



# ENUMCLAW FIRE DEPARTMENT

## BOARD OF FIRE COMMISSIONERS

### REGULAR MEETING AGENDA

#### WEDNESDAY, FEBRUARY 21, 2018 – 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**

**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**

A. Badge Pinning – Josh Hettick

B. PSRFA – Logistics

**7. APPROVAL OF MEETING MINUTES**

A. Regular Meeting January 17, 2018

1) **Board Action:**

**8. REGULAR BUSINESS**

A. CORRESPONDENCE

B. FINANCIAL REPORT

1) Approval of Vouchers & Payroll

a) Vouchers

a. General Fund – Vouchers 01036-01050 \$16,619.70; 02001-02026 \$107,818.49

b. Special Rescue Fund– Vouchers 02001-02002 \$186.39

b) Payroll

a. January Regular-\$203,971.47; January Volunteer Residents-\$2,126.09

b. December Regular- \$173,579.47; December Volunteer Residents-\$1,937.70; 4<sup>th</sup> Quarter Volunteers/Chaplain/Commissioners \$18,554.79

2) **Board Action** to approve General Expense Fund Vouchers 01036-01050 for \$16,619.70, Vouchers 02001-02026 for \$107,818.49 and Special Rescue Fund Vouchers 02001-02002 for \$186.39. January Regular Payroll for \$203,971.47 and January Volunteer Residents Pay for \$2,126.09.

3) Cash Balances –

a) January 31, 2018

a. General Operating Fund – \$623,617.73 (2017 - \$246,916.27)

b. Capital Outlay Fund - \$645,088.61 (2017 - \$119,156.50)

c. Special Rescue Fund – \$4,666.33 (2017- \$14,112.08)

b) February 13, 2018

a. General Operating Fund – \$634,614.41

b. Capital Outlay Fund - \$645,088.61

- c. Special Rescue Fund – \$4,666.33
  - 4) Financial Report-Ashley Van Dam
  - 5) Chief's Report-Chief Randy Fehr
- C. RESOLUTIONS

**9. MEETINGS**

- A. Next Regular Meeting
  - 1) March 21, 2018 6:00pm Enumclaw Council Chambers

**10. OLD BUSINESS**

**11. NEW BUSINESS**

- A. Board Policy Business
  - 1) 2018 Chair & Vice Chair Positions – Policy Section 2.03
  - 2) ID Cards – Policy Section 1.08
  - 3) Annual review of policy decisions – Policy Section 4.02

**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, JANUARY 17, 2018 – 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

- Called to order by Commissioner McCall at 6:03pm

#### 2. FLAG SALUTE

- Led by Commissioner Zoll

#### 3. ATTENDANCE

- Stan McCall-Commissioner, Angie Stubblefield-Commissioner, Amy Trachte-Commissioner, Jim Zoll-Commissioner, Jenny Jones-Commissioner, Randy Fehr-Fire Chief, Mike Reynolds-Attorney, Ashley Van Dam-District Secretary/Office Manager

#### 4. AGENDA AMENDMENTS

- Add Oath of Office for Jim Zoll under item 6.

#### 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.*
- No Comments

#### 6. ANNOUNCEMENTS & PRESENTATIONS

- A. Oath of Office – Jenny Jones
  - Sworn in by Commissioner McCall
- B. Oath of Office – Jim Zoll
  - Sworn in by Commissioner McCall
- **Board Action:** Motion made by Commissioner Stubblefield, seconded by Commissioner Trachte to recess for 10 minutes, all in favor.

#### 7. APPROVAL OF MEETING MINUTES

- A. Regular Meeting December 13, 2017
  - 1) **Board Action:** Motion made by Commissioner Trachte to approve Regular Meeting Minutes from December 13, 2017, seconded by Commissioner Stubblefield. All in favor.

#### 8. REGULAR BUSINESS

##### A. CORRESPONDENCE

##### B. FINANCIAL REPORT

- 1) Approval of Vouchers & Payroll
  - a) Vouchers
    - a. General Fund – Vouchers 12034-12058 \$73,354.97; 01001-01035 \$148,600.78
    - b. Special Rescue Fund– Vouchers 01001-01002 \$93.14
  - b) Payroll
    - a. December Regular- \$173,579.47; December Volunteer Residents-\$1,937.70; 4<sup>th</sup> Quarter Volunteers/Chaplain/Commissioners \$18,554.79
    - b. November Regular-\$269,012.30; November Volunteer Residents-\$1,022.68; Termination-\$5,160.36
    - c. October Regular-\$183,292.79; October Volunteer Residents-\$1,547.47

- c) **Board Action** to approve General Expense Fund Vouchers 12034-12058 for \$73,354.97 and 01001-01035 for \$148,600.78; December Regular Payroll for \$173,579.47; December Volunteer Residents Pay for \$1,937.70 and 4<sup>th</sup> Quarter Volunteers/Chaplain/Commissioners Pay for \$18,554.79. Motion made by Commissioner Zoll, seconded by Commissioner Stubblefield. All in favor.
  - 2) Cash Balances –
    - a) December 31, 2017
      - a. General Operating Fund – \$955,345.28 (2016-\$678,779.37)
      - b. Capital Outlay Fund - \$618,434.45 (2016 - \$0)
      - c. Special Rescue Fund – \$5,058.89 (2016- \$14,138.40)
    - b) January 1, 2018
      - a. General Operating Fund – \$853,975.01
      - b. Capital Outlay Fund - \$618,434.45
      - c. Special Rescue Fund – \$5,058.89
  - 3) Financial Report-Ashley Van Dam
  - 4) Chief’s Report-Chief Randy Fehr
- C. RESOLUTIONS

**9. MEETINGS**

- A. Next Regular Meeting
  - 1) February 21, 2018 6:00pm Enumclaw Council Chambers

**10. OLD BUSINESS**

- A. GEMT Update Presentation
  - **Board Action:** Motion made by Commissioner Zoll to authorize Chief Fehr to participate in the GEMT program, to submit participation agreements to the HCA for FYs 2016-2019, and to execute an amended agreement with Systems Design for cost report preparation and submission, seconded by Commissioner Jones. All in favor.

