



# ENUMCLAW FIRE DEPARTMENT BOARD OF FIRE COMMISSIONERS

## REGULAR MEETING AGENDA WEDNESDAY, JULY 15, 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: 884 1139 5622

Link to Join: <https://us02web.zoom.us/j/88411395622>

1. CALL TO ORDER
2. ATTENDANCE
3. AGENDA AMENDMENTS
4. APPROVAL OF MEETING MINUTES
  - A. Regular Meeting June 17, 2020
5. REGULAR BUSINESS
  - A. CORRESPONDENCE
  - B. FINANCIALS
    - 1) Approval of Expenditures – Exhibit A
      - a) 2020 General Fund Expenditures - \$334,877.25
        - **Board Action Recommendation:** To approve expenditures from the General Fund for \$334,877.25 as presented in Exhibit A.
    - 2) Cash Balances
      - a) June 30, 2020
        - a. General Operating Fund – \$3,465,861.57 (2019 - \$2,192,664.07)
        - b. Capital Outlay Fund - \$1,960,417.41 (2019 - \$1,538,056.83)
      - b) July 9, 2020
        - a. General Operating Fund – \$3,500,907.75
        - b. Capital Outlay Fund - \$2,014,119.36
      - 3) Financial Report – Ashley Winter
    - C. FIRE CHIEF'S REPORT - Chief Randy Fehr
    - D. RESOLUTIONS
  6. MEETINGS
    - A. Next Regular Meeting
      - 1) August 19, 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 6-18-2020 THRU 7-15-2020

**Date:** Wednesday, July 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
	7/15/2020	2020.07.01	Accounts Payable	200701001-200701024	\$ 66,709.94
					<u>\$ 66,709.94</u>
General Fund Payroll	Date	Batch	Type	Voucher #s	Amount
	6/30/2020	Career	Direct Deposit	EFTs	\$ 127,299.75
	6/30/2020	2020.06.05	Deductions & Benefits	EFTs	\$ 128,084.10
	6/30/2020	2020.06.04	Deductions & Benefits	200604001-200604003	\$ 5,020.32
	7/15/2020	Vol/Chap/Board	Direct Deposit	EFTs	\$ 6,274.58
	7/15/2020	2020.07.02	Deductions & Benefits	EFTs	\$ 1,488.56
					<u>\$ 268,167.31</u>
Capital Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
					<u>\$ -</u>
Voided Vouchers	Date	Batch	Type	Voucher #s	Amount
					<u>\$ -</u>
Interfund Transfer	Date	From	To	Description	Amount
					<u>\$ -</u>
<b>Total 2020 General Fund Expenditures</b>					\$ 334,877.25
<b>Total 2020 Capital Fund Expenditures</b>					\$ -
<b>TOTAL EXPENDITURES</b>					<u>\$ 334,877.25</u>



# ENUMCLAW FIRE DEPARTMENT BOARD OF FIRE COMMISSIONERS

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

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### **The Board of Commissioners of the Enumclaw Fire Department held 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**

- Meeting called to order at 6:15pm 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 May 20, 2020

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

#### **5. REGULAR BUSINESS**

##### A. CORRESPONDENCE

- None

##### 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:** Motion made by Commissioner Heintzinger to approve expenditures from the General Fund for \$350,816.75 and Capital Reserve Fund for \$933.73 as presented in Exhibit A, seconded by Commissioner Jones. All in favor 5-0.

###### 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

- **Board Action:** Motion made by Commissioner Heintzinger to read Resolution #2020-03 by title only, seconded by Commissioner Stubblefield. All in favor 5-0.

- Resolution #2020-03 read by title by Commissioner Trachte.
- **Board Action:** Motion made by Commissioner Jones to approve Resolution #2020-03, seconded by Commissioner Stubblefield. All in favor 5-0.

**6. MEETINGS**

A. Next Regular Meeting

1) July 15, 2020 @ 6:00pm

**7. OLD BUSINESS**

- None

**8. NEW BUSINESS**

- None

**9. GOOD OF THE ORDER**

- None

**10. ADJOURNMENT**

- **Board Action:** Motion made by Commissioner Jones at 6:43pm to adjourn, seconded by Commissioner Heintzinger. All in favor 5-0. Meeting Adjourned.

