

Skagit County Fire Protection District No. 11  
Regular Commissioners Meeting  
January 20<sup>th</sup>, 2020

The Commissioners meeting for Skagit County Fire Protection District No. 11 was called to order at 6:01 pm on January 20th, 2020 at the Dewey Beach Hall with the following in attendance:

Cherry Dennis, Commissioner	Pat Cummings, Commissioner	Josh Hunter, Assistant Chief
Stephanie Robbins, Secretary	Mike Noyes, District Chief	

Commissioner Tom Walsh was absent and unexcused.

BVFF- The annual remittance of active member disability & pension fees was signed.

The minutes and agenda were accepted by consensus.

Financial reports, Bank statements and County reports were reviewed and approved.

Bills approved for payment totaled \$24,643.33

Monthly Payroll approved for payment totaled \$2,121.44

**Chief's Report** -Chief's report was presented by Chief Noyes and is filed with the minutes. Commissioners asked Stephanie to draw up a resolution to surplus the old Jaws of life for the next meeting.

**Old Business-**

*Lease Agreements* – Shrimp Shack is paid through January.

*Samish Tribe*- Chief Noyes met with Samish tribe planning manager Ryan Walters and Emergency Manager David Strich to discuss future projects and collaboration that can be done. The tribe has a copy of the current contract between the tribe and the fire district and are working on updating the properties that the tribe owns in the district.

*Policy*- The commissioners reviewed and made edits to the following three policies and will work on edits to the Ethics policy for a future meeting.

- Board of Commissioners
- Governance & Management
- Budget

Stephanie and the commissioners will continue to research which policies the district must have and look at what the district currently has that may need to be revised. The next two policies for edit and review are.

- Drug & Alcohol
- Asset Tracking

**New Business-**

*Washington State Department of Revenue*-Stephanie met with Jon from Washington State Department of Revenue on January 6<sup>th</sup> to review the Districts Excise tax account. This is the tax the district pays on our rental properties. Jon reviewed everything for the last 5yrs, and the district overpaid by \$90. This amount will be applied to our account.

*Hiring of full time Chief timeline, job description & employment agreement*- Some discussion about timeline. Should we have the position in place before fire season possibly the first of June or January 1<sup>st</sup>, 2021, no decision made. Some discussion about job description, is the one the district currently has enough, or does it need some revising. The commissioners need to work on a salary & benefit package along with an employment agreement. Stephanie emailed out several job description and employment examples from districts in the area that have a full time chief in a volunteer district.

Meeting Adjourned 7:35pm

APPROVED, ADOPTED AND PASSED on this 10<sup>th</sup> day of February, 2020.