**11. NEW BUSINESS**

- None

**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.*
  - None

**13. EXECUTIVE/EXEMPT SESSION**

- A. Fire Chief Evaluation (RCW 42.30.110)
  - Began at 7:22pm called for 15 minutes, returned at 7:37pm.
  - **Board Action:** Motion made by Commissioner Trachte to give Chief Fehr a 3% COLA increase effective January 1, 2018, seconded by Commissioner Zoll. All in favor.

**14. ADJOURNMENT**

- **Board Action:** Motion made by Commissioner Zoll to adjourn, seconded by Commissioner Stubblefield. All in favor. Adjourned at 7:38pm.

Approved by:

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Stan McCall, Chairperson

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Ashley Van Dam, District Secretary

**Voucher Transactions**  
2018 GENERAL FUND 100280010

Period	Tran #	Ref Number	Ref Date	Description	Account(s)	Amount
<b>Voucher: 01036</b>		<b>Vendor: AMERIGAS AMERIGAS PROPANE LLC</b>			<b>Approval/Warrant Info:</b>	
1/2018	14499	3073572083	01/09/18	PROPANE-ST 43	522.50.47	570.63
<b>Subtotal</b>						570.63
<b>Voucher: 01037</b>		<b>Vendor: DIMARTINO BROWN &amp; BROWN OF WA dba DIMARTINO</b>			<b>Approval/Warrant Info:</b>	
1/2018	14493	January 31, 2018	01/31/18	DIS INS Deduction	522.10.29	193.58
1/2018	14493	January 31, 2018	01/31/18	DIS INS Deduction	522.20.29	1,419.81
<b>Subtotal</b>						1,613.39
<b>Voucher: 01038</b>		<b>Vendor: CREATIVECO CREATIVE CONCEPTS</b>			<b>Approval/Warrant Info:</b>	
1/2018	14500	EFD18-01	01/17/18	CBT	522.45.491	800.00
1/2018	14500	EFD18-01	01/17/18	REPORT REVIEW	522.20.41	240.00
<b>Subtotal</b>						1,040.00
<b>Voucher: 01039</b>		<b>Vendor: CUMBERLAND CUMBERLAND WATER CO-OP</b>			<b>Approval/Warrant Info:</b>	
1/2018	14501	JANUARY	01/15/18	WATER-ST 42 RESIDENTS	522.50.47	61.63
1/2018	14502	JANUARY	01/15/18	WATER-ST 42	522.50.47	57.17
<b>Subtotal</b>						118.80
<b>Voucher: 01040</b>		<b>Vendor: DELTADENTA DELTA DENTAL OF WASHINGTON</b>			<b>Approval/Warrant Info:</b>	
1/2018	14503	FEBRUARY	01/16/18	DENTAL INSURANCE	522.10.24	290.05
1/2018	14503	FEBRUARY	01/16/18	DENTAL INSURANCE	522.20.24	2,749.10
<b>Subtotal</b>						3,039.15
<b>Voucher: 01041</b>		<b>Vendor: DEPTLI DEPT OF LABOR &amp; INDUSTRIES</b>			<b>Approval/Warrant Info:</b>	
1/2018	14494	January 31, 2018	01/31/18	L & I ADMN Contribution	522.10.23	15.59
1/2018	14494	January 31, 2018	01/31/18	L & I ADMN Deduction	522.10.23	9.63
1/2018	14494	January 31, 2018	01/31/18	L & I FF Contribution	522.10.23	138.60
1/2018	14494	January 31, 2018	01/31/18	L & I FF Deduction	522.10.23	29.04
1/2018	14494	January 31, 2018	01/31/18	L & I FF Contribution	522.20.23	4,401.06
1/2018	14494	January 31, 2018	01/31/18	L & I FF Deduction	522.20.23	916.02
<b>Subtotal</b>						5,509.94
<b>Voucher: 01042</b>		<b>Vendor: EARNOSETHR EAR, NOSE, THROAT &amp; FACIAL</b>			<b>Approval/Warrant Info:</b>	
1/2018	14505	489180	12/19/17	MEDICAL EXAM	522.25.41	200.00
<b>Subtotal</b>						200.00

