



# ENUMCLAW FIRE DEPARTMENT BOARD OF FIRE COMMISSIONERS

## SPECIAL MEETING AGENDA WEDNESDAY, AUGUST 9, 2017 – 6:00PM ENUMCLAW CITY HALL COUNCIL CHAMBERS

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***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**

**2. FLAG SALUTE**

**3. ATTENDANCE**

**4. AGENDA AMENDMENTS**

**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:**

**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; 2<sup>nd</sup> 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

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

• None

4) Chief's Report-Chief Randy Fehr

C. RESOLUTIONS

**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

**11. NEW BUSINESS**

- A. Financial Software RFP

**12. 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.*

**13. EXECUTIVE/EXEMPT SESSION**

**14. ADJOURNMENT**



# ENUMCLAW FIRE DEPARTMENT BOARD OF FIRE COMMISSIONERS

## REGULAR MEETING MINUTES WEDNESDAY, JULY 19, 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

- Called to order by Commissioner McCall

### 2. FLAG SALUTE

- Led by Commissioner Zoll

### 3. ATTENDANCE

- Stan McCall – Commissioner, Angie Stubblefield – Commissioner, Jim Zoll – Commissioner, Mike Reynolds – Attorney, Randy Fehr – Fire Chief, Ashley Van Dam – District Secretary
- Commissioner Hannity excused absence, Commissioner Trachte present via conference call.

### 4. AGENDA AMENDMENTS

### 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

- A. Blair Kok-CIAW-Nepotism Policy
  - **Board Action:** Commissioner Zoll makes motion to accept changes to the policy as presented by CIAW, seconded by Commissioner Stubblefield. All in favor.

### 7. APPROVAL OF MEETING MINUTES

- A. Regular Meeting June 21, 2017
  - **Board Action:** Motion made by Commissioner Stubblefield, seconded by Commissioner Zoll to accept meeting minutes from June 21, 2017 Regular Meeting. All in favor.

### 8. REGULAR BUSINESS

#### A. CORRESPONDENCE

#### B. FINANCIAL REPORT

##### 1) Approval of Vouchers & Payroll

##### a) Vouchers

- a. General Expense Fund – 06040-06052 \$34,489.42 ; 07001-07034 \$45,200.88
- b. Special Rescue Fund – 07001 \$42.39

##### b) Payroll

- a. June Regular- \$173,292.42; June Volunteer Residents- \$2,890.13; 2<sup>nd</sup> Quarter Volunteers/Commission/Chaplain \$17,888.80
- b. May Regular-\$173,900.94 ; May Volunteer Residents-\$2,479.73
- c. April Regular-\$156,391.73; April Volunteer Residents-\$3,610.05

- **Board Action** to approve General Expense Fund Vouchers 06040-06052 \$34,489.42; 07001-07034 \$45,200.88; Special Rescue Fund Voucher 07001 \$42.39; June Regular Payroll- \$173,292.42; June Volunteer Residents Payroll- \$2,890.13; 2<sup>nd</sup> Quarter Volunteers/Commission/Chaplain Payroll \$17,888.80. Motion made by Commissioner Zoll, seconded by Commissioner Stubblefield. All in favor.

- 2) Cash Balances –
  - a) June 30, 2017
    - a. Expense – \$1,298,682.11 (2016-\$727,722.18)
    - b. Capital Outlay - \$119,578.65 (2016 - \$0)
    - c. Special Rescue – \$13,960.32 (2016- \$28,525.42)
  - b) July 14, 2017
    - a. Expense - \$1,277,460.89
    - b. Capital Outlay- \$119,578.65
    - c. Special Rescue - \$13,960.32
- 3) Financial Report-Ashley Van Dam
- 4) Chief’s Report-Chief Randy Fehr

C. RESOLUTIONS

- 1) Resolution 2017-004 Amend Deferred Compensation Administrator
  - **Board Action:** Motion made by Commissioner Zoll, seconded by Commissioner Stubblefield. All in favor.
- 2) Resolution 2017-005 PSRFA Fire Apparatus Service ILA
  - **Board Action:** Motion made by Commissioner Zoll, seconded by Commissioner Stubblefield. All in favor.

