



# ENUMCLAW FIRE DEPARTMENT

## BOARD OF FIRE COMMISSIONERS

### REGULAR MEETING MINUTES

### WEDNESDAY, AUGUST 21, 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 6:00pm by Commissioner Trachte.

#### 2. FLAG SALUTE

- Led by Commissioner Stubblefield.

#### 3. ATTENDANCE

- Paul Fisher, Commissioner; Amy Trachte, Commissioner; Angie Stubblefield, Commissioner; Jim Zoll, Commissioner; Mike Reynolds, Attorney; Randy Fehr, Fire Chief; Ashley Winter, District Secretary/Office Manager
- Jenny Jones, Commissioner-Via Phone-in

#### 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.*

- None

#### 6. ANNOUNCEMENTS & PRESENTATIONS

- A. PSRFA/RRFA FD Cares  
B. South King FD Cares

#### 7. APPROVAL OF MEETING MINUTES

- A. Regular Meeting June 19, 2019
- **Board Action:** Motion to approve June Regular Meeting minutes made by Commissioner Zoll, seconded by Commissioner Fisher. All in favor. (4-0)
  - Jones no longer on phone. At 7:39pm.

#### 8. REGULAR BUSINESS

##### A. CORRESPONDENCE

- WFCM Annual Conference Handout

##### B. FINANCIAL REPORT

- 1) Approval of Expenditures – Exhibit A
  - a) General Fund Expenditures - \$688,772.28
  - b) Capital Fund Expenditures - \$19,986.15
  - **Board Action:** Motion to approve expenditures from the General Fund for \$688,772.28 and Capital Fund for \$19,986.15 as presented in Exhibit A made by Commissioner Zoll, seconded by Commissioner Stubblefield. All in favor. (4-0)
- 2) Cash Balances –
  - a) July 31, 2019
    - a. General Operating Fund – \$2,110,427.24 (2018 - \$1,380,865.81)
    - b. Capital Outlay Fund - \$1,657,212.30 (2018 - \$686,669.37)
  - b) August 15, 2019
    - a. General Operating Fund – \$2,164,563.33

b. Capital Outlay Fund - \$1,689,549.60

- 3) Finance Report-Ashley Winter
- 4) Chief's Report-Chief Randy Fehr

C. RESOLUTIONS

- None

9. MEETINGS

A. Next Regular Meeting

- 1) September 18, 2019 6:00pm – Enumclaw Council Chambers
- 2) October 16, 2019 6:00pm – Enumclaw Council Chambers
  - 2020 Budget Public Hearing

B. Budget Workshop Meeting

- 1) Select Date – 1<sup>st</sup> Week of October
  - October 2, 2019 at 6:00pm – Enumclaw Fire Department

10. OLD BUSINESS

11. NEW BUSINESS

A. FD Cares

- **Board Action:** Motion made to negotiate an ILA with South King FD Cares made by Commissioner Zoll, seconded by Commissioner Fisher. All in favor. (5-0)
- Jones back on phone at 8:16pm.

B. Commission Policy Sections 2.03 and 3.01 Revisions

- **Board Action:** Motion made to approve proposed updates to combine policies made by Commissioner Zoll, seconded by Commissioner Stubblefield. All in favor. (5-0)

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- None

13. EXECUTIVE/EXEMPT SESSION

- None

14. GOOD OF THE ORDER

- None

15. ADJOURNMENT

- Motion to adjourn at 8:21pm made by Commissioner Trachte, seconded by Commissioner Stubblefield. All in favor. (5-0)

Approved by:

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Amy Trachte, Chairperson

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Ashley Winter, District Secretary



# ENUMCLAW FIRE DEPARTMENT

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 www.enumclawfire.org – EFD@enumclawfire.org

## EXHIBIT A - EXPENDITURES

**Date:** Wednesday, August 21, 2019

**To:** Board of Commissioners  
**From:** Ashley Winter, Office Manager

**Subject:** Recommendation of Approval of Expenditures

General Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	7/1/2019	2019.07.01	AP	190701001	\$ 1,672.00
	7/17/2019	2019.07.04	AP	190704001-190704042	\$ 43,960.53
	7/23/2019	2019.07.08	AP EFT's	N/A	\$ 41,911.99
	8/19/2019	2019.08.03	AP	190803001-190803032	\$ 71,380.05
					<b>\$ 158,924.57</b>

General Fund Payroll	Date	Batch	Type	Voucher #s	Amount
	6/28/2019	Career	Direct Deposit	N/A	\$ 117,794.53
	6/28/2019	2019.06.05	Benefit EFT's	N/A	\$ 122,616.64
	6/28/2019	2019.06.06	Benefit Checks	190606001-190606003	\$ 5,851.20
	7/15/2019	Vol/Chap/Board	Direct Deposit	N/A	\$ 4,204.28
	7/15/2019	2019.07.02	Benefit EFT's	N/A	\$ 1,214.82
	7/19/2019	2019.07.06	Quarterly Taxes EFT's	N/A	\$ 20,496.02
	7/25/2019	2019.07.07	Quarterly Taxes EFT's	N/A	\$ 44.10
	7/31/2019	Career	Direct Deposit	N/A	\$ 121,244.98
	7/31/2019	2019.07.09	Benefit EFT's	N/A	\$ 122,129.88
	7/31/2019	2019.07.10	Benefit Checks	190710001-190710003	\$ 5,851.20
	7/26/2019	2019.07.11	Quarterly Taxes EFT's	N/A	\$ 3,052.32
	8/15/2019	Vol/Chap/Board	Direct Deposit	N/A	\$ 4,104.20
	8/15/2019	2019.08.01	Benefit EFT's	N/A	\$ 1,243.54
					<b>\$ 529,847.71</b>

Capital Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	7/17/2019	2019.07.05	AP	190705001	\$ 52.75
	8/19/2019	2019.08.02	AP	190802001-190802003	\$ 19,933.40
					<b>\$ 19,986.15</b>

Voided Vouchers	Date	Batch	Type	Voucher #s	Amount
	7/15/2019	2019.07.03	AP-Wrong Vendor	190703001	\$ 52.75
	7/1/2019	2019.06.03	AP-Returned Items	190603013	\$ 2,071.43
					<b>\$ 2,124.18</b>

**Total General Fund Expenditures** \$ 688,772.28  
**Total Capital Fund Expenditures** \$ 19,986.15  
**TOTAL EXPENDITURES** **\$ 708,758.43**