



ENUMCLAW FIRE DEPARTMENT BOARD OF FIRE COMMISSIONERS

REGULAR MEETING AGENDA WEDNESDAY, JUNE 17, 2020 – 6:00PM REMOTE MEETING TELEPHONE CONFERENCE CALL-IN USING ZOOM

The Board of Commissioners of the Enumclaw Fire Department will hold a Regular Meeting via Telephone Conference Call-In.

Call-In Information:

Dial: 1-253-215-8782

Webinar ID: 841 5001 5599

Password: 98022

1. CALL TO ORDER
2. ATTENDANCE
3. AGENDA AMENDMENTS
4. APPROVAL OF MEETING MINUTES
 - A. Regular Meeting May 20, 2020
5. REGULAR BUSINESS
 - A. CORRESPONDENCE
 - B. FINANCIALS
 - 1) Approval of Expenditures – Exhibit A
 - a) 2020 General Fund Expenditures - \$350,816.75
 - b) 2020 Capital Reserve Fund Expenditures - \$933.73
 - **Board Action Recommendation:** To approve expenditures from the General Fund for \$350,816.75 and Capital Reserve Fund for \$933.73 as presented in Exhibit A.
 - 2) Cash Balances
 - a) May 31, 2020
 - a. General Operating Fund – \$3,512,761.75 (2019 - \$2,401,483.25)
 - b. Capital Outlay Fund - \$1,959,134.19 (2019 - \$1,571,911.47)
 - b) June 9, 2020
 - a. General Operating Fund – \$3,732,460.08
 - b. Capital Outlay Fund - \$1,959,134.19
 - 3) Financial Report – Ashley Winter
 - C. FIRE CHIEF'S REPORT - Chief Randy Fehr
 - D. RESOLUTIONS
 - 1) Resolution #2020-03 Surplus Aid Car
6. MEETINGS
 - A. Next Regular Meeting
 - 1) July 15, 2020 @ 6:00pm
7. OLD BUSINESS
8. NEW BUSINESS
9. GOOD OF THE ORDER
10. 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 5-21-2020 THRU 6-17-2020

Date: Wednesday, June 17, 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
	6/17/2020	2020.06.02	Accounts Payable	200602001-200602032	\$ 85,482.38
					<u>\$ 85,482.38</u>
General Fund Payroll	Date	Batch	Type	Voucher #s	Amount
	5/29/2020	Career	Direct Deposit	EFTs	\$ 123,530.59
	5/29/2020	2020.05.05	Deductions & Benefits	EFTs	\$ 126,526.02
	5/20/2020	2020.05.06	Deductions & Benefits	200506001-200506003	\$ 6,249.71
	6/15/2020	Vol/Chap/Board	Direct Deposit	EFTs	\$ 7,313.00
	6/15/2020	2020.06.01	Deductions & Benefits	EFTs	\$ 1,715.05
					<u>\$ 265,334.37</u>
Capital Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	6/17/2020	2020.06.03	Accounts Payable	200603001	\$ 933.73
					<u>\$ 933.73</u>
Voided Vouchers	Date	Batch	Type	Voucher #s	Amount
					<u>\$ -</u>
Interfund Transfer	Date	From	To	Description	Amount
					<u>\$ -</u>
Total 2020 General Fund Expenditures					\$ 350,816.75
Total 2020 Capital Fund Expenditures					\$ 933.73
TOTAL EXPENDITURES					<u>\$ 351,750.48</u>



ENUMCLAW FIRE DEPARTMENT BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES WEDNESDAY, MAY 20, 2020 – 6:00PM REMOTE MEETING TELEPHONE CONFERENCE CALL-IN USING ZOOM

The Board of Commissioners of the Enumclaw Fire Department will hold a Regular Meeting via Telephone Conference Call-In.

Call-In Information: US: +1 253 215 8782
Webinar ID: 886 1833 1431

1. CALL TO ORDER

- Meeting called to order at 6:04pm by Commissioner Trachte.