9. MEETINGS

- A. Next Regular Meeting
  - 1) August 16, 2017 6:00pm City Hall Council Chambers
  - 2) September 23, 2017 10:00am Tentatively at Enumclaw Fire Dept Station 41 (HQ)
  - 3) October 18,2017 Location Change to Enumclaw Fire Dept Station 41 (HQ)
  - Chief requests August 16<sup>th</sup> regular meeting to be changed to August 9th.
  - **Board Action:** Made by Commissioner Stubblefield, seconded by Commissioner Zoll to approve August meeting date change. All in favor.
- B. Meeting Schedule
  - Ashley to get City Hall Council Chambers room availability for 3<sup>rd</sup> week of month to see options of changing regular meetings to another day.

10. OLD BUSINESS

11. NEW BUSINESS

- A. IT Services ILA
  - **Board Action:** Motion made by Commissioner Zoll to authorize staff to develop an RFP for IT Services. Seconded by Commissioner Stubblefield. All in favor.

12. 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.*

13. EXECUTIVE/EXEMPT SESSION

14. ADJOURNMENT

- **Board Action:** Motion made by Commissioner Zoll, seconded by Commissioner Stubblefield all in favor. Adjourned at 7:08pm.

Approved by:

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Stan McCall, Chairperson

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Ashley Van Dam, District Secretary

# Voucher Transactions

2017 KCFD#28 GENERAL FUND 100280010

Period	Tran #	Ref Number	Ref Date	Description	Account(s)	Amount
<b>Voucher: 07035</b>		<b>Vendor: DIMARTINO BROWN &amp; BROWN OF WA dba DIMARTINO</b>			<b>Approval/Warrant Info:</b>	
7/2017	13935	July 31, 2017	07/31/17	DIS INS Deduction	522.10.29	208.85
7/2017	13935	July 31, 2017	07/31/17	DIS INS Deduction	522.20.29	1,627.50
<b>Subtotal</b>						<b>1,836.35</b>
<b>Voucher: 07036</b>		<b>Vendor: CUMBERLAND CUMBERLAND WATER CO-OP</b>			<b>Approval/Warrant Info:</b>	
7/2017	13943	JULY STATEMENT	07/15/17	WATER-ST 42 RESIDENTS	522.50.47	63.94
7/2017	13944	JULU STATEMENT	07/15/17	WATER-ST 42	522.50.47	58.21
<b>Subtotal</b>						<b>122.15</b>
<b>Voucher: 07037</b>		<b>Vendor: DELTADENTA DELTA DENTAL OF WASHINGTON</b>			<b>Approval/Warrant Info:</b>	
7/2017	13945	AUGUST	07/18/17	DENTAL INSURANCE	522.10.24	290.05
7/2017	13945	AUGUST	07/18/17	DENTAL INSURANCE	522.20.24	2,812.15
<b>Subtotal</b>						<b>3,102.20</b>
<b>Voucher: 07038</b>		<b>Vendor: DEPTLI DEPT OF LABOR &amp; INDUSTRIES</b>			<b>Approval/Warrant Info:</b>	
7/2017	13936	July 31, 2017	07/31/17	L & I ADMN Contribution	522.10.23	17.07
7/2017	13936	July 31, 2017	07/31/17	L & I ADMN Deduction	522.10.23	10.45
7/2017	13936	July 31, 2017	07/31/17	L & I FF Contribution	522.10.23	159.26
7/2017	13936	July 31, 2017	07/31/17	L & I FF Deduction	522.10.23	33.03
7/2017	13936	July 31, 2017	07/31/17	L & I FF Contribution	522.20.23	4,126.56
7/2017	13936	July 31, 2017	07/31/17	L & I FF Deduction	522.20.23	855.82
<b>Subtotal</b>						<b>5,202.19</b>
<b>Voucher: 07039</b>		<b>Vendor: IAFF IAFF #3931</b>			<b>Approval/Warrant Info:</b>	
7/2017	13937	July 31, 2017	07/31/17	UNION DUES Deduction	522.20.29	1,824.00
<b>Subtotal</b>						<b>1,824.00</b>
<b>Voucher: 07040</b>		<b>Vendor: IAFF FIREP IAFF FIRE PAC</b>			<b>Approval/Warrant Info:</b>	
7/2017	13938	July 31, 2017	07/31/17	IAFF FIREP Deduction	522.20.29	134.22
<b>Subtotal</b>						<b>134.22</b>
<b>Voucher: 07041</b>		<b>Vendor: KCFTOA KING COUNTY FIRE TRAINING OFFICERS ASSOC</b>			<b>Approval/Warrant Info:</b>	
7/2017	13942	6415	03/03/17	ANNUAL MEMBERSHIP-HSO	522.45.492	130.00
<b>Subtotal</b>						<b>130.00</b>
<b>Voucher: 07042</b>		<b>Vendor: PUBSAFE PUBLIC SAFETY TESTING INC</b>			<b>Approval/Warrant Info:</b>	
7/2017	13948	2017-7573	07/12/17	QTRLY SUBSCRIPTION FEE	522.20.492	150.00