**Voucher Transactions**  
2018 GENERAL FUND 100280010

Period	Tran #	Ref Number	Ref Date	Description	Account(s)	Amount
<b>Voucher: 01043</b>		<b>Vendor: IAFF IAFF #3931</b>			<b>Approval/Warrant Info:</b>	
1/2018	14495	January 31, 2018	01/31/18	HOUSE DUES Deduction	522.20.29	70.00
1/2018	14495	January 31, 2018	01/31/18	UNION DUES Deduction	522.20.29	1,770.00
<b>Subtotal</b>						1,840.00
<b>Voucher: 01044</b>		<b>Vendor: IAFF FIRE PAC</b>			<b>Approval/Warrant Info:</b>	
1/2018	14496	January 31, 2018	01/31/18	IAFF FIREP Deduction	522.20.29	132.13
<b>Subtotal</b>						132.13
<b>Voucher: 01045</b>		<b>Vendor: BLOOMER JOHN BLOOMER</b>			<b>Approval/Warrant Info:</b>	
1/2018	14504	JAN	01/26/18	MILEAGE-BLOOMER	522.45.43	50.16
<b>Subtotal</b>						50.16
<b>Voucher: 01046</b>		<b>Vendor: KCFTOA KING COUNTY FIRE TRAINING OFFICERS ASSOC</b>			<b>Approval/Warrant Info:</b>	
1/2018	14506	6591	01/22/18	ANNUAL MEMBERSHIP	522.45.492	200.00
<b>Subtotal</b>						200.00
<b>Voucher: 01047</b>		<b>Vendor: PSE PUGET SOUND ENERGY</b>			<b>Approval/Warrant Info:</b>	
1/2018	14507	JAN STATEMENT	01/16/18	ELECTRIC-ST 42	522.50.47	22.36
1/2018	14508	JAN STATEMENT	01/16/17	ELECTRIC-ST 42	522.50.47	308.11
<b>Subtotal</b>						330.47
<b>Voucher: 01048</b>		<b>Vendor: GACHEN TYLER GACHEN</b>			<b>Approval/Warrant Info:</b>	
1/2018	14509	JAN	01/17/18	ACADEMY CLOTHING-GACHEN	522.20.27	200.03
<b>Subtotal</b>						200.03
<b>Voucher: 01049</b>		<b>Vendor: WSCFF FAST PAC</b>			<b>Approval/Warrant Info:</b>	
1/2018	14497	January 31, 2018	01/31/18	WSCFF Deduction	522.20.29	175.00
<b>Subtotal</b>						175.00
<b>Voucher: 01050</b>		<b>Vendor: WSCFF MEDICAL EMPLOYEE BENEFIT TRUST</b>			<b>Approval/Warrant Info:</b>	
1/2018	14498	January 31, 2018	01/31/18	MERP Deduction	522.10.29	100.00
1/2018	14498	January 31, 2018	01/31/18	MERP Deduction	522.20.29	1,500.00
<b>Subtotal</b>						1,600.00
<b>Total</b>						16,619.70

**Voucher Transactions**  
2018 GENERAL FUND 100280010

Period	Tran #	Ref Number	Ref Date	Description	Account(s)	Amount
<b>Voucher: 02001</b>		<b>Vendor: AIREXCHANG AIR EXCHANGE INC</b>			<b>Approval/Warrant Info:</b>	
2/2018	14550	41927	01/26/18	NEDERMAN MICROSWITCH	522.50.31	565.19
<b>Subtotal</b>						565.19
<b>Voucher: 02002</b>		<b>Vendor: AMERIGAS AMERIGAS PROPANE LLC</b>			<b>Approval/Warrant Info:</b>	
2/2018	14520	3074583640	01/31/18	PROPANE TANK RENT-ST 43	522.50.47	127.06
<b>Subtotal</b>						127.06
<b>Voucher: 02003</b>		<b>Vendor: ATTORNEY ATTORNEY MICHAEL J REYNOLDS</b>			<b>Approval/Warrant Info:</b>	
2/2018	14519	5118	02/01/18	LEGAL SERVICES	522.11.41	1,740.00
<b>Subtotal</b>						1,740.00
<b>Voucher: 02004</b>		<b>Vendor: CITYOFENUM CITY OF ENUMCLAW</b>			<b>Approval/Warrant Info:</b>	
2/2018	14521	05233	01/30/18	ANNUAL LEASE-ST 41	522.50.49	400.00
<b>Subtotal</b>						400.00
<b>Voucher: 02005</b>		<b>Vendor: CREATIVECO CREATIVE CONCEPTS</b>			<b>Approval/Warrant Info:</b>	
2/2018	14522	EFD18-02	02/01/18	CBT	522.45.491	800.00
2/2018	14522	EFD18-02	02/01/18	REPORT REVIEW	522.20.41	240.00
<b>Subtotal</b>						1,040.00
<b>Voucher: 02006</b>		<b>Vendor: FASTENAL FASTENAL INDUSTRIAL SUPPLY</b>			<b>Approval/Warrant Info:</b>	
2/2018	14524	WAENU72740	12/29/17	PARTS	522.60.31	11.29
2/2018	14525	WAENU73065	01/10/18	MISC NUTS & BOLTS	522.60.31	1.20
<b>Subtotal</b>						12.49
<b>Voucher: 02007</b>		<b>Vendor: NAPA FOOTHILLS AUTO SUPPLY INC</b>			<b>Approval/Warrant Info:</b>	
2/2018	14523	273933	02/07/17	OIL DRY	522.50.31	17.44
<b>Subtotal</b>						17.44
<b>Voucher: 02008</b>		<b>Vendor: GATEWAY GATEWAY TRUE VALUE</b>			<b>Approval/Warrant Info:</b>	
2/2018	14526	JAN PURCHASES	01/31/18	SCBA TESTING CANDLE	522.20.31	3.71
2/2018	14526	JAN PURCHASES	01/31/18	MISC FACILITY SUPPLIES	522.50.31	209.64
<b>Subtotal</b>						213.35
<b>Voucher: 02009</b>		<b>Vendor: GLENDALE GLENDALE HEATING AIR CONDITIONING</b>			<b>Approval/Warrant Info:</b>	
2/2018	14527	336759	01/29/18	PROPANE-ST 42	522.50.47	463.43
<b>Subtotal</b>						463.43