Approved by:

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Amy Trachte, Chairperson

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Ashley Winter, District Secretary

# CHECK REGISTER

ENUMCLAW FIRE DEPARTMENT

Time: 11:34:53 Date: 07/13/2020

MCAG #: 2521

06/18/2020 To: 07/15/2020

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
722	06/30/2020	Payroll	1	EFT		9,138.90	
723	06/30/2020	Payroll	1	EFT		8,034.83	
724	06/30/2020	Payroll	1	EFT		4,507.91	
725	06/30/2020	Payroll	1	EFT		4,117.61	
726	06/30/2020	Payroll	1	EFT		8,297.54	
727	06/30/2020	Payroll	1	EFT		5,560.92	
728	06/30/2020	Payroll	1	EFT		6,445.39	
729	06/30/2020	Payroll	1	EFT		7,281.52	
730	06/30/2020	Payroll	1	EFT		2,762.84	
731	06/30/2020	Payroll	1	EFT		5,802.89	
732	06/30/2020	Payroll	1	EFT		6,617.97	
733	06/30/2020	Payroll	1	EFT		7,145.74	
734	06/30/2020	Payroll	1	EFT		5,936.63	
735	06/30/2020	Payroll	1	EFT		7,169.10	
736	06/30/2020	Payroll	1	EFT		6,698.84	
737	06/30/2020	Payroll	1	EFT		10,191.59	
738	06/30/2020	Payroll	1	EFT		3,089.46	
739	06/30/2020	Payroll	1	EFT		4,621.40	
740	06/30/2020	Payroll	1	EFT		2,719.91	
741	06/30/2020	Payroll	1	EFT		7,397.95	
742	06/30/2020	Payroll	1	EFT		3,760.81	
747	06/30/2020	Payroll	1	EFT	DEPT OF RETIREMENT SYSTEMS	29,596.23	Pay Cycle(s) 06/30/2020 To 06/30/2020 - LEOFF; Pay Cycle(s) 06/30/2020 To 06/30/2020 - PERS2
748	06/30/2020	Payroll	1	EFT	DIRECT DEPOSIT FOR PAYROLL	17,850.00	Pay Cycle(s) 06/30/2020 To 06/30/2020 - PR DRAW
749	06/30/2020	Payroll	1	EFT	IAFF #3931	2,592.00	Pay Cycle(s) 06/30/2020 To 06/30/2020 - HOUSE DUES; Pay Cycle(s) 06/30/2020 To 06/30/2020 - UNION DUES
750	06/30/2020	Payroll	1	EFT	IAFF FIRE PAC	162.13	Pay Cycle(s) 06/30/2020 To 06/30/2020 - IAFF FIRE PAC
751	06/30/2020	Payroll	1	EFT	INTERNAL REVENUE SERVICE	29,819.26	941 Deposit for Pay Cycle(s) 06/30/2020 - 06/30/2020
752	06/30/2020	Payroll	1	EFT	JOHN HANCOCK RETIREMENT PLAN SERVICES	11,350.47	Pay Cycle(s) 06/30/2020 To 06/30/2020 - DEFERRED COMP; Pay Cycle(s) 06/30/2020 To 06/30/2020 - DEFERRED COMP-ADMIN; Pay Cycle(s) 06/30/2020 To 06/30/2020 - DC LOAN PMT
753	06/30/2020	Payroll	1	EFT	LEOFF HEALTH & WELFARE TRUST	34,814.01	Pay Cycle(s) 06/30/2020 To 06/30/2020 - MEDICAL INS
754	06/30/2020	Payroll	1	EFT	WSCFF MEDICAL EMPLOYEE BENEFIT TRUST	1,900.00	Pay Cycle(s) 06/30/2020 To 06/30/2020 - MERP
764	07/15/2020	Claims	1	0	ANACONDA NETWORKS, INC	282.36	INV# 2671
765	07/15/2020	Claims	1	0	COPIERS NORTHWEST	39.07	INV# INV2159897
766	07/15/2020	Claims	1	0	CREATIVE CONCEPTS	1,040.00	INV# 20-0007
767	07/15/2020	Claims	1	0	CUMBERLAND WATER CO-OP	111.18	ACT# 49; ACT# 48
768	07/15/2020	Claims	1	0	CUSTOM IMPRESSIONS	2,741.40	INV# 488960; INV# 489012
769	07/15/2020	Claims	1	0	DAVIS DOOR SERVICE INC	847.16	INV# 251819
770	07/15/2020	Claims	1	0	ESCI	5,100.00	INV# 20-174

