



ENUMCLAW FIRE DEPARTMENT BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES WEDNESDAY, MARCH 18, 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

- Called to order at 6:00pm by Commissioner Trachte.

2. FLAG SALUTE

- Led by Commissioner Trachte.

3. ATTENDANCE

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

4. AGENDA AMENDMENTS

- **Board Action:** Motion made by Commissioner Zoll to remove the following items from the agenda, seconded by Commissioner Heintzinger. All in favor, 5-0.
 - Item 5: Public Comment
 - Item 6: Announcements & Presentations
 - Item 8A: Correspondence
 - Item 8B2: Cash Balances
 - Item 8B3: Financial Report
 - Item 9: Meetings
 - Item 10: Old Business
 - Item 11: New Business
 - Item 13: Executive/Exempt Session
 - Item 14: Good of the Order

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. Regular Meeting February 19, 2020

- **Board Action:** Motion made by Commissioner Zoll to approve meeting minutes from February 19, 2020 regular meeting, seconded by Commissioner Heintzinger. All in favor, 5-0.

8. REGULAR BUSINESS

A. CORRESPONDENCE

- 1) ~~WFC~~ WFC Annual Report – 2019

B. FINANCIALS

- 1) Approval of Expenditures – Exhibit A

a) 2020 General Fund Expenditures - \$369,044.32

b) 2020 Capital Reserve Fund Expenditures - \$2,977.33

- **Board Action:** Motion made by Commissioner Heintzinger to approve expenditures from the General Fund for \$369,044.32 and Capital Reserve Fund

for \$2,977.33 as presented in Exhibit A, seconded by Commissioner Zoll. All in favor, 5-0.

~~2) Cash Balances~~

~~a) February 29, 2020~~

~~a. General Operating Fund — \$2,005,875.33 (2019 — \$893,257.99)~~

~~b. Capital Outlay Fund — \$1,916,438.40 (2019 — \$1,545,437.44)~~

~~b) March 11, 2020~~

~~a. General Operating Fund — \$2,077,418.09~~

~~b. Capital Outlay Fund — \$1,916,438.40~~

~~3) Financial Report — Ashley Winter~~

C. FIRE CHIEF'S REPORT - Chief Randy Fehr

D. RESOLUTIONS

1) Resolution #2020-01 Emergency Delegating Authority

- **Board Action:** Motion made by Commissioner Heintzinger to read Resolution #2020-01 by title only, seconded by Commissioner Zoll. All in favor, 5-0.
- **Board Action:** Motion made by Commissioner Zoll to approve Resolution #2020-01, seconded by Commissioner Heintzinger. All in favor, 5-0.

9. MEETINGS

A. Next Regular Meeting

1) April 15, 2020 @ 6:00pm

10. OLD BUSINESS

11. NEW BUSINESS

A. Firefighter Hiring

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.*

- None

13. EXECUTIVE/EXEMPT SESSION

A. RCW 42.30.110 — Litigation Matters

14. GOOD OF THE ORDER


15. ADJOURNMENT

- **Board Action:** Motion made by Commissioner Zoll to adjourn meeting at 6:12pm, seconded by Commissioner Heintzinger. All in favor, 5-0.

Approved by:



Amy Trachte, Chairperson



Ashley Winter, District Secretary



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 2-20-2020 THRU 3-18-2020

Date: Wednesday, March 18, 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
	2/26/2020	2020.02.07	Accounts Payable	200207001	\$ 2,220.20
	3/18/2020	2020.03.02	Accounts Payable	200301001-200302040	\$ 96,281.38
					\$ 98,501.58
General Fund Payroll	Date	Batch	Type	Voucher #s	Amount
	2/28/2020	Career	Direct Deposit	EFTs	\$ 128,143.36
	2/28/2020	2020.02.05	Deductions & Benefits	EFTs	\$ 126,673.24
	2/28/2020	2020.02.06	Deductions & Benefits	200206001-200206003	\$ 6,082.01
	3/13/2020	Vol/Chap/Board	Direct Deposit	EFTs	\$ 7,831.57
	3/13/2020	2020.03.01	Deductions & Benefits	EFTs	\$ 1,812.56
					\$ 270,542.74
Capital Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	3/18/2020	2020.03.03	Accounts Payable	200303001-200303002	\$ 2,977.33
					\$ 2,977.33
Voided Vouchers	Date	Batch	Type	Voucher #s	Amount
					\$ -
					\$ -
Interfund Transfer	Date	From	To	Description	Amount
					\$ -
Total 2020 General Fund Expenditures					\$ 369,044.32
Total 2020 Capital Fund Expenditures					\$ 2,977.33
TOTAL EXPENDITURES					\$ 372,021.65