**Voucher Transactions**  
2018 GENERAL FUND 100280010

Period	Tran #	Ref Number	Ref Date	Description	Account(s)	Amount
<b>Voucher: 02010</b>		<b>Vendor: JAMESOIL JAMES OIL CO INC</b>			<b>Approval/Warrant Info:</b>	
2/2018	14528	394714	01/16/18	JAN FUEL	522.20.32	380.28
2/2018	14529	395007	01/31/18	JAN FUEL	522.20.32	522.41
2/2018	14566	78012	01/25/18	GENERATOR FUEL	522.20.32	55.52
<b>Subtotal</b>						958.21
<b>Voucher: 02011</b>		<b>Vendor: KCFINANCE KING COUNTY FINANCE</b>			<b>Approval/Warrant Info:</b>	
2/2018	14533	11006506	12/29/17	FIBER CONNECTION	522.50.41	7,997.03
<b>Subtotal</b>						7,997.03
<b>Voucher: 02012</b>		<b>Vendor: KCRADIO KING COUNTY RADIO COMMUNICATION</b>			<b>Approval/Warrant Info:</b>	
2/2018	14531	13079	01/30/18	800MHZ RADIO SERVICE	522.20.42	1,610.93
<b>Subtotal</b>						1,610.93
<b>Voucher: 02013</b>		<b>Vendor: KCRECORDS KING COUNTY RECORDERS OFFICE</b>			<b>Approval/Warrant Info:</b>	
2/2018	14530	COMMISSIONER	02/13/18	RECORD OATHS OF OFFICE	522.11.51	148.00
<b>Subtotal</b>						148.00
<b>Voucher: 02014</b>		<b>Vendor: LNCURTIS L.N. CURTIS &amp; SONS</b>			<b>Approval/Warrant Info:</b>	
2/2018	14535	INV157078	01/26/18	PANT/COATS/GLOVES/HOOD	522.25.271	1,200.00
2/2018	14535	INV157078	01/26/18	HOODS & GLOVES	522.20.271	1,024.38
<b>Subtotal</b>						2,224.38
<b>Voucher: 02015</b>		<b>Vendor: LEOFF LEOFF HEALTH &amp; WELFARE TRUST</b>			<b>Approval/Warrant Info:</b>	
2/2018	14537	FEBRUARY	01/25/18	MEDICAL BENEFITS	522.10.24	2,315.72
2/2018	14537	FEBRUARY	01/25/18	MEDICAL BENEFITS	522.20.24	21,511.13
2/2018	14538	MARCH	02/25/18	MEDICAL BENEFITS	522.10.24	2,315.72
2/2018	14538	MARCH	02/25/18	MEDICAL BENEFITS	522.20.24	21,511.13
<b>Subtotal</b>						47,653.70
<b>Voucher: 02016</b>		<b>Vendor: LIFEASSIST LIFE ASSIST INC</b>			<b>Approval/Warrant Info:</b>	
2/2018	14534	838469	01/26/18	EMS SUPPLIES	522.20.31	858.17
2/2018	14534	838469	01/26/18	MEGAMOVER	522.20.35	205.17
<b>Subtotal</b>						1,063.34
<b>Voucher: 02017</b>		<b>Vendor: PRAXAIR PRAXAIR DISTRIBUTION INC</b>			<b>Approval/Warrant Info:</b>	
2/2018	14543	81234016	01/31/18	MEDICAL OXYGEN	522.20.31	151.42
2/2018	14544	81234017	01/31/18	CYLINDER RENT	522.20.49	15.22



**Voucher Transactions**  
2018 GENERAL FUND 100280010

Period	Tran #	Ref Number	Ref Date	Description	Account(s)	Amount
2/2018	14545	81234018	01/31/18	MEDICAL OXYGEN	522.20.31	109.87
<b>Subtotal</b>						276.51
<b>Voucher: 02018</b>		<b>Vendor: PSS PUBLIC SAFETY SELECTION, PC</b>			<b>Approval/Warrant Info:</b>	
2/2018	14542	3831	02/06/18	POST-COE EVAL	522.20.41	400.00
<b>Subtotal</b>						400.00
<b>Voucher: 02019</b>		<b>Vendor: PSE PUGET SOUND ENERGY</b>			<b>Approval/Warrant Info:</b>	
2/2018	14551	FEB STATEMENT	02/02/18	ELECTRIC-ST 42	522.50.47	313.62
2/2018	14552	FEB STATEMENT	02/07/18	ELECTRIC-ST 41	522.50.47	658.79
2/2018	14553	FEB STATEMENT	02/07/18	ELECTRIC-ST 43	522.50.47	28.86
<b>Subtotal</b>						1,001.27
<b>Voucher: 02020</b>		<b>Vendor: PSRFA PUGET SOUND REGIONAL FIRE AUTHORITY</b>			<b>Approval/Warrant Info:</b>	
2/2018	14539	18-0162	02/07/18	PARTS-15-2	522.60.31	410.51
2/2018	14540	18-0145	02/07/18	PARTS-15-1	522.60.31	246.71
2/2018	14541	18-0146	02/07/18	PARTS-2805	522.60.31	0.29
2/2018	14546	18-0077	02/01/18	IT SERVICE CONTRACT	522.10.42	3,151.45
2/2018	14547	18-0076	02/01/18	APPARATUS MAINT	522.60.48	10,329.07
<b>Subtotal</b>						14,138.03
<b>Voucher: 02021</b>		<b>Vendor: SEAWESTERN SEAWESTERN</b>			<b>Approval/Warrant Info:</b>	
2/2018	14548	203384	01/16/18	AIR ANALYSIS	522.20.41	106.00
2/2018	14549	203671	01/27/18	SCBA FLOW TEST	522.20.41	2,363.38
<b>Subtotal</b>						2,469.38
<b>Voucher: 02022</b>		<b>Vendor: SYSTEMSDES SYSTEMS DESIGN WEST</b>			<b>Approval/Warrant Info:</b>	
2/2018	14563	EN1217	12/18/18	AMBULANCE SERVICE BILLING	522.10.41	1,958.15
2/2018	14564	EN0118	01/16/18	AMBULANCE SERVICE BILLING	522.10.41	2,343.64
2/2018	14565	EN0218	02/14/18	AMBULANCE SERVICE BILLING	522.10.41	2,529.60
<b>Subtotal</b>						6,831.39
<b>Voucher: 02023</b>		<b>Vendor: TREATS TREATS HEATING AND COOLING</b>			<b>Approval/Warrant Info:</b>	
2/2018	14554	25204	02/02/18	FURNACE SERVICE-ST 41	522.50.48	206.53
2/2018	14555	25205	02/02/18	FURNACE SERVICE-ST 41	522.50.48	206.34
2/2018	14556	25221	02/02/18	HEAT PUMP SYSTEM	522.50.48	160.20
<b>Subtotal</b>						573.07

