



## Snohomish County Fire District 21

*www.FireDistrict21.com*  
12131- 228<sup>th</sup> 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, July 12, 2012, at the Arlington Heights Fire Station, 12131 228<sup>th</sup> 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, Ken McDannald and Rob White

**Meeting Called to Order:**

The meeting was called to order at 6:35 p.m. by Commissioner Jim Strago Chairman.

**Public Comment:**

None

**Consent Agenda Items:**

- **Meeting Minutes** – Approval of the meeting minutes from June.
- **Consent Agenda** – Finance review and approval of Accounts Payable and Payroll. Decision made to transfer \$100,000 from Cash Account to Investment Account. Wendy will make transfer accordingly. Discussion regarding apparatus maintenance and repairs.
- **Membership Business Meeting** – Decision made to attend Association Business Meetings on a quarterly basis.
- **Protecting District Assets – VFIS** – Next meeting will be held July 24, 2012.

**Old Business:**

- **Reader Board & Highway Signs** – Permits are in process and supplies have been purchased for highway signs. Reader board installation has been postponed due to pending permit for fuel tank move.
- **Information Systems** – Discussion regarding review of draft IT Policy during upcoming workshop. Website remains under construction. Decision made to pursue web designer for assistance.
- **Storage Unit** – RFQ (Request for Qualifications) received and pending review. Decision made to form a selection committee (Eric, Rick, and Jim) to proceed 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 upcoming budget workshop.
- **Budget** – Discussion regarding updates to worksheet.
- **Building Maintenance** – Decision made to move fuel tank to NW corner of building. Eric will complete site plan for permit. Decision made to proceed with painting interior and exterior. Further discussion regarding carpet and laminate selection.

**New Business:**

- Decision made to pursue repair options for asphalt.
- Discussion regarding participation in future City Council Workshops.

**District Secretary Reports:**

- **BVFF** – Retirement Certification
- **Nelson Petroleum** – Review and discussion of Fleetwide Card Agreement. Wendy will update agreement accordingly.

**Chief Reports:**

- **Accidents or Injuries** – None accidents or injuries to report.
- **Volunteer Firefighter Updates** – No updates to report
- **MRB** – No report
- **Safety** – Most recent meeting minutes are posted.

**Executive Session:**

- None

**Cash TB Summary:**

- **Cash on hand** – \$284,314
- **Investment account** – \$442,464

**Approval of Monthly Payroll:**

- **Monthly Payroll Submitted** - \$ 10,607

**Approval of Current Monthly Bills:**

- **Bills Submitted** – \$ 8,998

**Warrant No.**

1713804 - 1713821

**Meeting Adjourned:** 8:25 pm

The next monthly Commissioner Meeting is scheduled for Thursday, July 26, 2012 @ 6:30 PM, at the Arlington Heights Fire Station, 12131 228<sup>th</sup> 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”*