Skagit County Fire Protection District #4

23624 Jackson St Clear Lake WA 98235

Agenda-BUSINESS MEETING

May 4, 2023, 7:00 pm

1. Call to Order & flag salute-
2. Public Comment-
   1. Final Actions-
3. Reading of Minutes-April 6, 2023-
4. Correspondence –
   1. Banner Bank-Basic Checking account updates/notice-
      1. Item processing limit increases to items each month
      2. Elimination of online bill pay fees
      3. Waivable monthly service charge implementation
      4. Cash and currency transaction fee change
   2. Records Request-
      1. Public records request form was received back from Les Martin. He is requesting a copy of the resident agreement signed by James Quintero and Chief McDonald.
5. Attorney report/updates –
6. Unfinished Business
   1. Demand letter-
   2. EIN and UBI-
   3. WA CARES-
      1. Secretary Olson confirmed the start date is July 2023. Still needing to confirm if it comes out through QuickBooks or if it needs to be taken out through our Secure Access Washington account.
   4. Burn Box-Big Lake response-updates
   5. Budget review-TBD
   6. Fonk Rd updates-
   7. Drug-Free Business- Drug-Free Business- Third Party Administrator- (managing program). Lab Corp sends the information to Drug-Free Business, Drug-Free sends the results to our dashboard on their website to review.
   8. Association quarterly payment review-
   9. SOG-
      1. Public comment
      2. Communication with the Fire marshal, planning, and development (Skagit County Department and agencies)
   10. Purchasing Policy-update
7. New Business
   1. Exit Interview-Audit
   2. New 421-Registration & Taxes
   3. Funds
   4. New Firefighter applications
8. Chief’s report-
9. Assistant Chief’s report-
10. Training Office report-
11. Accounts Payable & Financial Report

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| **Payroll checks 4542-4545** | **2850.43** |
| **Voided Checks # 4557** | **$104.58** |
| **A/P Checks  4546-4564** | **$63,732.93** |
| **EFTPS-Electronic** | **1165.88** |
| **Total Amt/approved amt** | **24,653.43** |

**\*\*Voided Ck #4557 $104.58-Payment and late notice crossed in the mail. Called and confirmed the balance is a $5.00 late fee.**

1. Adjournment
2. Next Business Meeting: June 1, 20233 at 7:00 p.m.