



Snohomish County Fire District 21

www.FireDistrict21.com
12131- 228th St. NE, Arlington, WA 98223
Fire Station: (360) 435-3311
Fax: (360) 403-7191

The Board of Commissioners monthly meeting was held at 6:30 p.m. on Thursday, August 9, 2012, at the Arlington Heights Fire Station, 12131 228th Street NE Arlington, WA 98223.

Commissioner's in attendance: Jim Strago Chairman, Dan Britton, and Eric Nordstrom

Additional attendees included: District Secretary & Finance Officer Wendy Britton, Chief Rick Isler, Assistant Chief Branden Bates, Drew Bono

Ken McDannald and Rob White

Meeting Called to Order:

The meeting was called to order at 6:30 p.m. by Commissioner Jim Strago Chairman.

Public Comment:

None

Consent Agenda Items:

- **Meeting Minutes** – Approval of the meeting minutes from July.
- **Consent Agenda** – Finance review and approval of Accounts Payable and Payroll. Discussion regarding repairs to E46, and H49. Decision made to have cleaning service wash windows on a routine basis. Rick will coordinate accordingly.
- **Membership Business Meeting** – Decision made to attend Association Business Meetings on a quarterly basis. Next meeting will be held October 9, 2012.
- **Protecting District Assets – VFIS** – Next meeting will be held August 28, 2012.

Old Business:

- **City of Arlington** – Discussion regarding meeting held on August 1, 2012. Topics included short term options regarding budget concerns within the City of Arlington. Further discussion regarding administrative consolidation, payroll and FTE reductions, coverage and training options, and EMS/Fire agreements. Next meeting will be held August 30, 2012. Decision made to fund the increase of 5% payment through 2013 at the present time. Jim will send email notification to the City of Arlington. Wendy will draft resolution accordingly.

- **Reader Board & Highway Signs** – Reader board installation is still pending fuel tank move. Rick is working with the County regarding requirements. Highway sign permits continue to be held up pending State approval.
- **Information Systems** – Discussion regarding need to update website. Eric and Branden will proceed accordingly. Drew will provide access to web designer accordingly. Discussion regarding general increase in spam email activity. Further discussion regarding need for IT policy.
- **Storage Unit** – RFQ (Request for Qualifications) Review in process. Discussion regarding contacting references and scheduling site visits. Decision made to schedule Budget Workshop for Wednesday August 15, 2012. Wendy will post meeting notice accordingly.
- **Strategic Plan** – Eric will provide a copy of the final version for review and approval. Wendy will draft resolution accordingly. Further discussion will be held during Budget Workshop.
- **Budget Modifications** – Discussion will be held during Budget Workshop.
- **Building Maintenance** – Decision made to postpone floor coverings for completion of existing projects.

New Business:

- Discussion regarding team building and communications.

District Secretary Reports:

- **Cleaning Service** – Discussion regarding rate increase.

Chief Reports:

- **Accidents or Injuries** – None accidents or injuries to report.
- **Volunteer Firefighter Updates** – No updates to report.
- **MRB** – Meeting to be held Monday, August 13, 2012 to review applicants.
- **Safety** – No report.
- **Wildland** – Discussion regarding sending Volunteers East and District expense account.
- **Surplus Equipment** – Review and approval of items provided by Rick.
- **Vacation** – Discussion regarding coverage for Rick's vacation starting August 18, 2012.

Executive Session:

- 8:45 p.m. – 9:15 p.m.
Property Acquisition

Cash TB Summary:

- Cash on hand – \$181,989
- Investment account – \$542,709

Approval of Monthly Payroll:

- Monthly Payroll Submitted - \$ 10,314

Approval of Current Monthly Bills:

- Bills Submitted – \$ 13,647

Warrant No.

1716971 - 1716992

Meeting Adjourned: 8:25 pm

The next monthly Commissioner Meeting is scheduled for Thursday, August 23, 2012 @ 6:30 PM, at the Arlington Heights Fire Station, 12131 228th Street NE Arlington, WA 98223.

Recorder: Wendy Britton, District Secretary & Finance Officer

Board of Commissioners Mission Statement
Snohomish County Fire Protection District No. 21

“We aspire to serve our community with professionalism, honesty and integrity by building a firm foundation that provides safety and security for all”