



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, May 10, 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, John Jacobson, Ken McDannald, and Steve Nemnich

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 April.
- **Consent Agenda** – Finance review and approval of Accounts Payable and Payroll. Discussion regarding Investment Account. Wendy will provide finance contact for Jim to research investment fund options. Discussion regarding phone and cable fees. Eric will research bundling options. Drew provided information regarding coverage needs associated with alarm systems and WA State communication requirements for Fire Districts. Rick provided update regarding 3 year contract with Comcast for monthly rate to include IP Address additions. Discussion regarding repairs to E49 and E46.
- **Membership Business Meeting** – Decision made to attend Association Business Meetings on a quarterly basis. Next meeting is scheduled for July 10, 2012.
- **Protecting District Assets – VFIS** Meeting held on April 24, 2012. Discussion regarding MVC and costs associated with collision. Request submitted for Rick to provide frequent reminders to membership regarding safe driving protocol. Discussion regarding limitations and weight restrictions for bridge located near Indian Ridge.

Old Business:

- **Reader Board & Highway Signs** – Reader board and permit are in process. Eric continues to work on location requirements for highway signs.
- **Surplus Equipment** – Rick compiled list of surplus items for Commissioners review and approval. Decision made to approve Rick's proposal. Wendy will draft resolution accordingly. Request for Rick to continue evaluating items for surplus on an ongoing basis.
- **Storage Unit** – Eric consulted District attorney. Attorney advised requirement to complete RFP. Eric drafted an outline for RFP. Decision made to present property proposal to Arlington Heights Community Meeting to be held on May 21, 2012 at 7:00 PM. Further discussion regarding finances, property, and growth. Decision made to proceed with RFP and reevaluate needs accordingly.
- **Strategic Plan** – Decision made to approve. Eric will provide Wendy with a final version. Wendy will draft resolution accordingly.
- **Facilities Maintenance** – Eric provided painting bids for review. Recommendation and approval to accept bid from Guernsey-Ostergard, INC.

New Business:

- **Budget Workshop** – Decision made to schedule a follow up session to be held May 24, 2012 at 6 PM.
- **Network** – Discussion regarding server installation and estimated cost associated with software, hardware, etc. Jim will consult with attorney regarding legalities.

District Secretary Reports:

- Provided summary of District donations and note cards.

Chief Reports:

- **Accidents or Injuries** – No accidents or injuries to report.
- **Volunteer Firefighter Updates** – New member joined May 1, 2012.
- **MRB** – No report.
- **Safety** – No report.
- **Sign Project** – Request for continued allocation of funds for completion. Request approved.

Executive Session:

- 9:17pm - 10:03 pm
Employee Performance

Cash TB Summary:

- **Cash on hand** – \$498,980
- **Investment account** – \$442,534

Approval of Monthly Payroll:

- **Monthly Payroll Submitted - \$ 9,609**

Approval of Current Monthly Bills:

- **Bills Submitted – \$ 33,173**

Warrant No.

1704660 - 1704682

Meeting Adjourned: 10:15 p.m.

The next monthly Commissioner Meeting is scheduled for Thursday, June 14, 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”