

LEWIS COUNTY FIRE DISTRICT 3

Resolution # 24-05

RE: Payroll Process and Procedure

WHEREAS, Lewis County Fire District #3 Board of Commissioners have met and considered the Resolution 16-3 approving payroll to be outdated and have determined it to be of the best interest of the district to create an updated Resolution for the process and procedure of payroll;

WHEREAS, Lewis County Fire District #3 Board of Commissioners have approved the admin assistant to process payroll for the month in advance and to be paid between the 1st and the 5th of the following month;

WHEREAS, Lewis County Fire District #3 Board of Commissioners have approved the admin assistant to follow the process for payroll to be:

1. Receive completed timecards from all employees by the last day of the month.
2. Enter timecard entries into payroll system.
3. Check accruals for over cap, benefits and deductions.
4. Enter 2 hours per meeting attended in the payroll month for each commissioner. If there are 2 meetings in the same day, only 1 can be paid per RCW 52.14.010 at a statutory rate determined by Office of Financial Management every 5 years.
5. Employees and Commissioners are eligible for direct deposit or check.
6. Provide an EFT pay stub for direct deposit personnel.
7. Upload EFT information to the district Umpqua Imprest account for direct deposit.
8. Mail payroll checks to personnel.
9. Print and pay monthly 941 report estimate from Springbrook within 3 days of end of month.
10. Print benefit reports to record payment on.
11. Pay monthly benefits: Trusteed via check, 941 and DRS via EFT.
12. Quarterly, L&I and Unemployment reports need filed online with an EFT payment to L&I and Unemployment is on a reimbursable basis.
13. Quarterly, IRS report 941 will need filled out, printed, signed and sent by snail mail and should tie to the monthly payments for that quarter.

WHEREAS, at each monthly Board of Commissioner meeting, the prior months payroll and associated reports are submitted to the board for review and approval;

BE IT RESOLVED Lewis County Fire District #3 Commissioners have reviewed and approve the payroll process and procedure as written.


ADOPTED by the Lewis County Fire District #3 Board of Commissioners at an open public meeting held on the 21st day of February, 2024.



Chair Commissioner Marty Majors



Commissioner Doug Houghtelling



Commissioner Curt Spahn



Admin. Assistant Amanda Blankenship