# CHECK REGISTER

ENUMCLAW FIRE DEPARTMENT

Time: 11:34:53 Date: 07/13/2020

MCAG #: 2521

06/18/2020 To: 07/15/2020

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
771	07/15/2020	Claims	1	0	GALLS LLC	368.32	INV# 015838102; INV# 015819018; INV# 015767164; INV# 015897768; INV# 015936823
772	07/15/2020	Claims	1	0	GATEWAY TRUE VALUE	157.19	INV# 138208; INV# 138596; INV# 138723
773	07/15/2020	Claims	1	0	JAMES OIL CO INC	739.03	INV# 412096; INV# 411794
774	07/15/2020	Claims	1	0	KING COUNTY FIRE DISTRICT #20	12.50	INV# 2020-09
775	07/15/2020	Claims	1	0	KING COUNTY RADIO COMMUNICATION SERVICES	2,246.83	INV# 16035
776	07/15/2020	Claims	1	0	L.N. CURTIS & SONS	2,232.69	INV# INV396531; INV# INV397055; INV# INV4402455; INV# INV401904
777	07/15/2020	Claims	1	0	LIFE ASSIST INC	1,146.20	INV# 1012341; INV# 1012335; INV# 1007623; INV# 1012046; INV# 1010074
778	07/15/2020	Claims	1	0	MAIL EXPRESS BUSINESS CENTER	24.76	INV# 480633
779	07/15/2020	Claims	1	0	MCKEE ENTERPRISES, LLC	2,364.23	7-7-2020
780	07/15/2020	Claims	1	0	PUGET SOUND ENERGY	631.56	ACT# 200004901209; ACT# 220000260285
781	07/15/2020	Claims	1	0	PUGET SOUND REGIONAL FIRE AUTHORITY	29,766.53	INV# 20-0645; INV# 20-0646; INV# 20-0474; INV# 20-0475; INV# 20-0476; INV# 20-0457; INV# 20-0456
782	07/15/2020	Claims	1	0	SNURE LAW OFFICE, PSC	925.00	7-1-2020
783	07/15/2020	Claims	1	0	ELIZABETH TAILLEUR	200.00	REFUND
784	07/15/2020	Claims	1	0	THE SUPPLY SOURCE	1,391.67	INV# 2002339; INV# 2002338
785	07/15/2020	Claims	1	0	US BANK	6,401.52	JUNE STATEMENT
786	07/15/2020	Claims	1	0	VALLEY COMMUNICATIONS CENTER	7,890.74	INV# 0024652
787	07/15/2020	Claims	1	0	WA FIRE COMMISSIONERS ASSN	50.00	INV# 20-60
788	07/15/2020	Payroll	1	EFT		478.71	
789	07/15/2020	Payroll	1	EFT		230.87	
790	07/15/2020	Payroll	1	EFT		92.35	
791	07/15/2020	Payroll	1	EFT		184.70	
792	07/15/2020	Payroll	1	EFT		117.90	
793	07/15/2020	Payroll	1	EFT		608.12	
794	07/15/2020	Payroll	1	EFT		117.90	
795	07/15/2020	Payroll	1	EFT		579.36	
796	07/15/2020	Payroll	1	EFT		277.05	
797	07/15/2020	Payroll	1	EFT		923.50	
798	07/15/2020	Payroll	1	EFT		277.05	
799	07/15/2020	Payroll	1	EFT		227.05	
800	07/15/2020	Payroll	1	EFT		117.90	
801	07/15/2020	Payroll	1	EFT		117.90	
802	07/15/2020	Payroll	1	EFT		546.36	
803	07/15/2020	Payroll	1	EFT		952.76	
804	07/15/2020	Payroll	1	EFT		307.20	
805	07/15/2020	Payroll	1	EFT		117.90	
806	07/15/2020	Payroll	1	EFT	INTERNAL REVENUE SERVICE	1,488.56	941 Deposit for Pay Cycle(s) 07/15/2020 - 07/15/2020
744	06/30/2020	Payroll	1	9851203	DELTA DENTAL OF WASHINGTON	2,849.96	Pay Cycle(s) 06/30/2020 To 06/30/2020 - DENTAL INS
745	06/30/2020	Payroll	1	9851204	DIMARTINO ASSOCIATES	1,965.36	Pay Cycle(s) 06/30/2020 To 06/30/2020 - DISABILITY INS

# CHECK REGISTER

ENUMCLAW FIRE DEPARTMENT

Time: 11:34:53 Date: 07/13/2020

MCAG #: 2521

06/18/2020 To: 07/15/2020

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
746	06/30/2020	Payroll	1	9851205	WSCFF FAST PAC	205.00	Pay Cycle(s) 06/30/2020 To 06/30/2020 - WSCFF
001 GENERAL OPERATING FUND 100280010						334,877.25	
* Transaction Has Mixed Revenue And Expense Accounts						334,877.25	Claims: 66,709.94 Payroll: 268,167.31

