

SKAGIT COUNTY FIRE PROTECTION DISTRICT No. 8

Regular Meeting of the Board of Commissioners

Meeting of December 14th, 2023

Present:

Commissioner Jim Kennedy
Commissioner Lance Ford
Commissioner Jon LaCount

Secretary Stephanie Robbins
Chief Josh Carpenter

Regular meeting called to order by Commissioner Kennedy at 7:00pm, followed by the flag salute.

Correspondence- Christmas card from Sedro-Woolley Fire Department.

Consent Agenda: Commissioner La Count motioned to approve the following consent agenda items, minutes from the November meeting, County report, financial report and bank statements; seconded by Commissioner Kennedy, motion carried.

Commissioner Kennedy motioned to approve accounts payable in the amount of \$60,397.14, monthly payroll/payroll costs in the amount of \$16,992.38 and annual Payroll in the amount of \$43,717.08; seconded by Commissioner LaCount, motion carried.

OLD BUSINESS

Policy-

Policy 1002 Volunteer/Employee Compensation- Commissioner reviewed and revised policy to include day shift position, full time firefighter and move to Quarterly payroll for volunteers.

Commissioner LaCount motioned to approve Policy1002 revisions as written; seconded by Commissioner Kennedy, motion carried.

2020-2022 Audit- The district audit is complete. Stephanie & Josh attended the exit conference on November 11th, The district had a clean audit and is scheduled for another 3year audit in the fall of 2026. The estimated cost is \$10,500.

Firefighter position- The district received two letters of interest for the Firefighter position. One of which is qualified for the position, the other person wanted to let the district know that they are working toward getting the qualifications and would be interested if another position opens in the future.

Chief Carpenter presented a full-time firefighter agreement & fringe benefit explanation document. Commissioner LaCount motioned to approve the full-time firefighter agreement & fringe benefit explanation document, seconded by Commissioner Kennedy, motion carried.

Commissioner LaCount motioned to hire the district's first full time firefighter to start Jan 1st 2024, seconded by Commissioner Kennedy, motion carried.

Sedro-Woolley Agreement- Commissioner Kennedy & Chief Carpenter met with the City of Sedro-Woolley. The City is asking for a 4.8% increase for 2024, the current agreement is a 2% increase. After some discussion Commissioner Ford motioned for Commissioner Kennedy to email the City and state that the district would like to stay with the current agreement, seconded by Commissioner LaCount, motion carried.

Member Appreciation Banquet- Commissioner LaCount will check with venue for April 13th date.

NEW BUSINESS

Software- Stephanie asked the Commissioners to move from Quick books to BIAS for Software for processing payroll. Commissioner Ford motioned to move from Quick books to BIAS for Software for processing payroll, seconded by Commissioner Kennedy, motion carried.

Resolution 7-2023 Regarding increasing the balance in the district Payroll account- Commissioner Kennedy motioned to increase the impress balance in the district payroll account from \$30,000 to \$60,000; seconded by Commissioner LaCount, motion carried.

Commissioner Kennedy motioned to increase the secretary's salary by 3% for 2024, seconded by Commissioner LaCount, motion carried.

Chiefs Report- Was previously emailed to the board and is filed with the minutes.

Public Comment- None

Good of the order- Chief Carpenter stated that the firefighters are working on a new patch design for the district and showed an example.

MEETING ADJOURNMENT: There being no further business, the meeting was adjourned at 8:39pm.

APPROVED, ADOPTED, AND PASSED on this 11th day of January 2024.

Local Board for Volunteer Firefighters

BVFF meeting called to order by Commissioner Kennedy at 8:32pm

Invoice voucher Bonnie LaCount, Adam Whal and Gerard Bawyn- the board reviewed the invoice vouchers. Commissioner Kennedy motioned to approve voucher as presented; seconded by Commissioner Ford, motion carried.

MEETING ADJOURNMENT: There being no further business, the meeting was adjourned at 8:40pm.