



ENUMCLAW FIRE DEPARTMENT

BOARD OF FIRE COMMISSIONERS

SPECIAL MEETING MINUTES

WEDNESDAY, AUGUST 9, 2017 – 6:00PM

ENUMCLAW CITY HALL COUNCIL CHAMBERS

Fire District Commissioner Meetings are wheelchair accessible. If other accommodations are required, please call the Fire District Office Manager at 360-825-5544 five (5) days preceding the meeting so arrangements can be made.

1. CALL TO ORDER

- By Commissioner McCall

2. FLAG SALUTE

- Led by Commissioner Stubblefield

3. ATTENDANCE

- Stan McCall – Commissioner, Angie Stubblefield – Commissioner, Dave Hannity – Commissioner, Amy Trachte – Commissioner, Jim Zoll – Commissioner, Mike Reynolds – Attorney, Randy Fehr – Fire Chief, Ashley Van Dam – District Secretary

4. AGENDA AMENDMENTS

- Add Chief & Office Manager contract reviews to Old Business

5. PUBLIC COMMENT

- A. *This is an opportunity for the public to address the Board of Commissioners on any subject which is not of a quasi-judicial nature or scheduled for a public hearing. Speakers are asked to stand to have their comments recorded. Speakers should state clearly their name(s) and address for the record. Please limit comments to three minutes per person.*

6. ANNOUNCEMENTS & PRESENTATIONS

7. APPROVAL OF MEETING MINUTES

- A. Regular Meeting July 19, 2017

- 1) **Board Action:** Motion made by Commissioner Zoll to approve July 19, 2017 Regular Meeting Minutes, seconded by Commissioner Stubblefield. All in favor.

8. REGULAR BUSINESS

A. CORRESPONDENCE

B. FINANCIAL REPORT

- 1) Approval of Vouchers & Payroll

a) Vouchers

- a. General Expense Fund – 07035-07046 \$21,902.45; 08001-08016 \$27,467.17; Special Rescue Fund – 08001 \$42.39

b) Payroll

- a. July Regular- \$173,400.96 ; July Volunteer Residents-\$1,682.04
b. June Regular- \$173,292.42; June Volunteer Residents- \$2,890.13;
2nd Quarter Volunteers/Commission/Chaplain \$17,888.80
c. May Regular-\$173,900.94 ; May Volunteer Residents-\$2,479.73

- **Board Action** to approve General Expense Fund Vouchers 07035-07046 for \$21,902.45 and 08001-08016 for \$27,467.17; Special Rescue Fund Voucher 08001 for \$42.39 made by Commissioner Zoll, seconded by Commissioner Trachte. All in favor.

- 2) Cash Balances –

a) August 1, 2017

- a. Expense – \$1,141,742.46 (2016-\$557,272.17)
b. Capital Outlay - \$119,684.22 (2016 - \$0)

c. Special Rescue – \$13,930.60 (2016- \$28,503.97)

3) Financial Report-Ashley Van Dam

4) Chief's Report-Chief Randy Fehr

C. RESOLUTIONS

- None

9. MEETINGS

A. Meeting Schedule

1) Enumclaw City Hall Council Chambers Room Availability

B. Next Regular Meeting

1) September 23, 2017 10:00am Enumclaw Fire Dept Station 41 (HQ)

2) October 18, 2017 6:00pm Enumclaw Fire Dept Station 41 (HQ)

10. OLD BUSINESS

A. IT Services ILA – Staff Report

- **Board Action:** Motion made by Commissioner Hannity to make amendments to current IT ILA with PSRFA for added IT services, seconded by Commissioner Zoll. All in favor.

B. Chief & Office Manager Contracts

- Commissioner Stubblefield asks that the board considers retroactively giving the Chief a COLA raise for 2017 and would like to review the Chief's current contract.
- **Board Action:** Motion made by Commissioner McCall to give Chief Fehr a 3% COLA effective August 31st 2017 payroll, seconded by Commissioner Zoll. All in favor.
- Commissioner Stubblefield discusses the need for an additional administrative staff position to assist Office Manager. Board discusses doing a work analysis to determine what makes most sense.
- Commissioner Hannity requests a budget workshop be done to study this information.
- Commissioner Zoll requests to table until recommendation is made for 2018 budget by Chief Fehr and Ashley.
- Budget workshop tentatively scheduled for October 4, 2017 at 6pm.

11. NEW BUSINESS

A. Financial Software RFP

- **Board Action:** Motion made by Commissioner Zoll to authorize a RFP for Financial Software, seconded by Commissioner Trachte. All in favor.

12. PUBLIC COMMENT

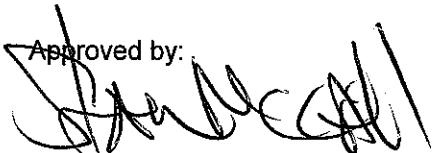
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13. EXECUTIVE/EXEMPT SESSION


14. ADJOURNMENT

- **Board Action:** Motion to adjourn meeting at 7:34pm by Commissioner Hannity, seconded by Commissioner Zoll. All in favor.

Approved by:



Stan McCall, Chairperson



Ashley Van Dam, District Secretary