



# ENUMCLAW FIRE DEPARTMENT

## BOARD OF FIRE COMMISSIONERS

### REGULAR MEETING MINUTES

### WEDNESDAY, APRIL 18, 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

- Called to order at 6:00pm by Commissioner Stubblefield

#### 2. FLAG SALUTE

- Led by Commissioner Trachte

#### 3. ATTENDANCE

- Angie Stubblefield-Commissioner, Amy Trachte-Commissioner, Jim Zoll-Commissioner, Jenny Jones-Commissioner (By Phone), Randy Fehr-Fire Chief, Mike Reynolds-Attorney, Ashley Van Dam-District Secretary/Office Manager
- Absent: Stan McCall-Commissioner
- **Board Action:** Motion to excuse absence of Commissioner McCall made by Commissioner Zoll, seconded by Commissioner Trachte. All in favor.

#### 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. Special Meeting March 28, 2018

- 1) **Board Action:** Motion to approve March 28, 2018 meeting minutes made by Commissioner Trachte, seconded by Commissioner Zoll. All in favor.

#### 8. REGULAR BUSINESS

##### A. CORRESPONDENCE

##### B. FINANCIAL REPORT

- 1) Approval of Vouchers & Payroll

##### a) Vouchers

- a. General Fund – Vouchers 03032-03044 \$18,668.89; 04001-04036 \$62,410.95
- b. Special Rescue Fund– Vouchers 04001-04002 \$752.49
- c. Capital Outlay Fund- Vouchers 04001 \$3,235.84

##### b) Payroll

- a. March Regular- \$188,787.19; March Volunteer Residents- \$1,547.47; 1<sup>st</sup> Quarter Volunteers/Commissioners/Chaplain- \$13,815.18
- b. February Regular-\$202,790.52; February Volunteer Residents-\$1,991.53

- c) **Board Action:** Motion to approve General Fund Vouchers 03032-03044 for \$18,668.89 and 04001-04036 for \$62,410.95; Special Rescue Fund Vouchers 04001-04002 for \$752.49; Capital Outlay Fund Vouchers for 04001 \$3,235.84; March Regular Payroll for \$188,787.19; March Volunteer Residents Pay for \$1,547.47; and 1<sup>st</sup> Quarter Volunteers/Commissioners/Chaplain Pay for

\$13,815.18 made by Commissioner Trachte, seconded by Commissioner Zoll. All in favor.

- 2) Cash Balances –
  - a) March 31, 2018
    - a. General Operating Fund – \$227,773.04 (2017 - \$431,910.75)
    - b. Capital Outlay Fund - \$717,942.95 (2017 - \$119,273.88)
    - c. Special Rescue Fund – \$3,377.33 (2017- \$14,049.74)
  - b) April 10, 2018
    - a. General Operating Fund – \$355,869.14
    - b. Capital Outlay Fund - \$717,942.95
    - c. Special Rescue Fund – \$3,377.33
- 3) Financial Report-Ashley Van Dam
- 4) Chief's Report-Chief Randy Fehr

C. RESOLUTIONS

9. MEETINGS

- A. Next Regular Meeting
  - 1) May 16, 2018 6:00pm Enumclaw Council Chambers

10. OLD BUSINESS

- A. Board Policy Updates
  - **Board Motion:** Motion to approve updates to Board Policy Manual made by Commissioner Zoll, seconded by Commissioner Trachte. All in favor.
- B. Travel & Reimbursement Policy
  - **Board Motion:** Motion to replace the meals reimbursement schedule in Section 2.2 with a link to reference the GSA website for the meals & incidental expenses rate table made by Commissioner Trachte, seconded by Commissioner Zoll. All in favor.