2. ATTENDANCE

- Amy Trachte, Commissioner; Jim Zoll, Commissioner; Eric Heintzinger, Commissioner; Angie Stubblefield, Commissioner; Jenny Jones, Commissioner; Mike Reynolds, Attorney; Randy Fehr, Fire Chief; Ashley Winter, District Secretary

3. AGENDA AMENDMENTS

- None

4. APPROVAL OF MEETING MINUTES

A. Regular Meeting March 18, 2020

- **Board Action:** Motion made Commissioner Heintzinger to approve, seconded by Commissioner Stubblefield. All in favor 5-0.

B. Special Meeting April 2, 2020

- **Board Action:** Motion made by Commissioner Zoll to approve, seconded by Commissioner Heintzinger. All in favor 5-0.

5. REGULAR BUSINESS

A. CORRESPONDENCE

- None

B. FINANCIALS

1) Approval of Expenditures – Exhibit A

a) 2020 General Fund Expenditures - \$708,519.52

b) 2020 Capital Reserve Fund Expenditures - \$11,410.24

- **Board Action:** Motion made by Commissioner Jones to approve expenditures from the General Fund for \$708,519.52 and Capital Reserve Fund for \$11,410.24 as presented in Exhibit A, seconded by Commissioner Heintzinger. All in favor 5-0.

2) Cash Balances

a) April 30, 2020

a. General Operating Fund – \$3,430,731.73 (2019 - \$2,444,380.83)

b. Capital Outlay Fund - \$1,919,603.93 (2019 - \$1,561,860.89)

b) May 13, 2020

a. General Operating Fund – \$3,691,899.93

b. Capital Outlay Fund - \$1,919,603.93

3) Financial Report – Ashley Winter

C. FIRE CHIEF'S REPORT - Chief Randy Fehr

D. RESOLUTIONS

1) Resolution #2020-02 Designating Representatives

- **Board Action:** Motion made by Commissioner Heintzinger to read by title only, seconded by Commissioner Stubblefield. All in favor 5-0.
 - **Board Action:** Motion made by Commissioner Jones to approve Resolution #2020-02, seconded by Commissioner Heintzinger. All in favor 5-0.
- 2) Resolution #2020-03 Surplus Aid Car – 1st Reading
- Commissioner Trachte reads Resolution #2020-03
 - No Action

6. MEETINGS

A. Next Regular Meeting

- 1) June 17, 2020 @ 6:00pm

7. OLD BUSINESS

8. NEW BUSINESS

A. 2019 SAO Annual Financial Report

9. GOOD OF THE ORDER

10. ADJOURNMENT

- **Board Action:** Motion made by Commissioner Heintzinger to adjourn at 6:40pm, seconded by Commissioner Jones. All in favor 5-0.

Approved by:

Amy Trachte, Chairperson

Ashley Winter, District Secretary

CHECK REGISTER

ENUMCLAW FIRE DEPARTMENT

Time: 16:06:41 Date: 06/12/2020

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
608	05/29/2020	Payroll	1	EFT		7,995.01	
609	05/29/2020	Payroll	1	EFT		6,401.02	
610	05/29/2020	Payroll	1	EFT		4,607.18	
611	05/29/2020	Payroll	1	EFT		3,965.33	
612	05/29/2020	Payroll	1	EFT		8,283.96	
613	05/29/2020	Payroll	1	EFT		6,097.84	
614	05/29/2020	Payroll	1	EFT		6,560.84	
615	05/29/2020	Payroll	1	EFT		7,406.07	
616	05/29/2020	Payroll	1	EFT		2,453.17	
617	05/29/2020	Payroll	1	EFT		6,168.12	
618	05/29/2020	Payroll	1	EFT		7,735.73	
619	05/29/2020	Payroll	1	EFT		6,537.09	
620	05/29/2020	Payroll	1	EFT		5,788.82	
621	05/29/2020	Payroll	1	EFT		6,314.59	
622	05/29/2020	Payroll	1	EFT		6,729.36	
623	05/29/2020	Payroll	1	EFT		8,408.05	
624	05/29/2020	Payroll	1	EFT		3,237.66	
625	05/29/2020	Payroll	1	EFT		5,126.30	
626	05/29/2020	Payroll	1	EFT		2,717.20	
627	05/29/2020	Payroll	1	EFT		7,237.43	
628	05/29/2020	Payroll	1	EFT		3,759.82	
630	05/29/2020	Payroll	1	EFT	DEPT OF RETIREMENT SYSTEMS	29,135.69	Pay Cycle(s) 05/01/2020 To 05/31/2020 - LEOFF; Pay Cycle(s) 05/01/2020 To 05/31/2020 - PERS2
631	05/29/2020	Payroll	1	EFT	DIRECT DEPOSIT FOR PAYROLL	17,850.00	Pay Cycle(s) 05/01/2020 To 05/31/2020 - PR DRAW
632	05/29/2020	Payroll	1	EFT	IAFF #3931	2,592.00	Pay Cycle(s) 05/01/2020 To 05/31/2020 - HOUSE DUES; Pay Cycle(s) 05/01/2020 To 05/31/2020 - UNION DUES
633	05/29/2020	Payroll	1	EFT	IAFF FIRE PAC	162.13	Pay Cycle(s) 05/01/2020 To 05/31/2020 - IAFF FIRE PAC
634	05/29/2020	Payroll	1	EFT	INTERNAL REVENUE SERVICE	28,158.68	941 Deposit for Pay Cycle(s) 05/29/2020 - 05/29/2020
635	05/29/2020	Payroll	1	EFT	JOHN HANCOCK RETIREMENT PLAN SERVICES	11,173.02	Pay Cycle(s) 05/01/2020 To 05/31/2020 - DEFERRED COMP; Pay Cycle(s) 05/01/2020 To 05/31/2020 - DEFERRED COMP-ADMIN; Pay Cycle(s) 05/01/2020 To 05/31/2020 - DC LOAN PMT
636	05/29/2020	Payroll	1	EFT	LEOFF HEALTH & WELFARE TRUST	35,554.50	Pay Cycle(s) 05/01/2020 To 05/31/2020 - MEDICAL INS
637	05/29/2020	Payroll	1	EFT	WSCFF MEDICAL EMPLOYEE BENEFIT TRUST	1,900.00	Pay Cycle(s) 05/01/2020 To 05/31/2020 - MERP
656	06/15/2020	Payroll	1	EFT		478.71	
657	06/15/2020	Payroll	1	EFT		461.75	
658	06/15/2020	Payroll	1	EFT		69.26	
659	06/15/2020	Payroll	1	EFT		138.52	
660	06/15/2020	Payroll	1	EFT		117.90	
661	06/15/2020	Payroll	1	EFT		484.59	
662	06/15/2020	Payroll	1	EFT		117.90	
663	06/15/2020	Payroll	1	EFT		579.36	
664	06/15/2020	Payroll	1	EFT		323.22	
665	06/15/2020	Payroll	1	EFT		1,055.70	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
666	06/15/2020	Payroll	1	EFT		1,091.53	
667	06/15/2020	Payroll	1	EFT		207.79	
668	06/15/2020	Payroll	1	EFT		88.52	
669	06/15/2020	Payroll	1	EFT		117.90	
670	06/15/2020	Payroll	1	EFT		117.90	
671	06/15/2020	Payroll	1	EFT		505.18	
672	06/15/2020	Payroll	1	EFT		932.17	
673	06/15/2020	Payroll	1	EFT		307.20	
674	06/15/2020	Payroll	1	EFT		117.90	
675	06/15/2020	Payroll	1	EFT	INTERNAL REVENUE SERVICE	1,715.05	941 Deposit for Pay Cycle(s) 06/15/2020 - 06/15/2020
680	06/17/2020	Claims	1	0	AMERIGAS PROPANE LLC	968.74	INV# 3106756700
681	06/17/2020	Claims	1	0	APPLIED IMAGINATION, INC	1,200.00	INV# 1474
682	06/17/2020	Claims	1	0	ATTORNEY MICHAEL J REYNOLDS	283.50	INV# 5760
683	06/17/2020	Claims	1	0	KRISTOPHER M CAMPBELL	141.99	VOLUNTEER REIMBURSEMENT
684	06/17/2020	Claims	1	0	CINTAS	301.34	INV# 9089638028; INV# 9089640457; INV# 9089642666
685	06/17/2020	Claims	1	0	COPIERS NORTHWEST	26.03	INV# INV2145759
686	06/17/2020	Claims	1	0	CREATIVE CONCEPTS	1,290.00	INV# 20-0006; INV# 20-00017
687	06/17/2020	Claims	1	0	CUMBERLAND WATER CO-OP	111.71	ACT# 49; ACT# 48
688	06/17/2020	Claims	1	0	CURALINC, LLC	275.00	INV# 13858
689	06/17/2020	Claims	1	0	DEPT OF NATURAL RESOURCES	4,113.62	INV# 18018594
690	06/17/2020	Claims	1	0	ESCI	4,526.00	INV# 20-141
691	06/17/2020	Claims	1	0	ESO SOLUTIONS	2,440.86	INV# ESO-34847
692	06/17/2020	Claims	1	0	FASTENAL INDUSTRIAL SUPPLY	570.13	INV# WAENU100223; INV# WAENU99746
693	06/17/2020	Claims	1	0	GALLS LLC	63.92	INV# 015622874
694	06/17/2020	Claims	1	0	GATEWAY TRUE VALUE	56.07	INV# 137878; INV# 137567; INV# 138088
695	06/17/2020	Claims	1	0	JAMES OIL CO INC	442.50	INV# 411502; INV# 411213
696	06/17/2020	Claims	1	0	KING COUNTY RADIO COMMUNICATION SERVICES	2,312.05	INV# 15933; INV# 00451174
697	06/17/2020	Claims	1	0	L.N. CURTIS & SONS	833.57	INV# INV393112; INV# INV391327
698	06/17/2020	Claims	1	0	LES SCHWAB TIRE CENTERS INC	55.76	INV# 38400484114
699	06/17/2020	Claims	1	0	LIFE ASSIST INC	4,081.42	INV# 1007139; INV# 1007082; INV# 1005475; INV# 1005463; INV# 1001786; INV# 1002249
700	06/17/2020	Claims	1	0	MC KINSTRY	4,391.02	INV# 10116153; INV# 10116152; INV# 10116062; INV# 10116151
701	06/17/2020	Claims	1	0	MOUNTAIN VIEW AUTO SUPPLY	26.38	INV# 399563
702	06/17/2020	Claims	1	0	PUGET SOUND ENERGY	708.82	ACT# 300000002356; ACT# 200004901795; ACT# 20000086005
703	06/17/2020	Claims	1	0	PUGET SOUND REGIONAL FIRE AUTHORITY	14,962.32	INV# 20-0400; INV# 20-0399; INV# 20-0438; INV# 20-0375; INV# 20-0374
704	06/17/2020	Claims	1	0	SNURE LAW OFFICE, PSC	75.00	6-1-2020
705	06/17/2020	Claims	1	0	SYSTEMS DESIGN WEST	23,207.89	INV# GEMT19023; INV# 20201103; INV# 20200936
706	06/17/2020	Claims	1	0	THE SUPPLY SOURCE	808.49	INV# 2002036; INV# 2002037
707	06/17/2020	Claims	1	0	US BANK	6,516.12	MAY STATEMENT