# Voucher Transactions

2017 KCFD#28 GENERAL FUND 100280010

Period	Tran #	Ref Number	Ref Date	Description	Account(s)	Amount
<b>Subtotal</b>						150.00
<b>Voucher: 07043</b>		<b>Vendor: PSE PUGET SOUND ENERGY</b>			<b>Approval/Warrant Info:</b>	
7/2017	13946	JULY STATEMENT	07/18/17	ELECTRIC-ST 42	522.50.47	188.24
7/2017	13947	JULY STATEMENT	07/17/17	ELECTRIC-ST 42	522.50.47	22.05
<b>Subtotal</b>						210.29
<b>Voucher: 07044</b>		<b>Vendor: USBANK US BANK</b>			<b>Approval/Warrant Info:</b>	
7/2017	13950	JULY STATEMENT	07/07/17	COMCAST-CABLE ST 43	522.50.47	21.33
7/2017	13950	JULY STATEMENT	07/07/17	VERIZON-TABLET/MDC DATA	522.20.42	630.42
7/2017	13950	JULY STATEMENT	07/07/17	VERIZON-CHIEF CELL	522.10.42	38.32
7/2017	13950	JULY STATEMENT	07/07/17	VERIZON-TRN OFFICER CELL	522.45.42	63.32
7/2017	13950	JULY STATEMENT	07/07/17	VERIZON-FIRE MARSHAL CELL	522.30.42	44.19
7/2017	13950	JULY STATEMENT	07/07/17	VERIZON-CELL PHONES	522.20.42	64.41
7/2017	13950	JULY STATEMENT	07/07/17	COMCAST-CABLE ST 41	522.50.47	21.07
7/2017	13950	JULY STATEMENT	07/07/17	DIRECTTV-CABLE ST 42	522.50.47	75.99
7/2017	13950	JULY STATEMENT	07/07/17	SKYNET-NTERNET	522.10.42	48.49
7/2017	13950	JULY STATEMENT	07/07/17	TIGER-AED TRAINER-GRANT	522.41.35	-1,525.67
7/2017	13950	JULY STATEMENT	07/07/17	DOR-AED TRAINER TAX-GRANT	522.41.35	122.11
7/2017	13950	JULY STATEMENT	07/07/17	PSCA-HOUSE BURN PERMIT	522.45.499	65.00
7/2017	13950	JULY STATEMENT	07/07/17	AMAZON-2 FR3-GRANT	522.41.35	663.07
7/2017	13950	JULY STATEMENT	07/07/17	DOR-FR3 TAX DUE	522.10.44	-53.07
7/2017	13950	JULY STATEMENT	07/07/17	OFFICE DEPOT-OFFICE SUPPL	522.10.31	73.89
7/2017	13950	JULY STATEMENT	07/07/17	AMAZON-FR2 AED-GRANT	522.45.35	834.82
7/2017	13950	JULY STATEMENT	07/07/17	DOR-FR2 TAX DUE	522.10.44	-66.82
7/2017	13950	JULY STATEMENT	07/07/17	JME-HOSE STRAP	522.20.35	200.55
7/2017	13950	JULY STATEMENT	07/07/17	DOR-HOSE STRAP TAX	522.10.44	-14.38
7/2017	13950	JULY STATEMENT	07/07/17	QFC-HOUSE BURN SUPPLIES	522.45.31	139.95
7/2017	13950	JULY STATEMENT	07/07/17	AMAZON-YELLOW TAPE	522.50.31	29.76
7/2017	13950	JULY STATEMENT	07/07/17	DOR-YELLOW TAPE TAX	522.10.44	-2.38
7/2017	13950	JULY STATEMENT	07/07/17	OFFICE DEPOT-ENVELOPES	522.10.31	130.44
7/2017	13950	JULY STATEMENT	07/07/17	AED STORE-EMT KIT-GRANT	522.45.35	1,169.72
7/2017	13950	JULY STATEMENT	07/07/17	DOR-EMT KIT TAX DUE	522.10.44	-93.62
7/2017	13950	JULY STATEMENT	07/07/17	EMT PREP-AYERS	522.45.492	39.99

