



ENUMCLAW FIRE DEPARTMENT BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES WEDNESDAY, JANUARY 16, 2019 – 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

- Meeting called to order at 6:03pm by Amy Trachte.

2. FLAG SALUTE

- Led by Commissioner Jones.

3. ATTENDANCE

- Amy Trachte-Commissioner, Jim Zoll-Commissioner, Jenny Jones-Commissioner, Ashley Van Dam-District Secretary/Office Manager, Mike Reynolds – Attorney, Randy Fehr-Fire Chief.
- Angie Stubblefield - Commissioner via phone-in, Paul Fisher - Commissioner arrival time in 5 mins due to traffic.

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.*
- Firefighter Lance Hardersen: Introduction himself to Board as new IAFF L3931 President.

6. ANNOUNCEMENTS & PRESENTATIONS

7. APPROVAL OF MEETING MINUTES

- A. Regular Meeting December 19, 2018
 - **Board Action:** Motion to approve December 19, 2018 Regular Meeting minutes by Commissioner Zoll, seconded by Commissioner Jones. All in favor. 4-0 (Fisher not in attendance yet).
- B. Special Meeting January 3, 2019
 - **Board Action:** Motion to approve January 3, 2019 Special Meeting minutes by Commissioner Jones, seconded by Commissioner Zoll. All in favor. 4-0 (Fisher not in attendance yet).

8. REGULAR BUSINESS

A. CORRESPONDENCE

B. FINANCIAL REPORT

1) Approval of Vouchers & Payroll

a) Vouchers

- a. General Fund Vouchers 181203001-181203006 for \$11,376.28; 190102001-190102038 for \$42,906.56; 190103001 for \$90,000.00; Voids-190101001 (lost check)

b) Payroll

- a. December Payroll \$174,052.93; December Volunteer Residents Pay \$4,884.62; Volunteers/Chaplain/Commissioners Pay \$10,000.15
- **Board Action:** to approve General Fund Vouchers 181203001-181203006 for \$11,376.28; 190102001-190102038 for \$42,906.56; 190103001 for \$90,000.00; Voids-190101001; December Payroll for \$174,052.93; December Volunteer Residents Pay for \$4,884.62 and Volunteers/Chaplain/Commissioners Pay for

\$10,000.15. Motion made by Commissioner Jones, seconded by Commissioner Zoll. All in favor. 4-0 (Fisher not in attendance yet).

- 2) Cash Balances –
 - a) December 31, 2018
 - a. General Operating Fund – \$1,363,536.26 (2017 - \$955,345.28)
 - b. Capital Outlay Fund - \$1,536,061.39 (2017 - \$618,434.45)
 - c. Special Rescue Fund – \$0.00 (2017- \$5,058.89)
 - b) January 10, 2019
 - a. General Operating Fund – \$1,270,829.47
 - b. Capital Outlay Fund - \$1,536,061.39
 - c. Special Rescue Fund – \$0.00
- 3) Financial Report-Ashley Van Dam
 - Commissioner Fisher arrives at meeting.
- 4) Chief's Report-Chief Randy Fehr

C. RESOLUTIONS

9. MEETINGS

A. Next Regular Meeting

- 1) February 20, 2019 6:00pm – Enumclaw Council Chambers
 - Ashley will be at a conference. Attorney Reynolds to take meeting minutes.

10. OLD BUSINESS

11. NEW BUSINESS

A. Annual Board Policy Manual Review

- Commissioner Trachte reviewed best practices and reminders.
- **Board Action:** Motion to adopt New Commissioner Orientation made by Commissioner Jones, seconded by Commissioner Zoll. All in favor, 5-0.
- **Board Action:** Motion to edit 3.02 to include “and/or Chairperson” made by Commissioner Jones, seconded by Commissioner Zoll. All in favor, 5-0.

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13. EXECUTIVE/EXEMPT SESSION

A. RCW 42.30.110 - Local 3931 Contract Negotiation Update

B. RCW 42.30.110 – Office Manager/District Secretary Annual Performance Review

- Called for 10 mins. Excused at 6:33pm. Ashley exited executive session at 6:36pm. Back in regular session at 6:43pm.
- **Board Action:** Motion made to ratify the 2019-2012 CBA with IAFF L3931 made by Commissioner Zoll, seconded by Commissioner Fisher. All in favor, 5-0.
- **Board Action:** Motion made to make a market adjustment of 2% to the Office Manager salary effective January 1, 2019 made by Commissioner Fisher, seconded by Commissioner Zoll. All in favor, 5-0.


14. GOOD OF THE ORDER

- Jones acknowledges the negotiations team for their hard work and working together to get to an agreeable contract.

15. ADJOURNMENT

- **Board Action:** Motion made to adjourn at 6:44pm by Commissioner Zoll, seconded by Commissioner Jones. All in Favor, 5-0.

Approved by:



Amy Trachte, Chairperson



Ashley Van Dam, District Secretary