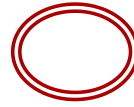
2020 Monthly Financial Report



ENUMCLAW FIRE DEPARTMENT

2/29/2020

2020 Budget



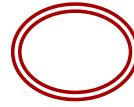
REVENUE

	YTD 2/29/2020	2020 Budget	YTD % of Budget
Fire Levy \$	92,436	\$ 4,465,000	2%
Ambulance Transport Service \$	95,623	\$ 600,000	16%
KC EMS Levy \$	10,785	\$ 394,000	3%
Grant Revenue \$	2,449	\$ 2,000	122%
Misc. Revenue \$	18,577	\$ 42,500	44%
Total \$	219,870	\$ 5,503,500	4.0%

KEY ITEMS

- Fire Levy-\$14,211 (previous years) & \$78,225 (2020)
 - 2020 Allowable \$4,454,059
- Ambulance Service- \$64,655 (regular) & 30,968 (GEMT)
 - Avg \$47,811/mo, budgeted \$50,000/mo
- Miscellaneous Revenues
 - Out of District Contracts, Permits, School District Protection Services, State Mobilization, Fire Marshal Services, Investment Interest, KC Property, Event EMS

2020 Budget



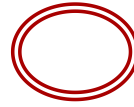
EXPENDITURES

	YTD 2/29/2020	2020 Budget	YTD % of Budget
Personnel (Wages & Benefits) \$	663,743	\$ 4,020,300	17%
Administration Overhead \$	56,216	\$ 668,900	8%
Operational Equipment & Supplies \$	26,585	\$ 456,000	6%
Capital \$	1,281	\$ 50,000	3%
Transfer-Out to Capial Outlay Fund \$	-	\$ 250,000	0%
Total \$	747,826	\$ 5,445,200	13.7%

KEY ITEMS

- Expenditures currently running under budget

2020 Budget



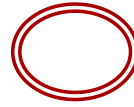
FUND BALANCE

	YTD	2020
	2/29/2020	Budget
Beginning Fund Balance	\$ 2,534,081	\$ 2,225,000
Change in Fund Balance (Rev - Exp)	\$ (527,956)	\$ 58,300
Ending Fund Balance	\$ 2,006,125	\$ 2,283,300