11. NEW BUSINESS

- A. Wildland Fire Season
  - **Board Motion:** Motion to authorize Chief Fehr to mobilize two employees for the 2018 fire season made by Commissioner Zoll, seconded by Commissioner Trachte. All in favor.
- B. Martin Luther King County Automatic Aid Agreement
  - **Board Motion:** Motion to authorize Chief Fehr to sign the automatic aid agreement with Martin Luther King County made by Commissioner Zoll, seconded by Commissioner Trachte. 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

- A. Local 3931 Union Contract Update (RCW 42.30.140(4))
  - Called at 6:37pm for 10 minutes, resumed regular session at 6:47pm
  - **Board Action:** Motion to approve MOU regarding Article 41 and update to table A.2 of Appendix A made by Commissioner Zoll, seconded by Commissioner Trachte. All in favor.

14. ADJOURNMENT

- **Board Action:** Motion to adjourn meeting at 6:49pm made by Commissioner Trachte, seconded by Commissioner Zoll. All in favor.

Approved by:



Stan McCall, Chairperson



Ashley Van Dam, District Secretary

# 2018 1<sup>st</sup> Quarter Financial Report



**ENUMCLAW FIRE DEPARTMENT**

**4/18/2018**

# 2018 Budget



## REVENUE

	YTD 3/31/2018	2018 Estimated Actual	2018 Budget	Difference	% of Budget
Fire Levy \$	195,268	\$ 3,745,390	\$ 3,745,390	\$ -	100%
Transport Revenue \$	95,902	\$ 383,607	\$ 345,000	\$ 38,607	111%
KCEMS Levy \$	-	\$ 321,060	\$ 321,060	\$ -	100%
Grant Revenue \$	3,022	\$ 3,022	\$ 4,250	\$ (1,228)	71%
Misc. Revenue \$	11,704	\$ 42,282	\$ 33,300	\$ 8,982	127%
Tansfers In \$	-	\$ -	\$ -	\$ -	#DIV/0!
<b>Total \$</b>	<b>305,896</b>	<b>\$ 4,495,361</b>	<b>\$ 4,449,000</b>	<b>\$ 46,361</b>	<b>101.0%</b>

## KEY ITEMS

- Fire Levy-\$21,892.78 for previous years', \$173,375.36 for 2018
- Ambulance Service-Avg \$31,967/mo, budgeted \$28,750/mo
- KC BLS Allocation \$321,064 received April 11, 2018
- Miscellaneous Revenues (Out of District Contracts, Permits, School District Protection Services, Fire Marshal Services)

# 2018 Budget



## EXPENDITURES

	YTD	2018 Estimated			
	3/31/2018	Actual	2018 Budget	Difference	% of Budget
Personnel (Wages & Benefits) \$	797,204	\$ 3,068,661	\$ 3,092,170	\$ 23,509	99%
Administration Overhead \$	107,830	\$ 405,335	\$ 456,990	\$ 51,655	89%
Operational Equipment & Supplies \$	119,440	\$ 320,750	\$ 375,840	\$ 55,090	85%
Capital \$	8,994	\$ 28,994	\$ 20,000	\$ (8,994)	145%
Transfer-Out to Capial Outlay Fund \$	-	\$ 500,000	\$ 500,000	\$ -	100%
<b>Total \$</b>	<b>1,033,468</b>	<b>\$ 4,323,740</b>	<b>\$ 4,445,000</b>	<b>\$ 121,260</b>	<b>97.3%</b>

## KEY ITEMS

- Capital-Lighting Project & Fiber Connection

# 2018 Budget



## FUND BALANCE

	YTD	2018 Estimated		
	3/31/2018	Actual	2018 Budget	Difference
Beginning Fund Balance	\$ 955,345	\$ 955,345	\$ 850,000	\$ 105,345
Change in Fund Balance (Rev - Exp)	\$ (727,572)	\$ 171,622	\$ 4,000	\$ 167,622
<b>Ending Fund Balance</b>	<b>\$ 227,773</b>	<b>\$ 1,126,967</b>	<b>\$ 854,000</b>	<b>\$ 272,967</b>