**Voucher Transactions**  
2018 GENERAL FUND 100280010

Period	Tran #	Ref Number	Ref Date	Description	Account(s)	Amount
<b>Voucher: 02024</b>		<b>Vendor: USBANK US BANK</b>			<b>Approval/Warrant Info:</b>	
2/2018	14562	JAN STATEMENT	01/29/18	FACEBOOK-ADMIN AD	522.10.411	2.74
2/2018	14562	JAN STATEMENT	01/29/18	FACEBOOK-ADMIN AD	522.10.411	50.00
2/2018	14562	JAN STATEMENT	01/29/18	RED ROBIN-LUNCH MEETING	522.10.31	36.63
2/2018	14562	JAN STATEMENT	01/29/18	AMAZON RETURN KEYBOARDS	522.11.35	-109.90
2/2018	14562	JAN STATEMENT	01/29/18	INDEED AD ADMIN	522.10.411	56.77
2/2018	14562	JAN STATEMENT	01/29/18	COMCAST-CABLE ST 41	522.50.47	20.99
2/2018	14562	JAN STATEMENT	01/29/18	DIRECT TV-CABLE ST 43	522.50.47	75.99
2/2018	14562	JAN STATEMENT	01/29/18	SKYNET-HOSTING/WIFI ST 43	522.10.42	48.49
2/2018	14562	JAN STATEMENT	01/29/18	AMAZON-BATTERIES	522.20.31	65.71
2/2018	14562	JAN STATEMENT	01/29/18	VISUAL TV-HOSTING	522.10.42	16.48
2/2018	14562	JAN STATEMENT	01/29/18	CENTURYLINK-ST 42	522.10.42	120.90
2/2018	14562	JAN STATEMENT	01/29/18	AMAZON-AIR FILTERS	522.50.31	57.03
2/2018	14562	JAN STATEMENT	01/29/18	VERIZON-APPARATUS DATA	522.20.42	873.16
2/2018	14562	JAN STATEMENT	01/29/18	COMCAST-CABLE ST 43	522.50.47	21.28
2/2018	14562	JAN STATEMENT	01/29/18	AMAZON-DRY ERASE CALENDAR	522.45.31	65.21
2/2018	14562	JAN STATEMENT	01/29/18	AMAZON-BATTERIES	522.50.31	26.06
2/2018	14562	JAN STATEMENT	01/29/18	AMAZON-RADIO BATTERIES	522.20.31	193.32
2/2018	14562	JAN STATEMENT	01/29/18	AMAZON-RADIO BATTERIES	522.20.31	128.88
2/2018	14562	JAN STATEMENT	01/29/18	SKYNET-WIRELESS ST 41	522.10.42	462.42
2/2018	14562	JAN STATEMENT	01/29/18	AMAZON-2 MICROWAVES	522.50.35	554.78
2/2018	14562	JAN STATEMENT	01/29/18	AMAZON-VACUUM BAGS	522.50.31	27.12
2/2018	14562	JAN STATEMENT	01/29/18	AMAZON-3 WRENCHES	522.50.35	50.83
2/2018	14562	JAN STATEMENT	01/29/18	AMAZON-LABOR LAW POSTER	522.50.31	27.21
2/2018	14562	JAN STATEMENT	01/29/18	AMAZON-2 PULSE OXIMETERS	522.20.35	28.21
2/2018	14562	JAN STATEMENT	01/29/18	AMAZON-FILE CABINET	522.10.35	125.49
2/2018	14562	JAN STATEMENT	01/29/18	AMAZON-TRANSFORMER	522.50.35	22.38
2/2018	14562	JAN STATEMENT	01/29/18	AMAZON-TOASTER	522.50.35	58.58
2/2018	14562	JAN STATEMENT	01/29/18	AMAZON-2 VACUUMS	522.50.35	345.66
2/2018	14562	JAN STATEMENT	01/29/18	AMAZON-HAZMAT BOOKS	522.25.31	204.18
2/2018	14562	JAN STATEMENT	01/29/18	AMAZON-HAND SANITIZER	522.20.31	37.90
2/2018	14562	JAN STATEMENT	01/29/18	VERIZON-TRAINING CELL	522.45.42	63.37
2/2018	14562	JAN STATEMENT	01/29/18	VERIZON-CHIEF CELL	522.10.42	38.37