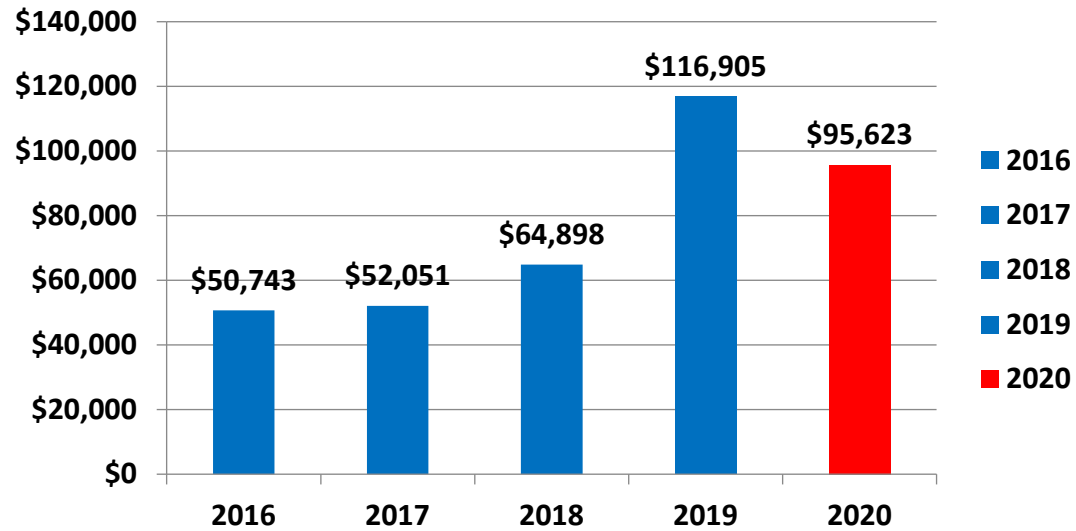
KEY ITEMS

- YTD Revenue = \$219,870
- YTD Expenditures = \$747,826

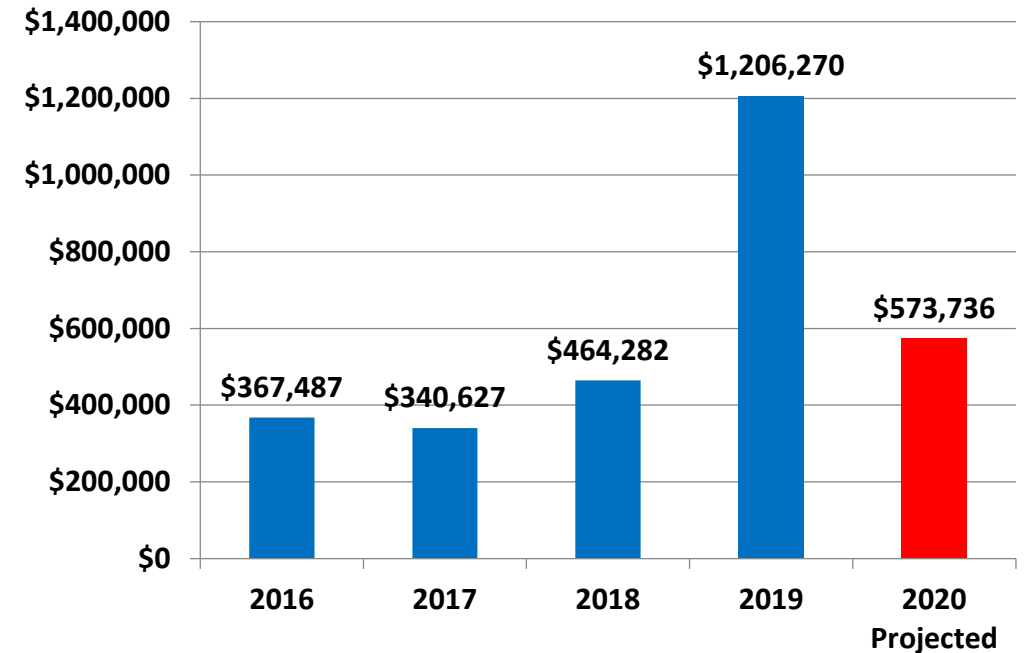
Transport Revenue



YTD Transport Revenue Comparison