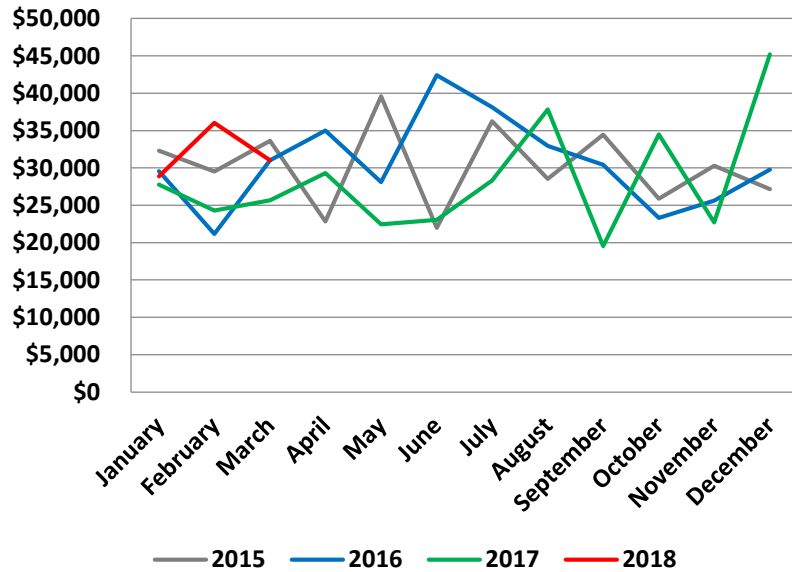
## KEY ITEMS

- Beginning Balance-\$105k more than projected
- YTD Revenue = \$305,896
- YTD Expenditures = \$1,033,468