**Voucher Transactions**  
2018 GENERAL FUND 100280010

Period	Tran #	Ref Number	Ref Date	Description	Account(s)	Amount
2/2018	14562	JAN STATEMENT	01/29/18	VERIZON-FIRE MARSHALL CEL	522.30.42	38.64
2/2018	14562	JAN STATEMENT	01/29/18	VERIZON-AID CAR CELLS	522.20.42	26.26
2/2018	14562	JAN STATEMENT	01/29/18	VERIZON-CAPTAIN CELL	522.20.42	39.41
2/2018	14562	JAN STATEMENT	01/29/18	POST OFFICE-STAMPS	522.10.42	100.00
2/2018	14562	JAN STATEMENT	01/29/18	BAYSIDE-TSHIRTS	522.20.27	421.59
2/2018	14562	JAN STATEMENT	01/29/18	FRANCISCAN-MEDICAL	522.25.41	71.14
2/2018	14562	JAN STATEMENT	01/29/18	AMAZON-AIR FILTER	522.50.31	57.53
2/2018	14562	JAN STATEMENT	01/29/18	OSI INTL-PROGRAMMER	522.20.35	173.75
2/2018	14562	JAN STATEMENT	01/29/18	CASCADETRAINING-BLS ECARD	522.41.31	27.18
2/2018	14562	JAN STATEMENT	01/29/18	PLATT ELECT-LED FIXTURE	594.22.63	941.40
2/2018	14562	JAN STATEMENT	01/29/18	HOME DEPOT-DIMMER SWITCH	522.50.35	131.01
2/2018	14562	JAN STATEMENT	01/29/18	BESTBATT-EMS BATTERIES	522.20.31	133.19
2/2018	14562	JAN STATEMENT	01/29/18	AMAZON-TAX DUE TO DOR	589.90.00	-6.37
2/2018	14562	JAN STATEMENT	01/29/18	AMAZON-TAX DUE TO DOR	589.90.00	-2.31
2/2018	14562	JAN STATEMENT	01/29/18	AMAZON-TAX DUE TO DOR	589.90.00	-1.83
<b>Subtotal</b>						5,946.83
<b>Voucher: 02025</b>		<b>Vendor: VALLEYCOM VALLEY COMMUNICATIONS CENTER</b>			<b>Approval/Warrant Info:</b>	
2/2018	14557	21913	02/10/18	NETMOTION ACCESS	522.20.42	370.86
2/2018	14558	21870	02/10/18	DISPTACH SERVICES	522.20.42	9,491.89
<b>Subtotal</b>						9,862.75
<b>Voucher: 02026</b>		<b>Vendor: WESTCOAST WEST COAST FIRE &amp; RESCUE</b>			<b>Approval/Warrant Info:</b>	
2/2018	14560	6664	01/21/18	HYDRAULIC CAP	522.50.31	84.71
<b>Subtotal</b>						84.71
<b>Total</b>						107,818.49

# Voucher Transactions

2018 SPECIAL RESCUE FUND 100286030

Period	Tran #	Ref Number	Ref Date	Description	Account(s)	Amount
<b>Voucher: 02001</b>		<b>Vendor: ARROW ARROW LUMBER AND HARDWARE LLC</b>			<b>Approval/Warrant Info:</b>	
2/2018	14561	234056	02/14/18	CERT TRAINING SUPPLIES	522.23.31	144.00
<b>Subtotal</b>						144.00
<b>Voucher: 02002</b>		<b>Vendor: KCRADIO KING COUNTY RADIO COMMUNICATION</b>			<b>Approval/Warrant Info:</b>	
2/2018	14532	13080	01/30/18	800MHZ RADIO SERVICE	522.23.42	42.39
<b>Subtotal</b>						42.39
<b>Total</b>						186.39

**BARS Entries for 01/31/2018**

<b>Disbursement</b>	<b>Description</b>	<b>Vendor</b>	<b>Entry Total</b>
Direct Deposit	Net Pay	DIRECT DEPOSIT FOR PAYROLL	111,929.58
Direct Deposit	Benefits/Taxes	DEPT OF RETIREMENT SYSTEMS	26,751.91
Direct Deposit	Benefits/Taxes	INTERNAL REVENUE SERVICE	28,295.08
Direct Deposit	Benefits/Taxes	JOHN HANCOCK RETIREMENT PLAN	8,289.76
Other	Benefits/Taxes	DIRECT DEPOSIT FOR PAYROLL	17,200.00
Voucher	Benefits/Taxes	BROWN & BROWN OF WA dba	1,592.31
Voucher	Benefits/Taxes	DEPT OF LABOR & INDUSTRIES	5,509.94
Voucher	Benefits/Taxes	IAFF #3931	1,840.00
Voucher	Benefits/Taxes	IAFF FIRE PAC	132.13
Voucher	Benefits/Taxes	WSCFF FAST PAC	175.00
Voucher	Benefits/Taxes	WSCFF MEDICAL EMPLOYEE BENEFIT	1,600.00
			203,315.71