## Voucher Transactions

2017 KCFD#28 GENERAL FUND 100280010

Period	Tran #	Ref Number	Ref Date	Description	Account(s)	Amount
7/2017	13950	JULY STATEMENT	07/07/17	AMAZON-5 SURFACE PROS	522.11.35	4,059.40
7/2017	13950	JULY STATEMENT	07/07/17	DOR-SURFACE PRO TAX DUE	522.10.44	-324.90
7/2017	13950	JULY STATEMENT	07/07/17	AMAZON-BRACKET	522.50.35	48.70
7/2017	13950	JULY STATEMENT	07/07/17	DOR-BRACKET TAX DUE	522.10.44	-3.90
7/2017	13950	JULY STATEMENT	07/07/17	LABAMBA-LUNCH BLUE CARD	522.45.43	45.21
7/2017	13950	JULY STATEMENT	07/07/17	SPARTAN-LIGHT 15-1	522.60.35	34.42
7/2017	13950	JULY STATEMENT	07/07/17	CASCADE-CPR CARDS	522.41.31	108.70
7/2017	13950	JULY STATEMENT	07/07/17	UPRINTING-INSPECTION FORM	522.30.31	133.72
7/2017	13950	JULY STATEMENT	07/07/17	DOR-FORM TAX DUE	522.10.44	-10.70
7/2017	13950	JULY STATEMENT	07/07/17	WA FERRIES-BRUSH UNIT	522.20.43	28.50
7/2017	13950	JULY STATEMENT	07/07/17	GAS SNIFFER-DETECTOR	522.20.35	506.54
7/2017	13950	JULY STATEMENT	07/07/17	DOR-DETECTOR TAX DUE	522.10.44	-40.54
<b>Subtotal</b>						7,306.05
<b>Voucher: 07045</b>		<b>Vendor: WSCFFFAST WSCFF FAST PAC</b>			<b>Approval/Warrant Info:</b>	
7/2017	13939	July 31, 2017	07/31/17	WSCFF Deduction	522.20.29	185.00
<b>Subtotal</b>						185.00
<b>Voucher: 07046</b>		<b>Vendor: WSCFF WSCFF MEDICAL EMPLOYEE BENEFIT TRUST</b>			<b>Approval/Warrant Info:</b>	
7/2017	13940	July 31, 2017	07/31/17	MERP Deduction	522.10.29	100.00
7/2017	13940	July 31, 2017	07/31/17	MERP Deduction	522.20.29	1,600.00
<b>Subtotal</b>						1,700.00
<b>Total</b>						21,902.45