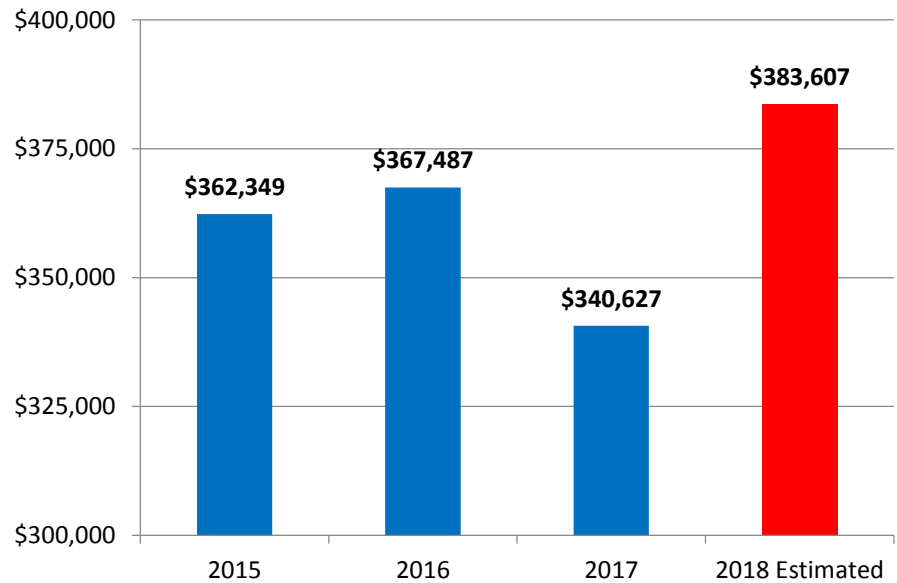
# Transport Revenue



## Monthly Transport Revenue Comparison



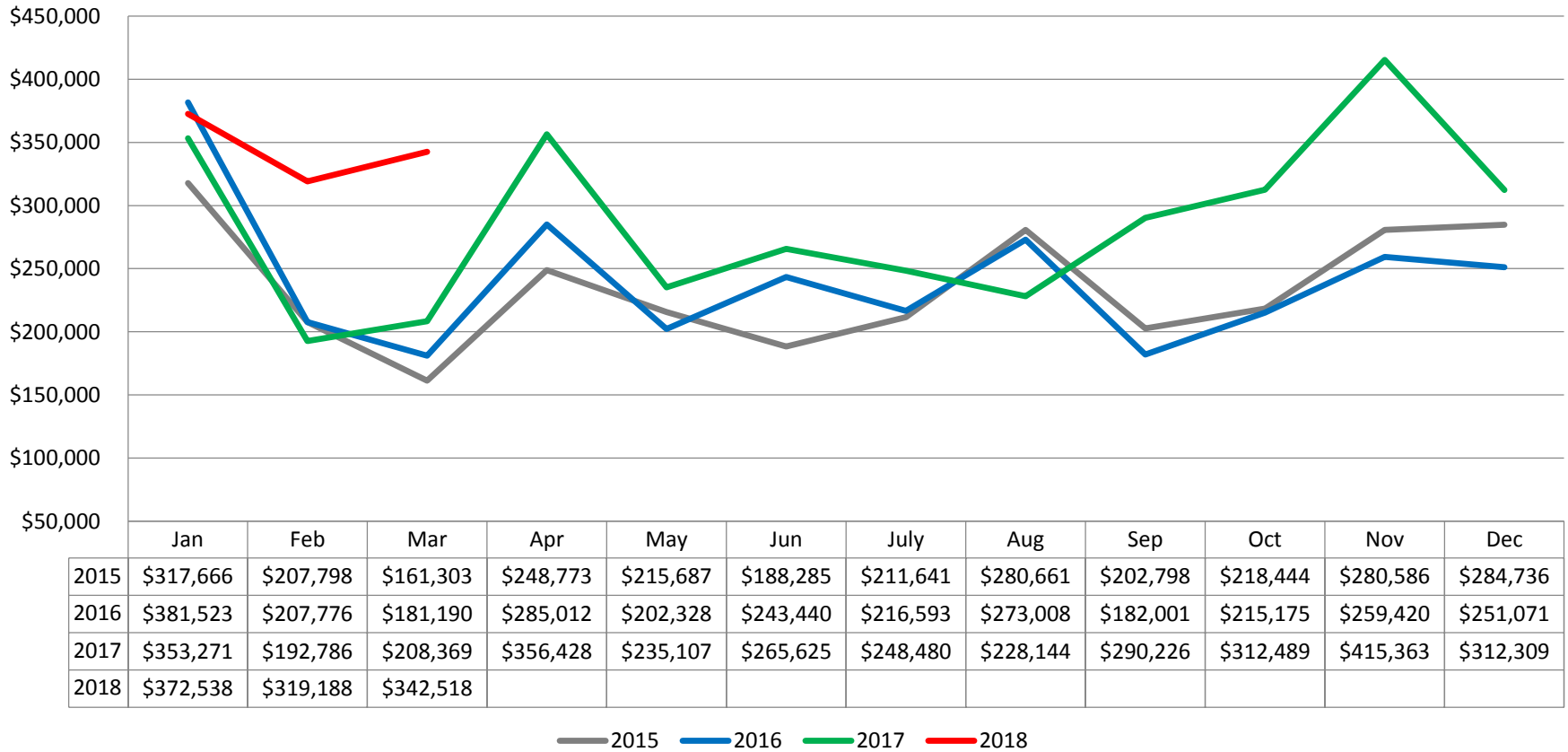
## Annual Transport Revenue



# Monthly Expenses



## Monthly Expenditures