula DeSanctis, Administrative Assistant

Guests:
Noel Treat, District Attorney (*Zoom*)

MFD CONSENT AGENDA

A. Excuse Board member Stevens from the July 16, 2025, Regular Meeting
B. Approve minutes of June 18, 2025, Regular Meeting
C. Approve June 2025 Financial Statements
D. Approval of July Claims and Payroll:
   i. MFD Expense Fund
      Voucher Numbers 250703001-thru–250703151 $ 285,994.30
   ii. Apparatus Fund
      Voucher Numbers 250701001-thru-250701018 $ 139,656.64
   iii. Capital Fund
      Voucher Numbers 250702001–thru-250702004 $ 12,504.10
   iv. MFD Payroll (excluding benefits) $ 1,694,131.11
E. Approval of May EMS Committee Account Recommendations
   Refunds – Check Numbers 44914-thru-4493 $ 1,750.05
   Chairity/Bankruptcy/Small Balance $ 3,099.45
   Collections $ 28,781.23

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

INFORMATION ITEMS

Communications: None

COMMITTEE REPORTS

Planning Committee: Nothing to report.

Personnel Committee: Nothing to report.

Finance Committee: Nothing to report.

STAFF BUSINESS

Fire Chief Report: Chief Vander Pol reported the following:

- Captain VanderVeen and crew performed a water rescue at Twin Lakes.
- We had another water rescue off of Priest Point today.
- A family stopped by the office today with a special thank you to the crew who responded to an incident on the Ebey Slough Trail. They were very appreciative of the level of care and kindness towards their family. Her husband was transported to the hospital due to a cardiac event. Driver/Operator Jack Reeves stayed back with the wife and four kids comforting and helping them get back to the car and load their bikes up.
- Asked for any feedback on the Annual report before finalizing and posting it.
- Explained the Annual ESO report and the recommendations given and how we as an organization compare.

Operations Report: Chief Cole reported the following:

- The Strawberry Festival went well. We participated in the City EOC and it ran smoothly.
- Fourth of July was busy but there were no significant incidents. We were able to reduce OT by removing the cross staffing of Station 66 during this time.
- Fleet and Facilities Lead Josh Farnes shared we had the final inspection on the two new engines with a few minor cleanup issues. Shipment should be sometime in August.
- The next inspection on the four ambulances is next week with the final and delivery on September 3, 2025.
- The flooring project at Station 65 is nearing completion.

Overtime Report:

June 2025	Dollars	Total Hours	Sick Leave Used
Full-time	$ 253,842.07	3,059.67	2,509.75
Month Total	**$ 253,842.07**	**$ 3,059.67**	**$ 2,509.75**
YTD Totals	$ 1,177,118.49	$ 14,628.17	$ 11,916.35

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

- We had five off on intermittent FMLA, four off on long-term disability, two off on short-term disability, and one off on leave without pay until November.
- Driver/Operator testing will be August 19 and 20, 2025.
- Our four new hires will attend the September academy.
- We have two new hires in background checks.

Fire Prevention Report: Fire Marshal Maloney reported the following:

- There were no significant calls over the fourth of July. We did respond to a few mutual aid structure fires.

Finance Report: Finance Director McInnis reported the following:

- 2026 budgeting is underway
- Our state fiscal year 2025 GEMT cost report data has been submitted to PCG.
- The Quarter 2 Budget and Funds report was included in tonight's packet.

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

OLD BUSINESS

None

NEW BUSINESS

Agenda Bill: MFD Resolution 2025-004 MRSC Roster Program Participation
The district was formerly enrolled in the old MRSC Rosters program which establishes a small public works roster and the authority to use the roster process to award small public works contracts, a consultant services roster for general consulting and other professional services, and a vendor roster for goods and services. In July 2024, the program was re-established under new legislation which requires the district to update associated resolutions and policies for participation in the new program.

Motion:	To approve MFD Resolution 2025-004, establishing a small public works roster and authorizing participation in MRSC Roster program
Made By:	Norton
Seconded By:	Ross
Action:	PASSED unanimously

Agenda Bill: Policy 1314 – Purchasing: Bids and Contracts
Staff is recommending an update to the current purchasing Policy 1314 related to bids and contracts. These changes are primarily in conjunction with Resolution 2025-004, authorizing the districts' participation in the MRSC Rosters program.

Motion:	To approve updated Policy 1314 – Purchasing: Bids and Contracts as presented
Made By:	Ross
Seconded By:	Norton
Action:	PASSED unanimously

Agenda Bill: Policy 1317 – Donations
Staff is recommending an update to the current donation policy to allow for the ability to publicly thank commercial organizations who donate or grant funds to the district. Legal counsel has confirmed we will still maintain compliance with RCW related to the district accepting donations.

Motion:	To approve updated Policy 1317 – Donations as presented
Made By:	Christopherson
Seconded By:	James
Action:	PASSED unanimously

Agenda Bill: Policy 615 – Training Classes, Events and Meetings
Staff is requesting approval and adoption of Policy 615 which will ensure consistency, oversight and proper approval for all requested training.

Motion:	To approve and adopt Policy 615 – Training Classes, Events, and Meetings
Made By:	Ross
Seconded By:	James
Action:	PASSED unanimously

CALL ON BOARD

Ross – Happy to hear we had a safe Fourth of July. Appreciates the reports on the swimmer program.

James – Echoed Commissioner Ross.

Christoffersen – Appreciates our social media presence.

Norton – Great to hear the success stories from the swimmer program.

Muller – With increased foot traffic, suggested installing an emergency call box along the Ebey Slough Trial.

EXECUTIVE SESSION

Chairperson Muller called for a 15-minute executive session at 6:30 pm for the following:

- To discuss with legal counsel pending litigation pursuant RCW 42.30.110(1)(i)
- To discuss collective bargaining negotiations Pursuant RCW 42.30.140(4)(a)

We will return to open public meeting at 6:45 pm.

Chairperson Muller called for a 10-minute extension at 6:45 pm to return at 6:55 pm.
Chairperson Muller called for a 5 – minute extension at 6:55 pm to return at 7 pm.

RECONVENE

The open public meeting was reconvened at 7 pm.

ADJOURNMENT

Chairperson Muller called for a motion to adjourn the July 16, 2025, regular meeting.

Motion:	To adjourn the July 16, 2025, regular meeting
Made By:	James
Seconded By:	Norton
Action:	PASSED unanimously

With no further action required the July 16, 2025, regular meeting at 7:02 pm.

Ned Vander Pol
District Secretary

8/25/2025
Date approved

 Approved Initials