# BARS Entries for 02/05/2018

02/08/2018

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<b>Disbursement</b>	<b>Description</b>	<b>Vendor</b>	<b>Entry Total</b>
Direct Deposit	Net Pay	DIRECT DEPOSIT FOR PAYROLL	550.96
Direct Deposit	Benefits/Taxes	DEPT OF RETIREMENT SYSTEMS	87.00
Direct Deposit	Benefits/Taxes	INTERNAL REVENUE SERVICE	17.80
			655.76

# BARS Entries for 02/15/2018

02/06/2018

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<b>Disbursement</b>	<b>Description</b>	<b>Vendor</b>	<b>Entry Total</b>
Direct Deposit	Net Pay	DIRECT DEPOSIT FOR PAYROLL	1,639.91
Direct Deposit	Benefits/Taxes	INTERNAL REVENUE SERVICE	486.18
			2,126.09

Period: JAN-2018

**Fund: 100280010 ENUMCLAW FIRE EXPENSE**

Day	Beginning Balance	Receipts	Disbursements	Ending Balance
01	955,345.28	1,416.81	7.04	956,755.05
02	956,755.05	2,015.59	85,000.00	873,770.64
03	873,770.64	0.00	0.00	873,770.64
04	873,770.64	755.07	0.00	874,525.71
05	874,525.71	5,553.04	0.00	880,078.75
06	880,078.75	0.00	0.00	880,078.75
07	880,078.75	0.00	0.00	880,078.75
08	880,078.75	0.00	0.00	880,078.75
09	880,078.75	4,830.39	19.48	884,889.66
10	884,889.66	295.50	1,937.70	883,247.46
11	883,247.46	1,052.04	0.00	884,299.50
12	884,299.50	3,452.99	35,754.79	851,997.70
13	851,997.70	0.00	0.00	851,997.70
14	851,997.70	0.00	0.00	851,997.70
15	851,997.70	0.00	0.00	851,997.70
16	851,997.70	315.05	0.00	852,312.75
17	852,312.75	1,784.63	63,758.30	790,339.08
18	790,339.08	0.00	0.00	790,339.08
19	790,339.08	6,048.21	0.00	796,387.29
20	796,387.29	0.00	0.00	796,387.29
21	796,387.29	0.00	0.00	796,387.29
22	796,387.29	140.86	0.00	796,528.15
23	796,528.15	460.57	0.00	796,988.72
24	796,988.72	223.50	1,230.83	795,981.39
25	795,981.39	9,002.46	0.00	804,983.85
26	804,983.85	2,954.67	0.00	807,938.52
27	807,938.52	0.00	0.00	807,938.52
28	807,938.52	0.00	0.00	807,938.52
29	807,938.52	335.54	0.00	808,274.06
30	808,274.06	6,394.65	16,619.70	798,049.01
31	798,049.01	835.05	175,266.33	623,617.73
<b>Total</b>		<b>47,866.62</b>	<b>379,594.17</b>	

Average Daily Balance: 833,224.38



Period: JAN-2018

**Fund: 100283010 ENUMCLAW FIRE CAPITAL OUTLAY**

Day	Beginning Balance	Receipts	Disbursements	Ending Balance
01	618,434.45	439.73	0.00	618,874.18
02	618,874.18	0.00	0.00	618,874.18
03	618,874.18	0.00	0.00	618,874.18
04	618,874.18	0.00	0.00	618,874.18
05	618,874.18	0.00	0.00	618,874.18
06	618,874.18	0.00	0.00	618,874.18
07	618,874.18	0.00	0.00	618,874.18
08	618,874.18	0.00	0.00	618,874.18
09	618,874.18	0.00	0.00	618,874.18
10	618,874.18	0.00	0.00	618,874.18
11	618,874.18	0.00	0.00	618,874.18
12	618,874.18	0.00	0.00	618,874.18
13	618,874.18	0.00	0.00	618,874.18
14	618,874.18	0.00	0.00	618,874.18
15	618,874.18	0.00	0.00	618,874.18
16	618,874.18	0.00	0.00	618,874.18
17	618,874.18	0.00	0.00	618,874.18
18	618,874.18	0.00	0.00	618,874.18
19	618,874.18	26,214.43	0.00	645,088.61
20	645,088.61	0.00	0.00	645,088.61
21	645,088.61	0.00	0.00	645,088.61
22	645,088.61	0.00	0.00	645,088.61
23	645,088.61	0.00	0.00	645,088.61
24	645,088.61	0.00	0.00	645,088.61
25	645,088.61	0.00	0.00	645,088.61
26	645,088.61	0.00	0.00	645,088.61
27	645,088.61	0.00	0.00	645,088.61
28	645,088.61	0.00	0.00	645,088.61
29	645,088.61	0.00	0.00	645,088.61
30	645,088.61	0.00	0.00	645,088.61
31	645,088.61	0.00	0.00	645,088.61
<b>Total</b>		<b>26,654.16</b>	<b>0.00</b>	

