



ENUMCLAW FIRE DEPARTMENT BOARD OF FIRE COMMISSIONERS

REGULAR MEETING AGENDA WEDNESDAY, JANUARY 22, 2020 – 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. Oath of Office – Angela Stubblefield

B. Oath of Office – Eric Heintzinger

C. Oath of Office – Amy Trachte

D. Chair and Vice Chair Election

7. APPROVAL OF MEETING MINUTES

A. Regular Meeting September 18, 2019

- **Board Action Recommendation:** Rescind erroneous board action made on October 17, 2019 to approve September 18, 2019 Regular Meeting Minutes.

- **Board Action Recommendation:** Approve attached September 18, 2019 Regular Meeting Minutes.

B. Special Meeting October 17, 2019

- **Board Action Recommendation:** Rescind erroneous board action made on November 20, 2019 to approve October 17, 2019 Special Meeting Minutes with corrections.

- **Board Action Recommendation:** Approve attached October 17, 2019 Special Meeting Minutes.

C. Regular Meeting November 20, 2019

8. REGULAR BUSINESS

A. CORRESPONDENCE

B. FINANCIALS

1) October 17, 2019 Approval of Expenditures Correction – Exhibit A

a) Exhibit A General Fund Expenditures - \$322,599.35

- **Board Action Recommendation:** Rescind erroneous board action made on October 17, 2019 to approve expenditures from the General Fund for \$340,270.68 and Capital Fund for \$1,565.28.

- **Board Action Recommendation:** To approve expenditures from the General Fund for \$322,599.35 as presented in Exhibit A.

2) November 20, 2019 Approval of Expenditures Correction – Exhibit B

a) Exhibit B General Fund Expenditures - \$370,395.21

b) Exhibit B Capital Fund Expenditures – \$21,074.77

c) Exhibit B Transfer from Capital Fund to General Fund - \$24,134.51

- **Board Action Recommendation:** Rescind erroneous board action made on November 20, 2019 to approve General Fund Vouchers 191103001-191103046 for \$79,576.85; Capital Outlay Fund Vouchers 191102001 for \$21,074.77. October Payroll for \$258,966.29 and October Volunteer Residents for \$8,692.86.
 - **Board Action Recommendation:** To approve expenditures from the General Fund for \$322,599.35 and the Capital Fund for \$21,074.77 and the transfer of funds from the Capital Fund to the General Fund for \$24,134.51 as presented in Exhibit B.
- 3) Approval of Expenditures – Exhibit C
 - a) 2019 General Fund Expenditures - \$774,992.61
 - b) 2019 Capital Fund Expenditures - \$274,980.66
 - c) 2019 Transfer from General Fund to Capital Fund - \$250,000.00
 - d) 2020 General Fund Expenditures - \$144,247.08
 - **Board Action Recommendation:** To approve expenditures from the 2019 General Fund for \$774,992.61, 2019 Capital Fund for \$274,980.66, 2019 transfer from General Fund to Capital Fund for \$250,000, and 2020 General Fund expenditures for \$144,247.08 as presented in Exhibit C.
 - 4) **Cash Balances** –
 - a) December 31, 2019
 - a. General Operating Fund – \$2,562,100.19 (2018 - \$1,363,536.26)
 - b. Capital Outlay Fund - \$1,863,853.23 (2018 - \$1,536,061.39)
 - b) January 12, 2020
 - a. General Operating Fund – \$2,462,406.11
 - b. Capital Outlay Fund - \$1,911,515.83

5) **Financial Report** – Ashley Winter

C. FIRE CHIEF'S REPORT - Chief Randy Fehr

D. RESOLUTIONS

9. MEETINGS

A. Next Regular Meeting

- 1) February 19, 2020 @ 6:00pm

10. OLD BUSINESS

11. NEW BUSINESS

A. Board Policy Review

B. 2020 Consolidated Fee Schedule – Exhibit D

- **Board Action Recommendation:** Approve 2020 Consolidate Fee Schedule as presented in Exhibit D.

12. PUBLIC COMMENT

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13. EXECUTIVE/EXEMPT SESSION

A. RCW 42.30.110 – Litigation Matters

14. GOOD OF THE ORDER

15. ADJOURNMENT



ENUMCLAW FIRE DEPARTMENT

1330 Wells Street Enumclaw, WA 98022
 Telephone (360) 825-5544 Fax: (253) 856-6541
 www.enumclawfire.org – EFD@enumclawfire.org