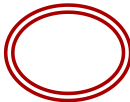
Annual Transport Revenue



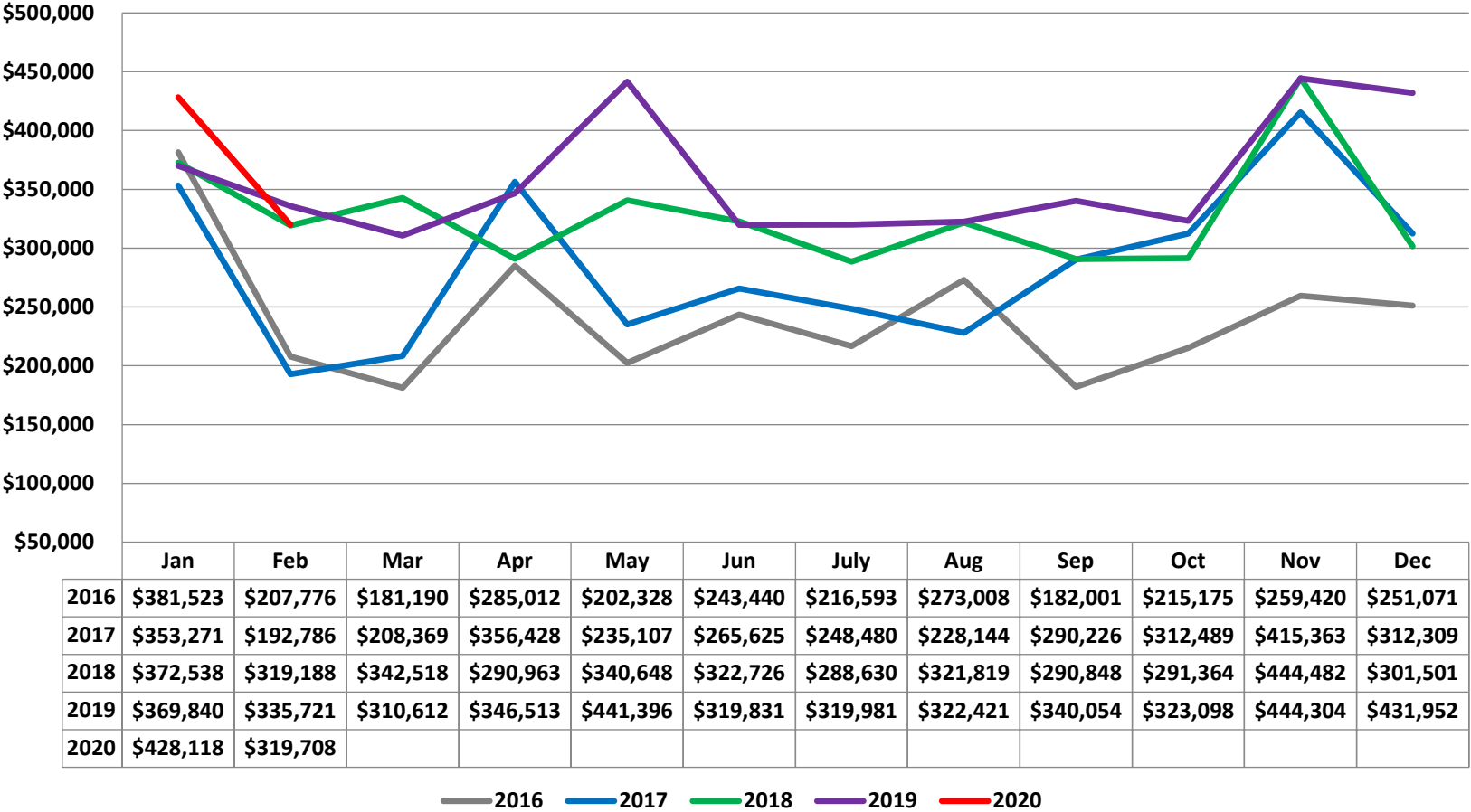
KEY ITEMS

- 2019: GEMT Settlements - \$558,667; Regular GEMT & Transports - \$647,603
- 2020 Budget - \$600,000