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
708	06/17/2020	Claims	1	0	VALLEY COMMUNICATIONS CENTER	6,738.16	INV# 0024584
709	06/17/2020	Claims	1	0	WASHINGTON AUTOMATED, INC	239.14	INV# 7175-89023
710	06/17/2020	Claims	1	0	JOHN WILLITS	3,392.00	5-20-2020
711	06/17/2020	Claims	1	0	WORK, SPORTS & OUTDOORS	322.83	INV# 1-1969683
638	05/29/2020	Payroll	1	9846753	DELTA DENTAL OF WASHINGTON	4,079.35	Pay Cycle(s) 05/01/2020 To 05/31/2020 - DENTAL INS
639	05/29/2020	Payroll	1	9846754	DIMARTINO ASSOCIATES	1,965.36	Pay Cycle(s) 05/01/2020 To 05/31/2020 - DISABILITY INS
640	05/29/2020	Payroll	1	9846755	WSCFF FAST PAC	205.00	Pay Cycle(s) 05/01/2020 To 05/31/2020 - WSCFF
712	06/17/2020	Claims	300	0	CASCADE FIRE EQUIPMENT	933.73	INV# 107317
001 GENERAL OPERATING FUND 100280010						350,816.75	
300 CAPITAL OUTLAY FUND 100283010						933.73	
						351,750.48	Claims: 86,416.11 Payroll: 265,334.37