EXHIBIT A - EXPENDITURES FROM 9-19-19 THRU 10-16-19

Date: Wednesday, January 22, 2020

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

Subject: Recommendation of Approval of Expenditures

General Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
Accounts Payable	10/16/2019	2019.10.02	AP	191002001-191002023	\$ 59,652.46
					<u>\$ 59,652.46</u>
General Fund Payroll	Date	Batch	Type	Voucher #s	Amount
	9/30/2019	Career	Direct Deposit	N/A	\$ 125,778.39
	9/30/2019	2019.09.04	Benefit Checks	190904001-190904003	\$ 6,124.35
	9/30/2019	2019.09.05	Benefit EFT's	N/A	\$ 123,367.32
	10/15/2019	Vol/Chap/Board	Direct Deposit	N/A	\$ 6,113.69
	10/15/2019	2019.10.01	Benefit EFT's	N/A	\$ 1,563.14
					<u>\$ 262,946.89</u>
Capital Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
					<u>\$ -</u>
Voided Vouchers	Date	Batch	Type	Voucher #s	Amount
					\$ -
					<u>\$ -</u>
Total General Fund Expenditures					\$ 322,599.35
Total Capital Fund Expenditures					\$ -
TOTAL EXPENDITURES					<u>\$ 322,599.35</u>



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EXHIBIT B - EXPENDITURES FROM 10-17-2019 THRU 11-20-2019

Date: Wednesday, January 22, 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
	11/19/2019	2019.11.03	AP	191103001-191103046	\$ 79,576.85
					\$ 79,576.85
General Fund Payroll	Date	Batch	Type	Voucher #s	Amount
	10/28/2019	2019.10.03	Payroll Quarterlies-3rd Qtr	N/A	\$ 19,677.15
	10/31/2019	Career	Direct Deposit	N/A	\$ 128,025.73
	10/31/2019	2019.10.04	Benefit EFT's	N/A	\$ 124,625.31
	10/31/2019	2019.10.05	Benefit Checks	191005001-191005003	\$ 5,987.75
	10/31/2019	2019.10.06	Benefit EFT's	N/A	\$ 1,888.06
	11/15/2019	Vol/Chap/Board	Direct Deposit	N/A	\$ 6,990.08
	11/15/2019	2019.11.01	Benefit EFT's	N/A	\$ 1,702.78
	11/15/2019	2019.11.04	Benefit Checks	191104001	\$ 1,921.50
					\$ 290,818.36
Capital Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	11/19/2019	2019.11.02	AP	191102001	\$ 21,074.77
					\$ 21,074.77
Voided Vouchers	Date	Batch	Type	Voucher #s	Amount
					\$ -
					\$ -
Interfund Transfer	Date	From	To	Description	Amount
	11/6/2019	General Fund	Capital Fund	Vouchers paid from General Fund should have been paid out of Capital Fund	\$ 24,134.51
					\$ 24,134.51
Total General Fund Expenditures					\$ 370,395.21
Total Capital Fund Expenditures					\$ 21,074.77
TOTAL EXPENDITURES					\$ 391,469.98



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EXHIBIT C - EXPENDITURES FROM 11-21-2019 THRU 1-15-2020

Date: Wednesday, January 15, 2020

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

Subject: Recommendation of Approval of Expenditures

General Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
2019	12/18/2019	2019.12.02	AP	191202001-191202038	\$ 147,749.59
	12/18/2019	2019.12.04	AP	191204001-191204002	\$ 13,249.36
					\$ 160,998.95
2020	1/15/2020	2020.01.04	AP	200104001-200104025	\$ 31,796.03
					\$ 31,796.03

General Fund Payroll	Date	Batch	Type	Voucher #s	Amount
2019	11/27/2019	Career	Direct Deposit	N/A	\$ 188,650.12
	11/27/2019	2019.11.05	Benefit EFTs	N/A	\$ 159,736.82
	11/27/2019	2019.11.06	Benefit Checks	191106001-191106003	\$ 6,009.32
	12/13/2019	Vol/Chap/Board	Direct Deposit	N/A	\$ 7,481.05
	12/13/2019	2019.12.01	Benefit EFTs	N/A	\$ 1,762.54
	12/31/2019	Career	Direct Deposit	N/A	\$ 121,055.55
	12/31/2019	2019.12.05	Benefit EFTs	N/A	\$ 123,236.17
	12/31/2019	2019.12.06	Benefit Checks	191206001-191206003	\$ 6,062.09
					\$ 613,993.66
2020	1/3/2020	2020.01.02	Benefit EFT	N/A	\$ 105,000.00
	1/10/2020	Career Adjustment	Direct Deposit	N/A	\$ 728.43
	1/10/2020	2020.01.01	Benefit EFT	N/A	\$ 23.54
	1/15/2020	Vol/Chap/Board	Direct Deposit	N/A	\$ 5,316.85
	1/15/2020	2020.01.03	Benefit EFT	N/A	\$ 1,382.23
					\$ 112,451.05

Capital Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
2019	12/18/2019	2019.12.03	AP	191203001-191203003	\$ 274,980.66
					\$ 274,980.66

