Skagit County Fire Protection District #4

23624 Jackson St Clear Lake WA 98235

AGENDA-BUSINESS MEETING

October 10, 2024, 7:00 pm

1. Call to Order and flag salute by Commissioner Crabtree. Commissioner Crabtree, Commissioner Martin, Chief McDonald, Assistant Chief Morris, Secretary Olson, and Community member Will Hansen from Nookachamp Hills were all in attendance. Community member Allen Grenz joined via Zoom.
2. Public Comment-
	1. Final Actions-
3. Reading of Minutes- 9/5/2024 Commissioner Martin made a motion to approve the minutes, and Commissioner Crabtree seconded. Motion passed unanimously
4. Correspondence –
* American Transparency records request confirmation letter- Yearly request. Secretary Olson sends a PO to them per our policy the size of the document requested for $2.00. Information was sent via email
* Skagit County Cash policy RCW 43.09.240 authorization to waive 24-hour deposit requirement. Secretary Olson will complete and mail back
* Agency Dispatch Fees 2025
* Preliminary Assessed Value
* Planning and Development-Skagit County
1. Attorney Report –N/A
2. Unfinished Business-
	1. Skagit County Public Health- Sewer inspection updates-2nd notice letter.
	2. Demand letter- No updates.
	3. EIN/UBI-Department and association- Secretary Olson is still looking/researching.
	4. MES Credit issue- Donald Gardner is going to request that MES do a full audit on our accounts to try and locate the actual credit amount. Secretary Olson is waiting for an update.
	5. Burn Box updates- Next plan.
	6. Cyber Policy from Enduris- Secretary Olson is trying to talk to Enduris to get clarification.
	7. 2025 Budget meeting date. All were in agreement on moving the budget meeting to early November. We will discuss this at our November 7th, 2024 meeting.
3. New Business
	1. Audit late November 2024 for 2022, and 2023-TBD
	2. Secretary Olson cut a personal check for $85.82 ck #5065, an accidental personal charge on the department card.
4. Follow up:
	1. Cyber Policy
	2. Preliminary Assessed Value circle back
	3. Planning and development
	4. Levy
5. Chief’s Report-
	1. 911/dispatch wants to create a different area for Nookachamp. They have requested to meet with Chief McDonald to discuss the matter.
	2. Osha- Chief McDonald is reading through a 600-page document they had sent. The big thing he has found is that they want to increase training hours for volunteers. More to come.
	3. Fire prevention week is this week and the school is bringing the kids to the station.
	4. November 16 the department is having a free overdose prevention day. 11-1
	5. October 19th is a station clean-up day.
6. Assistant Chief’s report –
	1. Pump testing is Oct 11th and the 18th.
	2. Assistant Chief Morris will be out of the state for work 10-26-2024 to 11-1-2024
7. Training Officer report- N/A

1. Accounts Payable & Financial Report

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| --- | --- |
| **Payroll checks #** | **$4,324.61**  |
| **4884-4886-Commissioners****4887-4890-Admin** |
| **Voided Checks #4902** | **Void Wave $380.87****Old bill and new bill entered on accident.** |
| **A/P Checks #4891-4902** | **$5,203.84**  |
| **EFTPS-Electronic** | **$3,276.49**  |
| **Total Amt/approved**  | **$12,804.94**  |

Commissioner

Adjournment-

Next Business Meeting

* **November 7,** 2024
* **Budget meeting-TBD**