



Snohomish County Fire District 21

www.FireDistrict21.com
12131- 228th St. NE, Arlington, WA 98223
Fire Station: (360) 435-3311
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The Board of Commissioners monthly meeting was held at 6:30 p.m. on Monday March 13, 2017 at Station 49, 12131 228th Street NE Arlington, WA 98223.

Commissioner's in Attendance: Commissioner Jim Strago, and Chairman Eric Nordstrom.

Additional Attendees Included: Chief Schmidt, District Secretary Wendy Britton, Captain White, Dave Safford, Dan Britton, Scott Hamilton, John Jacobson, Lon Langdon, Gayle Asc, Gary Chase, Scott Hillis, Craig Lutz, Deb Isler and Rick Isler.

Meeting Called to Order:

The meeting was called to order at 6:30 p.m. by Chairman Nordstrom.

Special Guests and Presentations:

None

Consent Agenda Items:

- **Agenda** – Approval of the Agenda.
- **Minutes** – Approval of meeting minutes.
- **Finance** – Approval of finance reports, accounts payable, and payroll.
- **Protecting District Assets** – VFIS Quarterly Meeting Schedule (4/25, 8/22, 11/7).

Public Comment:

Mr. Lutz inquired about discussions regarding Secretary Position, hours worked and accountability for time.

Chief Schmidt provided update regarding implementation of scheduling transition plan for scheduling software – implementing for all employees of Districts

You can't be doing two jobs at the same time – we have a desktop the only one is here in the station

Mr. Safford – Gary Chase & Ed Taft participated in Retreat Saturday – Citizen's Group discussion with Bob Merritt.

Carol inquired about volunteer training and tracking. Chief Schmidt explained tracking system will track accordingly.

Old Business:

- **Commissioner Replacement** – Discussion regarding Commissioner Applications and March 24, 2017 submission deadline.

- **Community Task Force** – Discussion regarding presentation by Bob Merritt. Commissioner Strago provided overview of presentation, discussion regarding Board of Commissioners role in representing community selection of outside participants for committee task force. Question to ask group for focus work, plan development,

Organizational structure District 21 citizens are at the top setting the direction we're headed in; process was viewed as extremely beneficial.

Discussion regarding need for good facilitator

- **Organizational Chart** – Discussion regarding changes to organizational structure, hiring of Assistant Chief, and need for additional volunteers. Chief Schmidt expressed concern with coverage, need for increased volunteers with standards and utilizing skills appropriately.
- **Sno-Isle March Meeting** – Discussion regarding desire to provide light meal.
- **2017 Retreat** – Discussion regarding logistics; Unanimous decision made to hold retreat at The Medallion.
- **Navy Base Mutual Aid Agreement** – In process.
- **Meeting Schedule** – Unanimous decision made to move meetings to the first and fourth Monday of the month; Resolution 2017-2 approved
- **District Secretary** – Chief Schmidt shared comparable wage survey, discussion regarding reporting structure transition from District Secretary to Administrative Assistant.
- **District Fire Chief** – Chairman Nordstrom is waiting for confirmation from PERS to opt-out of benefit. made a formal motion regarding unanimous decision previously made during the last regularly scheduled Workshop for the appointment of Chad Schmidt as District fire Chief; motion seconded and approved by all.
- **South Side District** – Discussion regarding search activities completed for South side property

New Business:

Commissioner Nordstrom administered the Oath of Office to Chief Schmidt

Nepotism Policy. Decision made to forward to Legal counsel for review.

Chief Reports Included:

- Cascade Valley Hospital \$30,000.00 grant received.

District Secretary Reports:

Executive Session:

To discuss performance of a public employee 15 min 7:28 – 7:42

Cash TB Summary:

- **Cash Account** – \$371,756

- **Investment account** – \$700,702

Approval of Monthly Payroll:

- **Monthly Payroll** - \$31,155

Approval of Current Monthly Bills:

- **Bills Submitted** – \$63,183
Warrants - #1941053 – 1941070

Meeting Schedule:

The next monthly Commissioner Meeting is scheduled for 6:30 p.m. Monday March 13, 2017 at Station 49; 12131 228th Street NE Arlington, WA 98223.

Meeting Adjourned: 7:25 p.m.

Recorder: Wendy Britton, District Secretary

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"