# Voucher Transactions

2017 KCFD#28 GENERAL FUND 100280010

Period	Tran #	Ref Number	Ref Date	Description	Account(s)	Amount
<b>Voucher: 08001</b>		<b>Vendor: ATTORNEY ATTORNEY MICHAEL J REYNOLDS</b>			<b>Approval/Warrant Info:</b>	
8/2017	13954	4965	08/01/17	LEGAL SERVICES	522.11.41	1,440.00
<b>Subtotal</b>						1,440.00
<b>Voucher: 08002</b>		<b>Vendor: CITYOFENUM CITY OF ENUMCLAW</b>			<b>Approval/Warrant Info:</b>	
8/2017	13966	JULY STATEMENT	07/31/17	WATER-ST 43	522.50.47	36.11
8/2017	13967	JULY STATEMENT	07/31/17	GAS & WATER-ST 41	522.50.47	393.09
<b>Subtotal</b>						429.20
<b>Voucher: 08003</b>		<b>Vendor: COPIERSNW COPIERS NORTHWEST</b>			<b>Approval/Warrant Info:</b>	
8/2017	13956	INV1599798	07/14/17	COPIER STAPLES	522.10.31	76.04
<b>Subtotal</b>						76.04
<b>Voucher: 08004</b>		<b>Vendor: CREATIVECO CREATIVE CONCEPTS</b>			<b>Approval/Warrant Info:</b>	
8/2017	13955	EFD17-008	08/07/17	CBT	522.45.491	800.00
8/2017	13955	EFD17-008	08/07/17	REPORT REVIEW	522.20.41	240.00
<b>Subtotal</b>						1,040.00
<b>Voucher: 08005</b>		<b>Vendor: ENUMCLAWST ENUMCLAW STATIONERS INC</b>			<b>Approval/Warrant Info:</b>	
8/2017	13970	JULY STATEMENT	07/31/17	BINDERS & TABS	522.10.31	23.40
<b>Subtotal</b>						23.40
<b>Voucher: 08006</b>		<b>Vendor: NAPA Foothills Auto Supply Inc</b>			<b>Approval/Warrant Info:</b>	
8/2017	13972	240627	07/02/17	BATTERY CABLES	522.60.31	104.81
8/2017	13973	245067	07/27/17	QUAD TRAILER PARTS	522.60.31	11.03
<b>Subtotal</b>						115.84
<b>Voucher: 08007</b>		<b>Vendor: GATEWAY GATEWAY TRUE VALUE</b>			<b>Approval/Warrant Info:</b>	
8/2017	13969	JULY STATEMENT	07/01/17	NUTS N BOLTS	522.50.31	0.54
8/2017	13969	JULY STATEMENT	07/01/17	NUTS N BOLTS	522.60.31	4.87
8/2017	13969	JULY STATEMENT	07/01/17	BATTERIES & LOCK EASE	522.20.31	28.63
8/2017	13969	JULY STATEMENT	07/01/17	NUTS N BOLTS	522.20.31	0.52
8/2017	13969	JULY STATEMENT	07/01/17	TRIMMER LINE	522.50.31	16.62
8/2017	13969	JULY STATEMENT	07/01/17	ANTI-SIPH	522.50.31	7.82
8/2017	13969	JULY STATEMENT	07/01/17	TOILET BOLT	522.50.31	3.22
8/2017	13969	JULY STATEMENT	07/01/17	SPRINKLER & RUST REMOVE	522.50.31	47.49
8/2017	13969	JULY STATEMENT	07/01/17	WASHER FLUID & KEY	522.60.31	12.66



# Voucher Transactions

2017 KCFD#28 GENERAL FUND 100280010

Period	Tran #	Ref Number	Ref Date	Description	Account(s)	Amount
<b>Subtotal</b>						122.37
<b>Voucher: 08008</b>		<b>Vendor: JAMESOIL JAMES OIL CO. INC</b>			<b>Approval/Warrant Info:</b>	
8/2017	13957	391111	06/22/17	FUEL	522.20.32	491.39
8/2017	13968	391411	07/31/17	FUEL	522.20.32	494.42
<b>Subtotal</b>						985.81
<b>Voucher: 08009</b>		<b>Vendor: KCRADIO KING COUNTY RADIO COMMUNICATION</b>			<b>Approval/Warrant Info:</b>	
8/2017	13958	12474	07/27/17	800MHZ RADIO SERVICE	522.20.42	1,610.93
<b>Subtotal</b>						1,610.93
<b>Voucher: 08010</b>		<b>Vendor: LEMAY LEMAY MOBILE SHREDDING</b>			<b>Approval/Warrant Info:</b>	
8/2017	13959	1282502	07/17/17	MOBILE SHREDDING	522.10.41	23.44
<b>Subtotal</b>						23.44
<b>Voucher: 08011</b>		<b>Vendor: LEOFF LEOFF HEALTH &amp; WELFARE TRUST</b>			<b>Approval/Warrant Info:</b>	
8/2017	13962	SEPTEMBER	08/25/17	MEDICAL BENEFITS	522.10.24	2,049.30
8/2017	13962	SEPTEMBER	08/25/17	MEDICAL BENEFITS	522.20.24	18,723.58
<b>Subtotal</b>						20,772.88
<b>Voucher: 08012</b>		<b>Vendor: LIFEASSIST LIFE ASSIST INC</b>			<b>Approval/Warrant Info:</b>	
8/2017	13960	806365	07/07/17	EMS SUPPLIES	522.20.31	329.60
8/2017	13961	808216	07/18/17	EMS SUPPLIES	522.20.31	40.09
<b>Subtotal</b>						369.69
<b>Voucher: 08013</b>		<b>Vendor: MAILEXPRES MAIL EXPRESS BUSINESS CENTER</b>			<b>Approval/Warrant Info:</b>	
8/2017	13974	JULY STATEMENT	07/31/17	POSTAGE	522.10.42	8.94
<b>Subtotal</b>						8.94
<b>Voucher: 08014</b>		<b>Vendor: PRAXAIR PRAXAIR DISTRIBUTION INC</b>			<b>Approval/Warrant Info:</b>	
8/2017	13971	78404227	07/31/17	MEDICAL OXYGEN	522.20.31	26.36
<b>Subtotal</b>						26.36
<b>Voucher: 08015</b>		<b>Vendor: SEAWESTERN SEAWESTERN</b>			<b>Approval/Warrant Info:</b>	
8/2017	13963	200054	07/17/17	AIR ANALYSIS	522.20.41	100.00
<b>Subtotal</b>						100.00
<b>Voucher: 08016</b>		<b>Vendor: THESUPPLY THE SUPPLY SOURCE</b>			<b>Approval/Warrant Info:</b>	
8/2017	13964	1702432	07/20/17	JANITORIAL SUPPLIES	522.50.31	115.66
8/2017	13965	1702357	07/13/17	JANITORIAL SUPPLIES	522.50.31	206.61