Comparison

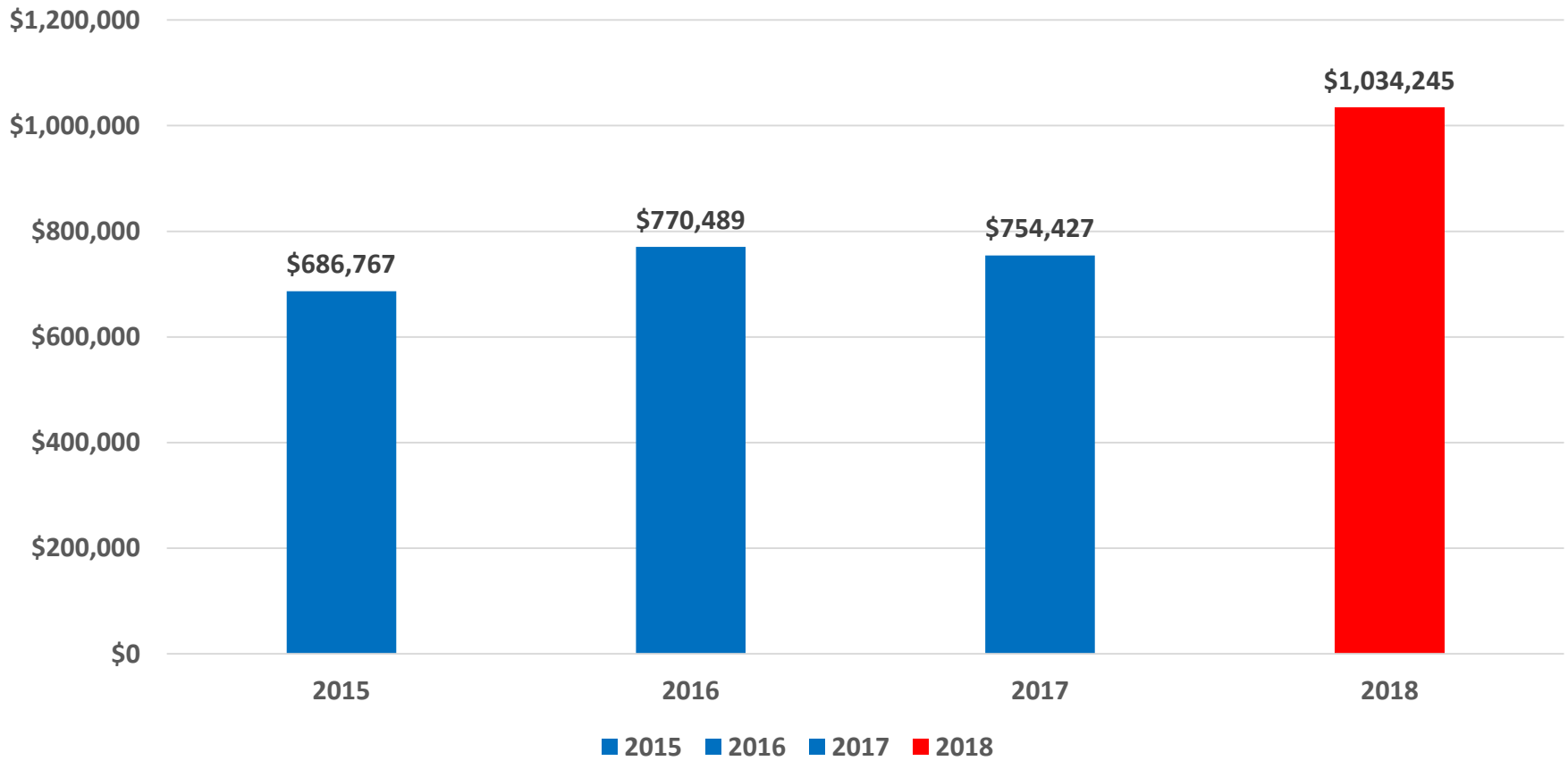




# Monthly Expenses



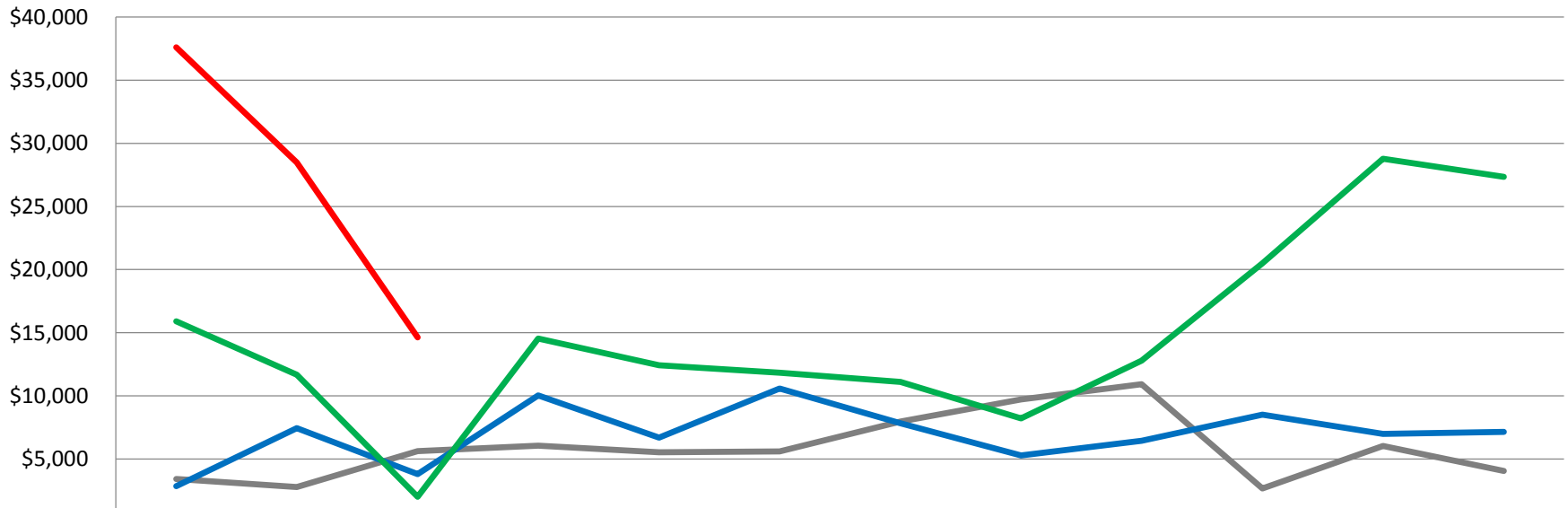
YTD Expenditures Comparison



# Overtime Expense



## Overtime Comparison



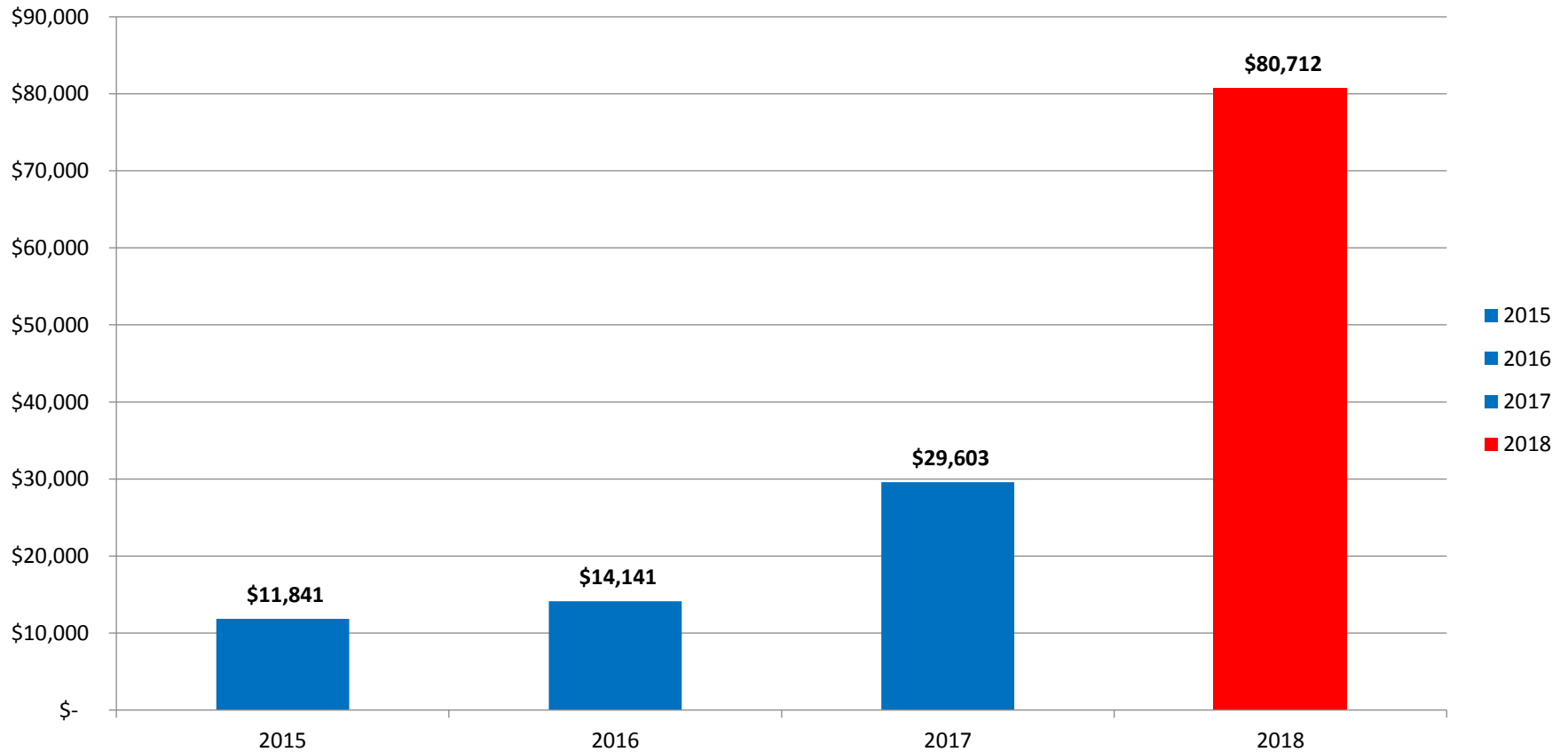
	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
2015	\$3,417	\$2,797	\$5,627	\$6,066	\$5,538	\$5,599	\$7,978	\$9,730	\$10,933	\$2,681	\$6,044	\$4,071
2016	\$2,863	\$7,458	\$3,821	\$10,033	\$6,689	\$10,592	\$7,831	\$5,290	\$6,449	\$8,520	\$6,998	\$7,154
2017	\$15,918	\$11,669	\$2,017	\$14,552	\$12,438	\$11,843	\$11,100	\$8,229	\$12,800	\$20,488	\$28,785	\$27,344
2018	\$37,588	\$28,489	\$14,636									