Average Daily Balance: 629,867.33

Period: JAN-2018

Fund: 100286030 ENUMCLAW FIRE SPECIAL RESERV

Day	Beginning Balance	Receipts	Disbursements	Ending Balance
01	5,058.89	11.40	0.00	5,070.29
02	5,070.29	0.00	0.00	5,070.29
03	5,070.29	0.00	0.00	5,070.29
04	5,070.29	0.00	0.00	5,070.29
05	5,070.29	0.00	0.00	5,070.29
06	5,070.29	0.00	0.00	5,070.29
07	5,070.29	0.00	0.00	5,070.29
08	5,070.29	0.00	0.00	5,070.29
09	5,070.29	0.00	0.00	5,070.29
10	5,070.29	0.00	0.00	5,070.29
11	5,070.29	0.00	0.00	5,070.29
12	5,070.29	0.00	0.00	5,070.29
13	5,070.29	0.00	0.00	5,070.29
14	5,070.29	0.00	0.00	5,070.29
15	5,070.29	0.00	0.00	5,070.29
16	5,070.29	0.00	0.00	5,070.29
17	5,070.29	0.00	93.14	4,977.15
18	4,977.15	0.00	0.00	4,977.15
19	4,977.15	0.00	0.00	4,977.15
20	4,977.15	0.00	0.00	4,977.15
21	4,977.15	0.00	0.00	4,977.15
22	4,977.15	0.00	0.00	4,977.15
23	4,977.15	0.00	0.00	4,977.15
24	4,977.15	0.00	311.33	4,665.82
25	4,665.82	0.00	0.00	4,665.82
26	4,665.82	0.00	0.00	4,665.82
27	4,665.82	0.00	0.00	4,665.82
28	4,665.82	0.00	0.00	4,665.82
29	4,665.82	0.00	0.00	4,665.82
30	4,665.82	0.00	0.00	4,665.82
31	4,665.82	0.51	0.00	4,666.33
<b>Total</b>		<b>11.91</b>	<b>404.47</b>	

Average Daily Balance: 4,944.90

&lt;-----End of Report-----&gt;

<b>Fund</b>	<b>Fund Name</b>	<b>Ending Balance</b>
100280010	ENUMCLAW FIRE EXPENSE	634,614.41
100283010	ENUMCLAW FIRE CAPITAL OUTLAY	645,088.61
100286030	ENUMCLAW FIRE SPECIAL RESCUE RESERV	4,666.33
	<b>Total</b>	<b>1,284,369.35</b>

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



## **KING COUNTY FIRE DISTRICT #28**

### ***Commission Policy***

1. SECTION: 2.03

Adoption Date: September 21, 2016

2. SUBJECT: **ANNUAL ORGANIZATIONAL MEETING**

3. POLICY:

At the first regular meeting in January of even-numbered years, the Board of Fire Commissioners shall elect from among its members a chair and a vice chair to serve two-year terms. Officers shall not be elected following the appointment of a commissioner to fill a vacancy on the Board unless a majority of the Board is appointed. If a commissioner is unable to continue to serve as chair, a replacement shall be elected immediately.

The normal order of business shall be modified for the annual organization meeting by considering the following matters after the approval of the minutes of the previous meeting:

- a. Welcome and introduction of the newly-elected commissioner by the chair.
- b. Call for nominations for chair to serve during the ensuing two years.
- c. Election of a chair.
- d. Assumption of office by the new chair.
- e. Call for nominations for vice chair to serve during the ensuing two years.
- f. Election of a vice chair.

Policies shall continue from year to year and Board to Board until and unless the Board changes them.

4. REFERENCE: RCW 29.13.050      Local officers, beginning of terms – Organization of district boards of directors



## **KING COUNTY FIRE DISTRICT #28**

### ***Commission Policy***

1. SECTION: 1.08 Adoption Date: September 21, 2016
2. SUBJECT: **COMMISSIONER IDENTIFICATION CARD**
3. POLICY:

It shall be the policy of King County Fire District #28 to issue individual commissioners a Department identification (ID) card. The ID cards are intended to provide official identification bearing the commissioner's name, identifying information and photo.

When acting in an official capacity and/or representing King County Fire District #28, Commissioners should display their identification card when appropriate, and/or if requested to do so as a form of identification when conducting any form of official business.

Commissioners shall not lend, loan, and/or allow another to possess and/or use their individual issued identification card.

Commissioners shall immediately report any loss, theft or significant damage to their issued ID card. A new identification card will be issued in replacement of any loss, stolen or damaged ID card.

Commissioners shall surrender their identification card upon vacating or separation from the Commissioner position, and/or upon request of the Board of Commissioners. The Commissioner's ID card is the property of King County Fire District #28.

4. REFERENCE:



## **KING COUNTY FIRE DISTRICT #28**

### ***Commission Policy***

1. SECTION: 4.02

Adoption Date: September 21, 2016

2. SUBJECT: **ADOPTION AND AMENDMENT OF POLICIES**

3. POLICY:

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion. Unless it is deemed by the Board that immediate action would be in the best interests of the fire district, the final vote for adoption shall take place not earlier than the next succeeding regular or special board meeting. Any written statement by any person relative to a proposed policy or amendment should be directed to the Chair prior to the second reading. The Board may invite oral statements from patrons as an order of business.

In the event that immediate action on a proposed policy is necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of the fire district. No further action is required. All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the fire district's policy manual. Policies of the fire district shall be reviewed by the Board of Commissioners, as the Board deems necessary.

**The following policy decisions should be reviewed annually:**

- Personnel evaluations and contracts.
- Chief and Captain evaluations; with the Board evaluating the Chief and his/her ability to effectively evaluate their personnel by established timelines.
- Contracts with administrative employees outside the bargaining unit.
- Mutual aid or mutual responses agreements.
- Responses outside the District (excluding mutual aid or response areas).
- Contracts with other agencies.
- Rules and Regulations permitted within the fire stations.
- Participation of staff and Board members in Fire District educational sessions.
- District insurance policies.
- Legal issues addressed during the past year and evaluation of legal representation.
- The regular Board meeting schedule.
- Fire District budget and capital needs.
- Fire District goals.

4. REFERENCE: RCW 42.17.259      Duty to publish procedures  
RCW 42.17.260      Documents and indexes to be made public