# Voucher Transactions

2017 KCFD#28 GENERAL FUND 100280010

Period	Tran #	Ref Number	Ref Date	Description	Account(s)	Amount	
						<b>Subtotal</b>	322.27
						<b>Total</b>	27,467.17

# Voucher Transactions

2017 SPECIAL RESCUE FUND 100286030

Period	Tran #	Ref Number	Ref Date	Description	Account(s)	Amount
<b>Voucher: 08001</b>		<b>Vendor: KCRADIO KING COUNTY RADIO COMMUNICATION</b>			<b>Approval/Warrant Info:</b>	
8/2017	13975	12475	07/27/17	800MHZ RADIO SERVICE	522.25.42	42.39
<b>Subtotal</b>						42.39
<b>Total</b>						42.39

**BARS Entries for 07/31/2017**

07/24/2017

Page 1 of 1

<b>Disbursement</b>	<b>Description</b>	<b>Vendor</b>	<b>Entry Total</b>
Direct Deposit	Net Pay	DIRECT DEPOSIT FOR PAYROLL	87,215.56
Direct Deposit	Benefits/Taxes	DEPT OF RETIREMENT SYSTEMS	22,799.25
Direct Deposit	Benefits/Taxes	INTERNAL REVENUE SERVICE	24,002.88
Direct Deposit	Benefits/Taxes	JOHN HANCOCK RETIREMENT PLAN	8,248.06
Other	Benefits/Taxes	DIRECT DEPOSIT FOR PAYROLL	18,600.00
Other	Benefits/Taxes	ENUMCLAW FIRE DEPARTMENT	1,653.45
Voucher	Benefits/Taxes	BROWN & BROWN OF WA dba	1,836.35
Voucher	Benefits/Taxes	DEPT OF LABOR & INDUSTRIES	5,202.19
Voucher	Benefits/Taxes	IAFF #3931	1,824.00
Voucher	Benefits/Taxes	IAFF FIRE PAC	134.22
Voucher	Benefits/Taxes	WSCFF FAST PAC	185.00
Voucher	Benefits/Taxes	WSCFF MEDICAL EMPLOYEE BENEFIT	1,700.00
			173,400.96

# BARS Entries for 08/10/2017

08/02/2017

Page 1 of 1

<b>Disbursement</b>	<b>Description</b>	<b>Vendor</b>	<b>Entry Total</b>
Direct Deposit	Net Pay	DIRECT DEPOSIT FOR PAYROLL	1,407.96
Direct Deposit	Benefits/Taxes	INTERNAL REVENUE SERVICE	274.08
			1,682.04