Period: MAY-2020

Fund: 100280010 ENUMCLAW FIRE EXPENSE

Day	Beginning Balance	Receipts	Disbursements	Ending Balance
01	3,430,731.73	25,939.88	6.84	3,456,664.77
02	3,456,664.77	0.00	0.00	3,456,664.77
03	3,456,664.77	0.00	0.00	3,456,664.77
04	3,456,664.77	0.00	25.80	3,456,638.97
05	3,456,638.97	133,126.93	0.00	3,589,765.90
06	3,589,765.90	22,017.63	335.40	3,611,448.13
07	3,611,448.13	15,452.10	0.00	3,626,900.23
08	3,626,900.23	35,126.48	0.00	3,662,026.71
09	3,662,026.71	0.00	0.00	3,662,026.71
10	3,662,026.71	0.00	0.00	3,662,026.71
11	3,662,026.71	4,953.84	161.10	3,666,819.45
12	3,666,819.45	12,397.79	0.00	3,679,217.24
13	3,679,217.24	16,464.89	0.00	3,695,682.13
14	3,695,682.13	17,291.84	0.00	3,712,973.97
15	3,712,973.97	15,412.88	26,621.35	3,701,765.50
16	3,701,765.50	0.00	0.00	3,701,765.50
17	3,701,765.50	0.00	0.00	3,701,765.50
18	3,701,765.50	8,907.47	0.00	3,710,672.97
19	3,710,672.97	11,962.04	14,819.02	3,707,815.99
20	3,707,815.99	5,063.25	103,231.19	3,609,648.05
21	3,609,648.05	10,658.59	150.87	3,620,155.77
22	3,620,155.77	24,186.60	0.00	3,644,342.37
23	3,644,342.37	0.00	0.00	3,644,342.37
24	3,644,342.37	0.00	0.00	3,644,342.37
25	3,644,342.37	0.00	0.00	3,644,342.37
26	3,644,342.37	13,687.36	0.00	3,658,029.73
27	3,658,029.73	35,318.40	0.00	3,693,348.13
28	3,693,348.13	18,413.69	0.00	3,711,761.82
29	3,711,761.82	38,345.67	238,456.32	3,511,651.17
30	3,511,651.17	0.00	0.00	3,511,651.17
31	3,511,651.17	1,110.58	0.00	3,512,761.75
Total		465,837.91	383,807.89	