— 2015 — 2016 — 2017 — 2018

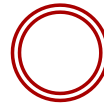
# Overtime Expense



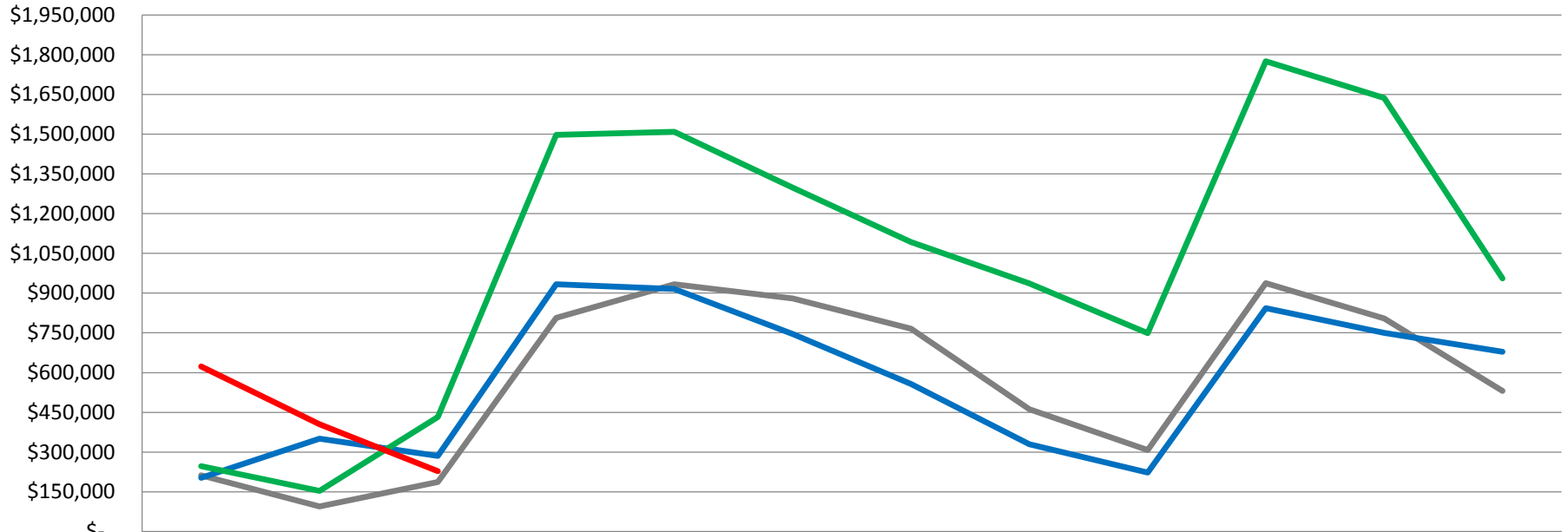
## YTD Overtime Comparison



# Cash Balance



## Cash Balance Comparison



	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
2015	\$212,501	\$94,917	\$186,813	\$806,621	\$933,637	\$880,152	\$766,134	\$461,553	\$308,084	\$937,794	\$804,891	\$531,179
2016	\$203,031	\$350,333	\$285,487	\$933,284	\$915,673	\$745,681	\$556,868	\$329,745	\$222,460	\$842,739	\$749,642	\$678,779
2017	\$246,916	\$153,410	\$431,911	\$1,496,878	\$1,509,331	\$1,298,682	\$1,092,807	\$936,522	\$749,411	\$1,775,321	\$1,636,845	\$955,345
2018	\$623,618	\$404,663	\$227,773									

— 2015 — 2016 — 2017 — 2018

# 2018 Capital Fund Summary



## REVENUE

	YTD	
	3/31/2018	2018 Budget
Fire Impact Fees \$	97,708	\$ -
Grant Revenue \$	-	\$ -
Misc. Revenue \$	1,828	\$ -
Transfers In-Operating Fund \$	-	\$ 500,000
<b>Total \$</b>	<b>99,536</b>	<b>\$ 500,000</b>

## EXPENDITURES

	YTD	
	3/31/2018	2018 Budget
Administrative Overhead \$	28	\$ -
Operational Equipment & Supplies \$	-	\$ 25,000
Capital \$	-	\$ 100,000
Transfer-Out to Operating Fund \$	-	\$ -
<b>Total \$</b>	<b>28</b>	<b>\$ 125,000</b>

## FUND BALANCE

	YTD	
	3/31/2018	2018 Budget
Beginning Fund Balance \$	618,434	\$ 555,430
Change in Fund Balance (Rev - Exp) \$	99,509	\$ 375,000
<b>Ending Fund Balance \$</b>	<b>717,943</b>	<b>\$ 930,430</b>

# 2018 Special Rescue Fund Summary



## REVENUE

	YTD	
	3/31/2018	2018 Budget
Misc. Revenue \$	23	\$ -
Transfers In \$	-	\$ -
<b>Total \$</b>	<b>23</b>	<b>\$ -</b>

## EXPENDITURES

	YTD	
	3/31/2018	2018 Budget
Administration Overhead \$	341	\$ -
Operational Equipment & Supplies \$	1,363	\$ 11,250
Training \$	-	\$ -
Capital \$	-	\$ -
Transfer-Out to Operating Fund \$	-	\$ -
<b>Total \$</b>	<b>1,705</b>	<b>\$ 11,250</b>

## FUND BALANCE

	YTD	
	3/31/2018	2018 Budget
Beginning Fund Balance \$	5,059	\$ 11,250
Change in Fund Balance (Rev - Exp) \$	(1,682)	\$ (11,250)
<b>Ending Fund Balance \$</b>	<b>3,377</b>	<b>\$ -</b>