Period: JUN-2020

**Fund: 100280010 ENUMCLAW FIRE EXPENSE**

Day	Beginning Balance	Receipts	Disbursements	Ending Balance
01	3,512,761.75	4,173.74	6.73	3,516,928.76
02	3,516,928.76	0.00	47.15	3,516,881.61
03	3,516,881.61	164,132.67	0.00	3,681,014.28
04	3,681,014.28	29,669.43	0.00	3,710,683.71
05	3,710,683.71	9,540.18	0.00	3,720,223.89
06	3,720,223.89	0.00	0.00	3,720,223.89
07	3,720,223.89	0.00	0.00	3,720,223.89
08	3,720,223.89	13,665.81	0.00	3,733,889.70
09	3,733,889.70	2,757.93	49.66	3,736,597.97
10	3,736,597.97	5,782.92	657.63	3,741,723.26
11	3,741,723.26	7,909.81	0.00	3,749,633.07
12	3,749,633.07	7,899.17	0.00	3,757,532.24
13	3,757,532.24	0.00	0.00	3,757,532.24
14	3,757,532.24	0.00	0.00	3,757,532.24
15	3,757,532.24	1,918.99	26,941.93	3,732,509.30
16	3,732,509.30	3,755.10	0.00	3,736,264.40
17	3,736,264.40	5,734.45	85,482.38	3,656,516.47
18	3,656,516.47	1,382.88	0.00	3,657,899.35
19	3,657,899.35	7,934.65	0.00	3,665,834.00
20	3,665,834.00	0.00	0.00	3,665,834.00
21	3,665,834.00	0.00	0.00	3,665,834.00
22	3,665,834.00	13,885.29	0.00	3,679,719.29
23	3,679,719.29	2,494.75	0.00	3,682,214.04
24	3,682,214.04	2,807.61	0.00	3,685,021.65
25	3,685,021.65	2,004.33	0.00	3,687,025.98
26	3,687,025.98	10,892.48	0.00	3,697,918.46
27	3,697,918.46	0.00	0.00	3,697,918.46
28	3,697,918.46	0.00	0.00	3,697,918.46
29	3,697,918.46	4,223.51	0.00	3,702,141.97
30	3,702,141.97	6,273.77	242,554.17	3,465,861.57
<b>Total</b>		<b>308,839.47</b>	<b>355,739.65</b>	

Average Daily Balance: 3,686,568.41



Period: JUN-2020

Fund: 100283010 ENUMCLAW FIRE CAPITAL OUTLAY

Day	Beginning Balance	Receipts	Disbursements	Ending Balance
01	1,959,134.19	2,216.95	0.00	1,961,351.14
02	1,961,351.14	0.00	0.00	1,961,351.14
03	1,961,351.14	0.00	0.00	1,961,351.14
04	1,961,351.14	0.00	0.00	1,961,351.14
05	1,961,351.14	0.00	0.00	1,961,351.14
06	1,961,351.14	0.00	0.00	1,961,351.14
07	1,961,351.14	0.00	0.00	1,961,351.14
08	1,961,351.14	0.00	0.00	1,961,351.14
09	1,961,351.14	0.00	0.00	1,961,351.14
10	1,961,351.14	0.00	0.00	1,961,351.14
11	1,961,351.14	0.00	0.00	1,961,351.14
12	1,961,351.14	0.00	0.00	1,961,351.14
13	1,961,351.14	0.00	0.00	1,961,351.14
14	1,961,351.14	0.00	0.00	1,961,351.14
15	1,961,351.14	0.00	0.00	1,961,351.14
16	1,961,351.14	0.00	0.00	1,961,351.14
17	1,961,351.14	0.00	933.73	1,960,417.41
18	1,960,417.41	0.00	0.00	1,960,417.41
19	1,960,417.41	0.00	0.00	1,960,417.41
20	1,960,417.41	0.00	0.00	1,960,417.41
21	1,960,417.41	0.00	0.00	1,960,417.41
22	1,960,417.41	0.00	0.00	1,960,417.41
23	1,960,417.41	0.00	0.00	1,960,417.41
24	1,960,417.41	0.00	0.00	1,960,417.41
25	1,960,417.41	0.00	0.00	1,960,417.41
26	1,960,417.41	0.00	0.00	1,960,417.41
27	1,960,417.41	0.00	0.00	1,960,417.41
28	1,960,417.41	0.00	0.00	1,960,417.41
29	1,960,417.41	0.00	0.00	1,960,417.41
30	1,960,417.41	0.00	0.00	1,960,417.41
<b>Total</b>		<b>2,216.95</b>	<b>933.73</b>	

Average Daily Balance: 1,960,915.40

<b>Fund</b>	<b>Fund Name</b>	<b>Ending Balance</b>
100280010	ENUMCLAW FIRE EXPENSE	3,500,907.75
100283010	ENUMCLAW FIRE CAPITAL OUTLAY	2,014,119.36
100286030	ENUMCLAW FIRE SPECIAL RESCUE RESERV	0.00
	<b>Total</b>	<b>5,515,027.11</b>

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