Voided Vouchers	Date	Batch	Type	Voucher #s	Amount
					\$ -
					\$ -

Interfund Transfer	Date	From	To	Description	Amount
2019	12/11/2019	General Fund	Capital Fund	2019 transfer for capital replacement reserve.	\$ 250,000.00
					\$ 250,000.00

Total 2019 General Fund Expenditures	\$ 774,992.61
Total 2019 Capital Fund Expenditures	\$ 274,980.66
TOTAL 2019 EXPENDITURES	\$ 1,049,973.27
Total 2020 General Fund Expenditures	\$ 144,247.08
Total 2020 Capital Fund Expenditures	\$ -
TOTAL EXPENDITURES	\$ 144,247.08

EXHIBIT D



**ENUMCLAW FIRE DEPARTMENT
Consolidated Tax and Fee Schedule**

	Authorization		Rate/Fee
	Reference	Date	
Taxes			
Property Taxes	Res # 2019-01	11/20/2019	\$1.497
Rate is about 99.7% of Enumclaw Fire Departments Maximum Statutory levy, approximately \$1.497 per \$1,000 of assessed value of real and personal property as determined by the King County Assessor.			
Permit Fees			
Annual Burn Permit			\$30
		60+ Years of Age	\$15
Field House Permits			\$15
Event/Show Permits			\$85
Inspection Fees			
Annual Fire Inspection Fee			No Charge
Event/Show Inspection Fee			\$45/Hr
Development Inspection Fees			
Fire Marshal Plan Review & Inspection Fees (New Construction & Tenant Improvements)			
Building Plan Review & Inspection Fee	Enumclaw Municiple Code 16.26.070		
Fee applies to Process 1 building permits for which the Fire Marshall does building plan review. A Fire Marshal review is normally required for non single family residential permits and for special permits as required by the Fire Code. The Fire Marshal reviews each project and submits plan review time and an estimated inspection review time.			
		Initial Inspection	\$108/Hr
		Re-Inspection	\$108/Hr
Engine Company Level Re-Inspection Fee			
1st Re-Inspection-Conducted 30 days after initial engine company level inspection		1st Re-Inspection	\$60
2nd Re-Inspection-Conducted 44 days after initial engine company level inspection		2nd Re-Inspection	\$85
3rd Re-Inspection-Conducted 58 days after initial engine company level inspection		3rd Re-Inspection	\$120
4th Re-Inspection-Conducted 44 days after initial engine company level inspection		4th Re-Inspection	\$150



EXHIBIT D

**ENUMCLAW FIRE DEPARTMENT
Consolidated Tax and Fee Schedule**

	Authorization		Rate/Fee
	Reference	Date	
Charges for Services			
Transport Services	Res # 2015-009		
KCFD28 provides medical transport services, the fee will benefit the community by helping maintain KCFD28 current programs and level of emergency services provided.	Res # 2015-010		\$823.41 + \$16.90/Mile
Non-Emergent Medical Response	Res # 2015-007		
Washington State Fire Chiefs Association has established a fee schedule for recovery of costs incurred for non-emergent 911 calls.			State Chief's Rate
Out of District Response Service	Res # 2010-004		
RCW 52.12.131 authorizes fire protection districts to assess fees and charges for the provision of emergency medical services, so as to reimburse the district for the cost of providing such services			State Chief's Rate
Event EMS Service			
(2) EMT Basic Wualified Emergency Medical Technicians, (1) State licensed Basic Life Support Unit, 3 Hour Minimum			<u>State Chief's Rate</u> \$558 Base Price (0-3 Hours) + \$166/hour (each additional hour)
Other Charges for Services			
Public Disclosure Duplicating Fees			
Copies of written records, maps, photographs including slides, audio tape recordings, video tape recordings, and disks shall be made and provided by the District upon request and payment of the actual cost of reproducing the same, including labor and mailing costs. Items that are copied by an outside vendor shall be subject to the vendor cost plus any mailing charges.			
Photocopying			15 cents/page - B & W
Scanning			25 cents/page - Color
Creation or Duplication of Video/Audio/DVD/CD or Recordings			10 cents/page
Duplication of Photographs			\$15.00
			\$10 per request plus actual cost of duplication charged by 3rd party
Returned Check Penalty			\$25
Fines and Penalties			
False Alarm Fines	Res # 2015-007	7/6/2015	
First False Alarm	Enumclaw Munciple Code 16.26		No Fine, Warning
Second False Alarm			No Fine, Warning
Third False Alarms			\$135
Fourth & any excessive			\$270
Late Penalties			
All invoiced fees shall be due and payable on or before the thirtieth day after receipt of an invoice. A late penalty payment equal to one percent of the delinquent unpaid balance, compounded monthly, shall be assessed on the delinquent unpaid balance.			1% per month with \$5.00 monthly min