Average Daily Balance: 3,623,409.13

Period: MAY-2020

Fund: 100283010 ENUMCLAW FIRE CAPITAL OUTLAY

Day	Beginning Balance	Receipts	Disbursements	Ending Balance
01	1,919,603.93	2,757.66	0.00	1,922,361.59
02	1,922,361.59	0.00	0.00	1,922,361.59
03	1,922,361.59	0.00	0.00	1,922,361.59
04	1,922,361.59	0.00	0.00	1,922,361.59
05	1,922,361.59	0.00	0.00	1,922,361.59
06	1,922,361.59	0.00	0.00	1,922,361.59
07	1,922,361.59	0.00	0.00	1,922,361.59
08	1,922,361.59	0.00	0.00	1,922,361.59
09	1,922,361.59	0.00	0.00	1,922,361.59
10	1,922,361.59	0.00	0.00	1,922,361.59
11	1,922,361.59	0.00	0.00	1,922,361.59
12	1,922,361.59	0.00	0.00	1,922,361.59
13	1,922,361.59	0.00	0.00	1,922,361.59
14	1,922,361.59	0.00	0.00	1,922,361.59
15	1,922,361.59	0.00	0.00	1,922,361.59
16	1,922,361.59	0.00	0.00	1,922,361.59
17	1,922,361.59	0.00	0.00	1,922,361.59
18	1,922,361.59	0.00	0.00	1,922,361.59
19	1,922,361.59	48,182.84	0.00	1,970,544.43
20	1,970,544.43	0.00	11,410.24	1,959,134.19
21	1,959,134.19	0.00	0.00	1,959,134.19
22	1,959,134.19	0.00	0.00	1,959,134.19
23	1,959,134.19	0.00	0.00	1,959,134.19
24	1,959,134.19	0.00	0.00	1,959,134.19
25	1,959,134.19	0.00	0.00	1,959,134.19
26	1,959,134.19	0.00	0.00	1,959,134.19
27	1,959,134.19	0.00	0.00	1,959,134.19
28	1,959,134.19	0.00	0.00	1,959,134.19
29	1,959,134.19	0.00	0.00	1,959,134.19
30	1,959,134.19	0.00	0.00	1,959,134.19
31	1,959,134.19	0.00	0.00	1,959,134.19
Total		50,940.50	11,410.24	

Average Daily Balance: 1,938,150.43

Fund	Fund Name	Ending Balance
100280010	ENUMCLAW FIRE EXPENSE	3,732,460.08
100283010	ENUMCLAW FIRE CAPITAL OUTLAY	1,959,134.19
100286030	ENUMCLAW FIRE SPECIAL RESCUE RESERV	0.00
	Total	5,691,594.27

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

**ENUMCLAW FIRE DEPARTMENT
KING COUNTY, STATE OF WASHINGTON
RESOLUTION #2020-02**

A RESOLUTION OF THE BOARD OF FIRE COMISSIONERS OF KING COUNTY FIRE PROTECTION DISTRICT #28, ENUMCLAW FIRE DEPARTMENT, DECLARING TO SURPLUS ENUMCLAW FIRE DEPARTMENT APPARATUS #2802, 2002 FORD BRAUN AID CAR VIN #1FDWE35F02HB32279.

WHEREAS, ENUMCLAW FIRE DEPARTMENT, hereinafter referred to as Fire District, has acquired, through capital funds, a 2019 Ford F-450 Braun Liberty Ambulance VIN #1FDUF4HTXKEF84768 to replace Fire District Apparatus #2802, and

WHEREAS, the purpose for which Fire District Apparatus #2802, housed at Station 342, was being used as a backup aid car has been replaced by a new apparatus, and

WHEREAS, the amount the Fire District could receive from recycling metal on the apparatus is \$2,000.

NOW, THEREFORE, the Board of Commissioners of the ENUMCLAW FIRE DEPARTMENT, King County, Washington do hereby resolve as follows:

Section 1: ENUMCLAW FIRE DEPARTMENT Apparatus #2802, 2002 FORD BRAUN AID CAR VIN #1FDWE35F02HB32279, is hereby declared as surplus.

PASSED, APPROVED AND ADOPTED in Open and Regular Session this _____ day of _____, 2020.

Amy Trachte, Commissioner
Dated: _____

Jenny Jones, Commissioner
Dated: _____

Angela Stubblefield, Commissioner
Dated: _____

Jim Zoll, Commissioner

Dated: _____

Eric Heintzinger, Commissioner

Dated: _____

ATTEST:

APPROVED AS TO FORM:

Ashley Winter, Board Secretary

Michael J. Reynolds, Attorney at Law