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 24, 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 6:32 pm by Commissioner Jim Strago Chairman.
Approval of January minutes.

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 updates, desktop computer upgrade - estimated cost of $350-400. Decision made to upgrade desktop computer accordingly. Discussion regarding future equipment purchases and upgrades. 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 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:

- **Apparatus Replacement –** Discussion regarding assignment of funds and reserve for replacement of five apparatus. Decision made to review and allocate funds towards apparatus replacement on a quarterly basis. Further discussion regarding replacement plan and depreciation schedule. Decision made to allocate funds within investment account towards replacement of apparatus Wendy will research budget/tracking options accordingly. Rick will develop depreciation schedule for review.

- **Budget Tracker –** Discussion regarding tracking methods.

Chief Reports:

- **Accidents or Injuries –** No accidents or injuries to report.

Executive Session:

- 8:23pm – 8:37pm
  Employee Performance

Meeting Adjourned: 8:45 pm
The next monthly Commissioner Meeting is scheduled for Thursday, February 21, 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"