/Skagit County Fire Protection District #4

23624 Jackson St Clear Lake WA 98235

Agenda – BUSINESS MEETING

NOVEMBER 11,2024, 7:00 pm

1. Call to Order and flag salute-
2. Public Comment- Review Public Comment Policy Resolution #2023-485
   1. Final Actions-
3. Reading of Minutes- 10/10/2024
4. Correspondence-
   1. Check #4898 to Reisner Distributor #229.09 sent back and voided by Secretary

Olson as we had a credit of $229.09. Filed in Voided checks file 2024.

Increase in Paid Family Leave and Medical Leave rate increase $0.92%.

* 1. Skagit County District Drainage letter for meeting at the Clear Lake Church 10/29/2024. Notice was emailed to the Commissioners, Chief McDonald, and Assistant Chief Morris 10/28/2024 post marked 10/9/2024.
  2. -

1. Attorney Report –NA
2. Unfinished Business-
3. New Business
   1. Letter to new neighbors next to station #2 about using the parking lot when they are having work done.
   2. Skagit County Cash Policy #23 RCW 43.09.240, document completed by Secretary Olson, Signature needed from Chair.
   3. Budget/Levy Request form for our taxing district 2025
   4. Skagit County Auditor’s office Level of Accounting Resolution 2025-493
   5. Skagit County Auditor’s office Vouchers and Accounts Payable 2025
   6. Commissioners Info and terms 2025-Signatures
4. Follow up:
   1. Skagit County Public Health- Sewer inspection updates-2nd notice letter.
      1. Chief McDonald is trying to locate the septic system. We might have to have the company we choose come to inspect it and find it. Chief called the County, and they have no record of it.
   2. Demand letter- No updates.
   3. EIN/UBI-Department and association- Secretary Olson is still looking/researching and might end up attempting to get a copy of the letter. The one letter we have a copy of states that no other copies will be given. -TBD
   4. MES- Credit issue- TBD Hope to resolve this by October with the help of Donald Gardner.
   5. Burn Box updates-
   6. SOG-301- Draft will be reviewed at our 11/7/2024 Business Meeting.
   7. Audit late November 2024 for 2022, and 2023-TBD. Secretary Olson received an email from Elaine at the State Auditor that they made a mistake and we are not due till next year for another Audit.
   8. Cyber Policy-
   9. County Investment Pool-
   10. Budget Meeting-Dec or January
5. Upcoming
   1. December 2, 2024 Engine Payment $32,500.00
6. Chief’s Report-
7. Assistant Chief’s report-
8. Training Officer report-
9. Accounts Payable & Financial Report

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| **Payroll checks #4917-4920** | **$4,224.90** |
|  |
| **Voided Checks # 4904 Missed in printer** | **~~N/A~~** |  |
| **A/P Checks #4905-4916** | **$7,640.39** |  |
| **EFTPS-Electronic** | **$1,289.21** |  |
| **Total Amt/approved** | **$13,154.50** |  |

1. Adjournment

Next Business Meeting: DECEMBER 5, 2024 at 7:00 p.m.

Respectfully Submitted,

Katy Olson, Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_