<b>Fund</b>	<b>Fund Name</b>	<b>Ending Balance</b>
100280010	ENUMCLAW FIRE EXPENSE	1,141,742.46
100283010	ENUMCLAW FIRE CAPITAL OUTLAY	119,684.22
100286030	ENUMCLAW FIRE SPECIAL RESCUE RESERV	13,930.60
	<b>Total</b>	<b>1,275,357.28</b>

<-----End of Report----->



# ENUMCLAW FIRE DEPARTMENT

## STAFF REPORT

**DATE:** August 1<sup>st</sup>, 2017

**TO:** Enumclaw Fire Department Board of Fire Commissioners

**FROM:** Chief Fehr

**RE:** IT RFP vs Amending Existing ILA with Puget Sound Regional RFA

### **BACKGROUND:**

In 2016, a committee consisting of two Fire Commissioners and the Fire Chief entered into negotiations with the City of Enumclaw for three existing services contained within an ILA; 911 Dispatch Services, IT services and Fleet Maintenance.

911 Dispatch Services- As part of the negotiation process the committee evaluated two 911 Dispatch Centers; The City of Enumclaw and Valley Communications. The committee recommended to the Board and the Board voted to switch to Valley Communications. The switch to Valley Communications was made April 3<sup>rd</sup>, 2017.

IT Services- During the negotiation process the City of Enumclaw also expressed the desire for the Fire District to move off of their network by the beginning of 2018. The City of Enumclaw needed more capacity to serve existing City Departments. The City of Enumclaw could gain this capacity by having the Fire District move off of their network. The Board approved a one year agreement for IT services through 2018.

Fleet Maintenance- the District and the City could not reach an agreement for fleet maintenance services. The Board approved a fleet maintenance agreement with PSRFA in July 2017.

In order for the switch to Valley Communications to occur a large amount of IT work needed to be completed. This would have required many staff hours and a financial investment by the City of Enumclaw. The City of Enumclaw was not willing to make a financial investment or dedicate the staff hours with the Fire District leaving the City's Network by the end of 2017. District Staff arrived at a solution; an ILA with Puget Sound Regional Fire Authority for IT services. This was presented and approved by the Board of Fire Commissioners.

At the July meeting, the Board voted to seek proposals for IT services beginning in 2018. When writing the RFP staff determined a solution existed outside of the RFP process, amending the existing IT ILA with PSRFA which would comply with the Interlocal Cooperation Act RCW 39.34

### **ANALYSIS:**

The District has three options for future IT services: Build a stand-alone network, stay with the City of Enumclaw, or find an existing municipality/fire department willing to provide IT services.

Build a stand-alone network- Going this route would require the District to make an estimated initial financial investment of \$300,000 to build a network which would provide similar services. There would also be additional annual costs to maintain this network.

Selecting a qualified vendor would be critical. A vendor would have to successfully complete a background check due to the sensitive information they would have access to. This vendor would have to be familiar with the following:

- Public Records Act RCW 42.56
- Electronic Records Retention
- Valley Communication Software
- ESO (EMS and Fire Reporting)
- MDC's and Interface with Valley Communications
- Patient Care reporting tablets and interface with KCEMS
- Specific Fire Department Financial and HR software

This vendor would also have to be familiar with and capable of meeting future challenges. These are namely Tablet Command, AVL, Enhanced 911 and PSERN.

Finding a vendor that meets the current qualification standards and could meet future qualifications will be difficult.

Stay with the City of Enumclaw- This is not an option for the District as the City Administration has indicated they would like us off of their network.

Find an existing Municipality/Fire Department willing to provide IT services- This option currently exists for the Enumclaw Fire Department. The Puget Sound Regional Fire Authority is willing; and has the ability to provide IT services. The Puget Sound RFA meets or exceeds all of the present and future requirement for an IT provider.

Costs for the switch would be minimal and would be able to be accomplished by the end of 2017. The majority of the work required to move away from the City of Enumclaw's network and on to Puget Sound RFA's network occurred with the switch to Valley Communications. It is estimated the work for a complete switch over is already 70 to 80 percent complete.

**PROPOSAL:**

Amend the existing ILA or enter into a new ILA with the Puget Sound Regional Fire Authority for IT services. This option allows for continuity of service and represents the most cost effective option.