YTD Expenses

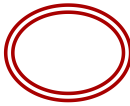


Monthly Expenditures Comparison

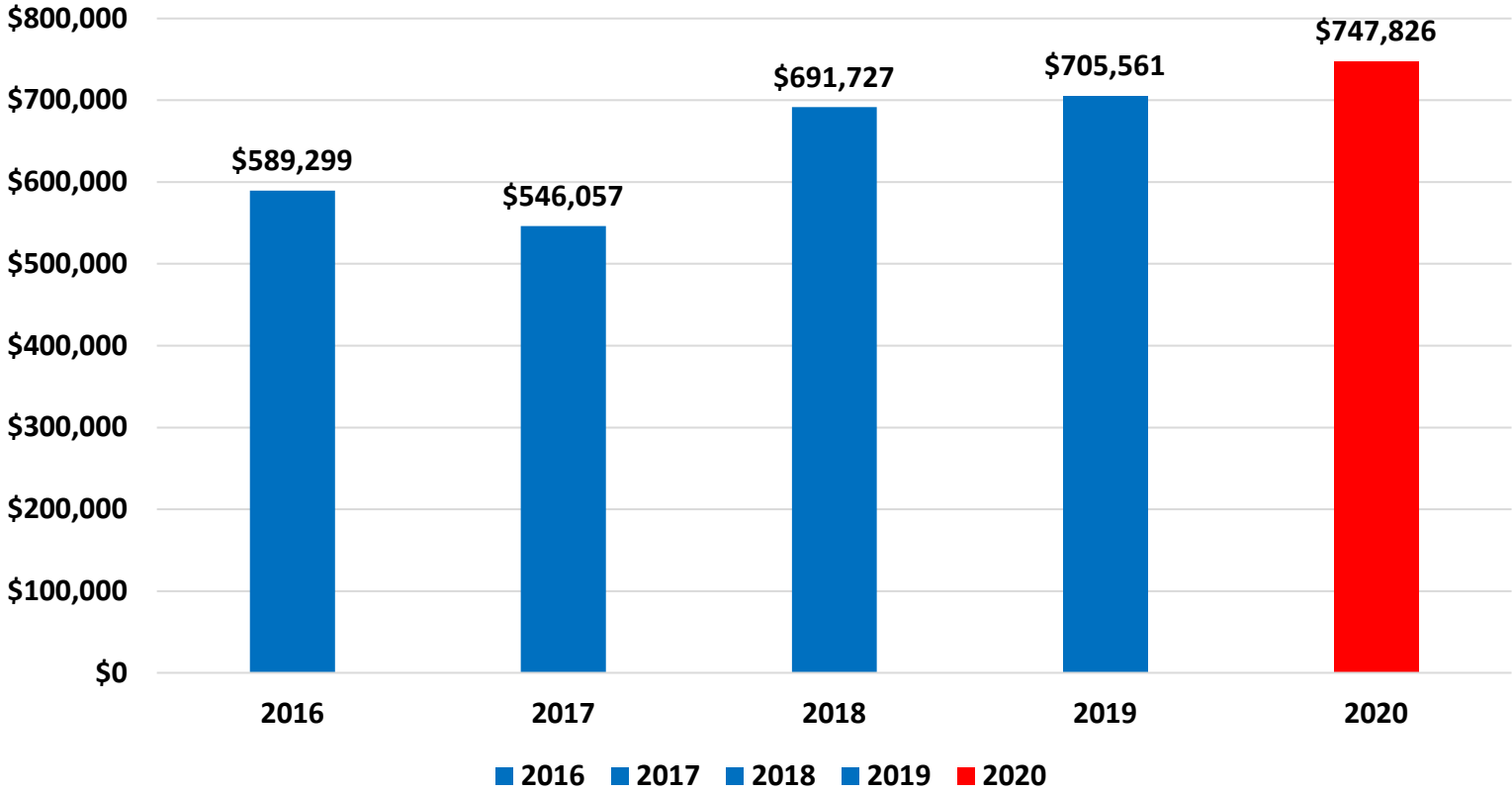


— 2016 — 2017 — 2018 — 2019 — 2020

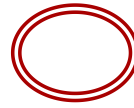
YTD Expenses



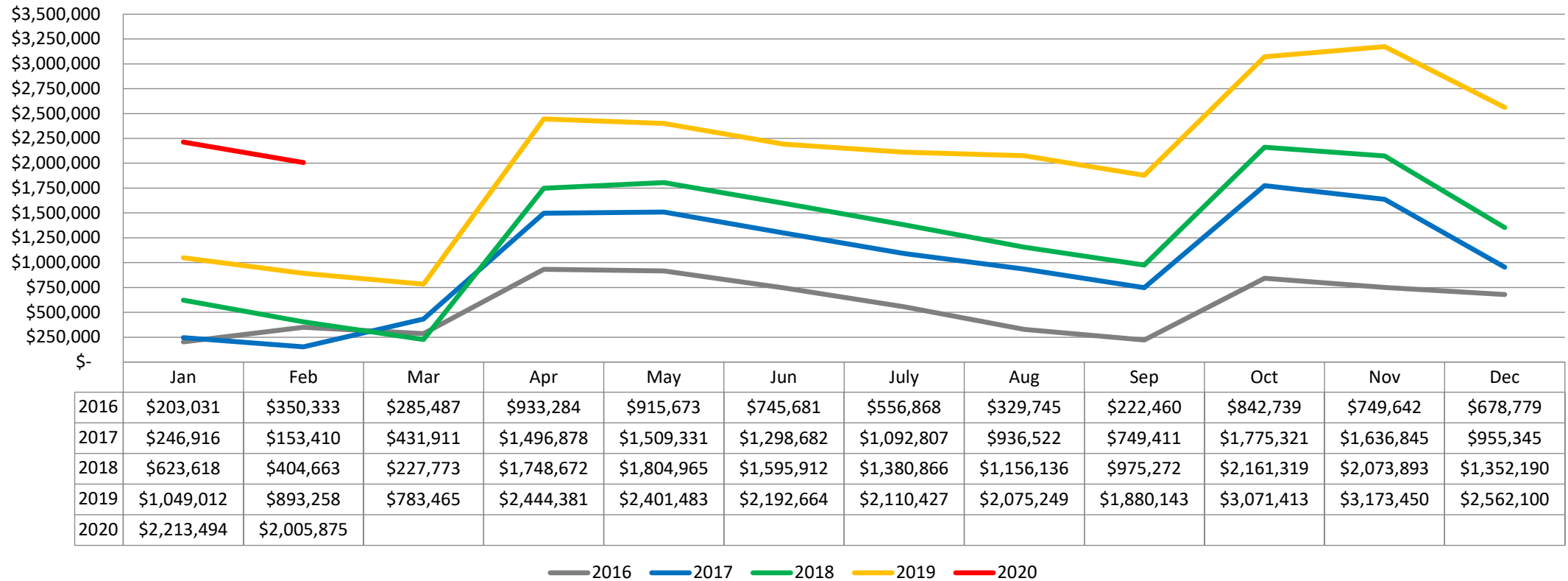
YTD
Expenditures Comparison



Cash Balance

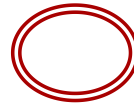


Cash Balance Comparison



— 2016 — 2017 — 2018 — 2019 — 2020

2020 Capital Fund Summary



REVENUE

	YTD		
	2/29/2020	2020 Budget	Difference
Fire Impact Fees \$	7,149	\$ 250,000	\$ (164,207)
Misc. Revenue \$	7,050	\$ -	\$ 84,604
Tansfers In-Operating Fund \$	-	\$ 250,000	\$ (250,000)
Total \$	14,200	\$ 500,000	\$ (329,604)

EXPENDITURES

	YTD		
	2/29/2020	2020 Budget	Difference
Administrative Overhead \$	336	\$ -	\$ (4,037)
Operational Equipment & Supplies \$	8,879	\$ 25,300	\$ (81,254)
Capital \$	61	\$ 385,000	\$ 384,265
Total \$	9,277	\$ 410,300	\$ 298,974

FUND BALANCE

	YTD		
	2/29/2020	2020 Budget	Difference
Beginning Fund Balance \$	1,887,289	\$ 1,846,000	\$ 41,289
Change in Fund Balance (Rev - Exp) \$	4,923	\$ 89,700	\$ (30,629)
Ending Fund Balance \$	1,892,211	\$ 1,935,700	\$ 10,659

Enumclaw Fire Department
3-18-2020



Chief's Report



COVID-19

- Made aware of outbreak via conference 2/29
- Daily conference calls have been occurring ever since
- Firefighters have remained nimble in order to adjust to changing protocols
- Increased work load due to increased decontamination intervals
- EFD has maintained a pandemic supply for the past 14 years
- At our current consumption rate we have an approximately 32 day supply
- Currently seeking alternative protective equipment as of now we have no confirmation on resupply
- EMT class has been cancelled for our Volunteers
- Training has been cancelled
- All outside meetings, tours, public education and ride a longs have been cancelled