



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 6:30pm on Thursday, January, 10, 2013, 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: Chief Rick Isler, Assistant Chief Branden Bates, District Secretary & Finance Officer Wendy Britton, Ken McDannald, Steve Nemnich, Drew Bono, and Travis Marty

Meeting Called to Order:

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

Public Comment:

Steve Nemnich – Request reconsideration of Chief's vacation pay for unutilized time.
Retirement – Inquiry regarding

Consent Agenda Items:

- **Meeting Minutes** – Approval of December 13, 2012, meeting minutes.
- **Consent Agenda** – Finance review and approval of Accounts Payable and Payroll. Discussion regarding EMS funds.
- **Membership Business Meeting** – Next meeting will be held March 12, 2013. Discussion regarding completion of VFIS beneficiary forms.
- **Protecting District Assets – VFIS** – No Report

Old Business:

- **Highway Signs** – Highway sign installation is reaching completion – Five remaining. Address sign project is complete.
- **Website** – Design is complete. Information regarding site maintenance will be provided to Eric, Branden, and Drew.
- **U49 Damage** – Rick provided Commissioners with a copy of U49 and T49 accident reports.
- **Information Systems** – Drew confirmed agreement pertaining to IT projects as outlined by Commissioners. Current projects include Website, server, member utilization and email access, software needs, District Secretary computer, and

desktop computer upgrade - estimated cost of \$350-400. Decision made to upgrade desktop computer accordingly. Decision made to obtain membership signature on IT policy. Discussion regarding email notice regarding public disclosure under signature line. Drew will provide Commissioners with an IT update quarterly. Branden submitted a request for Drew to update his computer. Decision made to pursue scanning to email via copier. Further discussion regarding data storage and formation of IT committee. Discussion regarding company calendar utilization, implementation, and training.

- **City of Arlington** – Discussion regarding ESCI agreement, “Personal Services Contract” with modifications approved by attorney. District 21 cost is \$11,531.93 - 10% due at signing and monthly invoices thereafter.
- **Building Committee** – Discussion regarding land acquisition. Next meeting is scheduled for February 13, 2013.
- **Public Meeting** – Decision made to schedule a public meeting within the South side of the District in February or March. Jim will proceed with making arrangements accordingly.
- **R49** – Discussion regarding costs associated with repairs – pending invoice.

New Business:

- **Meeting Schedule** – Decision made to maintain current meeting schedule. Wendy will complete resolution accordingly. Decision made to postpone retreat.

District Secretary Reports:

- **County Authorizations** – Completion of form.
- **Fuel Tax Certificates** – Chairman’s signature obtained.
- **Intergovernmental Agreement** – Decision made to enter into agreement – signatures obtained.

Chief Reports:

- **Accidents or Injuries** – No accidents or injuries to report.
- **Volunteer Firefighter Updates** – None
- **MRB** – No report
- **Safety** – No report
- **Address Changes** – County is updating addresses on Highway 530. Rick will coordinate address sign updates upon receipt of required information and effective date.
- **Snure Seminar** – Rick submitted request to participate in February 9, 2013 training session.

- **Credit Cards** – Request to pursue credit card options.
- **Accident Reports** – Decision made to include as agenda item for upcoming workshop.
- **Fire District Ratings** – Ratings are under review.

Executive Session:

- 8:23pm – 8:37pm – Real Estate Acquisition & Employee Performance

Cash TB Summary:

- **Cash on hand** – \$176,232
- **Investment account** – \$543,112

Approval of Monthly Payroll:

- **Monthly Payroll Submitted** - \$14,287

Approval of Current Monthly Bills:

- **Bills Submitted** – \$17,307.77

Warrant No.

1743995 - 1744020

Meeting Adjourned: 8:45pm

The next monthly Commissioner Meeting is scheduled for Thursday, February 14, 2013 @ 6:30pm, 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”