



# ENUMCLAW FIRE DEPARTMENT BOARD OF FIRE COMMISSIONERS

## REGULAR MEETING AGENDA WEDNESDAY, DECEMBER 16, 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: 899 0777 1805

Passcode: 98022

Link to Join: <https://us02web.zoom.us/j/89907771805?pwd=b3EzZkFUcHRnVFA2dIRQemtGT1FLZz09>

1. **CALL TO ORDER**
2. **ATTENDANCE**
3. **AGENDA AMENDMENTS**
4. **APPROVAL OF MEETING MINUTES**
  - A. Regular Meeting November 18, 2020
5. **REGULAR BUSINESS**
  - A. CORRESPONDENCE
  - B. FINANCIALS
    - 1) Approval of Expenditures – Exhibit A
      - a) 2020 General Fund Expenditures - \$695,926.70
      - b) 2020 Capital Outlay Fund Expenditures - \$1,313.10
        - **Board Action Recommendation:** To approve expenditures from the General Fund for \$695,926.70 and Capital Outlay Fund for \$1,313.10 as presented in Exhibit A.
    - 2) Cash Balances
      - a) November 30, 2020
        - a. General Operating Fund – \$3,856,458.96 (2019 - \$3,071,413.10)
        - b. Capital Outlay Fund - \$2,008,345.62 (2019 - \$1,786,427.41)
      - b) December 10, 2020
        - a. General Operating Fund – \$3,073,587.41
        - b. Capital Outlay Fund - \$2,814,480.61
    - 2) Financial Report – Ashley Winter
  - C. FIRE CHIEF'S REPORT - Chief Randy Fehr
  - D. RESOLUTIONS
    - 1) Resolution #2020-14 Surplus Equipment
    - 2) Resolution #2020-15 Pandemic Supplies Budget Amendment
6. **MEETINGS**
  - A. Next Regular Meeting
    - 1) January 20, 2021 @ 6:00pm
7. **OLD BUSINESS**
  - A. Commissioner Policy Manual Update - Electronic Signature Policy
8. **NEW BUSINESS**
9. **EXECUTIVE/EXEMPT SESSION**
10. **GOOD OF THE ORDER**
11. **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 11-19-2020 THRU 12-16-2020

**Date:** Wednesday, December 16, 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
	12/16/2020	2020.12.03	Accounts Payable	201203001-201203041	\$ 239,210.76
					<u>\$ 239,210.76</u>
General Fund Payroll	Date	Batch	Type	Voucher #s	Amount
	11/30/2020	Career	Direct Deposit	EFTs	\$ 248,785.76
	11/30/2020	2020.11.05	Deductions & Benefits	201105001-201105003	\$ 6,216.61
	11/30/2020	2020.11.04	Deductions & Benefits	EFTs	\$ 196,749.32
	12/15/2020	Vol/Chap/Board	Direct Deposit	EFTs	\$ 3,938.37
	12/15/2020	2020.12.01	Deductions & Benefits	EFTs	\$ 1,025.88
					<u>\$ 456,715.94</u>
Capital Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	12/16/2020	2020.12.02	Accounts Payable	201202001-201202002	\$ 1,313.10
					<u>\$ 1,313.10</u>
Voided Vouchers	Date	Batch	Type	Voucher #s	Amount
					\$ -
Interfund Transfer	Date	From	To	Description	Amount
					\$ -
<b>Total 2020 General Fund Expenditures</b>					<b>\$ 695,926.70</b>
<b>Total 2020 Capital Fund Expenditures</b>					<b>\$ 1,313.10</b>
<b>TOTAL EXPENDITURES</b>					<b><u>\$ 697,239.80</u></b>



# ENUMCLAW FIRE DEPARTMENT BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES  
WEDNESDAY, NOVEMBER 18, 2020 – 6:00PM  
REMOTE MEETING  
TELEPHONE CONFERENCE CALL-IN USING ZOOM

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

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**1. CALL TO ORDER**

- Meeting called to order by Commissioner Trachte at 6:00pm

**2. ATTENDANCE**

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

**3. AGENDA AMENDMENTS**

- None

**4. APPROVAL OF MEETING MINUTES**

A. Regular Meeting October 21, 2020

- **Board Action:** Motion made by Commissioner Zoll to approve October 21, 2020 Regular Meeting Minutes, seconded by Commissioner Stubblefield. All in favor 5-0.

**5. REGULAR BUSINESS**

A. CORRESPONDENCE

B. FINANCIALS

1) Approval of Expenditures – Exhibit A

a) 2020 General Fund Expenditures - \$392,717.08

b) 2020 Capital Outlay Fund Expenditures - \$249,966.39

- **Board Action:** Motion made by Commissioner Jones to approve expenditures from the General Fund for \$392,717.08 and Capital Outlay Fund for \$249,966.39 as presented in Exhibit A, seconded by Commissioner Zoll. All in favor 5-0.

2) Cash Balances

a) October 31, 2020

a. General Operating Fund – \$3,947,938.38 (2019 - \$3,071,413.10)

b. Capital Outlay Fund - \$2,256,604.45 (2019 - \$1,786,427.41)

b) November 11, 2020

a. General Operating Fund – \$4,235,686.12

b. Capital Outlay Fund - \$2,256,604.45

2) Financial Report – Ashley Winter

C. FIRE CHIEF'S REPORT - Chief Randy Fehr

D. RESOLUTIONS

1) Resolution #2020-08 Setup Reserve for Unemployment Claims

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

- Commissioner Trachte reads Resolution #2020-08 by title

- **Board Action:** Motion made by Commissioner Jones to approve Resolution #2020-08, seconded by Commissioner Stubblefield. All in favor 5-0.
- 2) Resolution #2020-09 Setup Reserve for Compensated Absences
  - **Board Action:** Motion made by Commissioner Heintzinger to read by title only, seconded by Commissioner Jones. All in favor 5-0.
  - Commissioner Trachte reads Resolution #2020-09 by title
  - **Board Action:** Motion made by Commissioner Heintzinger to approve Resolution #2020-09, seconded by Commissioner Stubblefield. All in favor 5-0.
- 3) Resolution #2020-10 Increase Transfer to Capital Outlay Fund
  - **Board Action:** Motion made by Commissioner Jones to read by title only, seconded by Commissioner Heintzinger. All in favor 5-0.
  - Commissioner Trachte reads Resolution #2020-10 by title
  - **Board Action:** Motion made by Commissioner Jones to approve Resolution #2020-10, seconded by Commissioner Heintzinger. All in favor 5-0.
- 4) Resolution #2020-11 2021 Property Tax Levy
  - **Board Action:** Motion made by Commissioner Heintzinger to read by title only, seconded by Commissioner Jones. All in favor 5-0.
  - Commissioner Trachte reads Resolution #2020-11 by title
  - **Board Action:** Motion made by Commissioner Jones to approve Resolution #2020-11, seconded by Commissioner Stubblefield. All in favor 5-0.
- 5) Resolution #2020-12 Declaration of Emergency – COVID-19
  - **Board Action:** Motion made by Commissioner Jones to read by title only, seconded by Commissioner Heintzinger. All in favor 5-0.
  - Commissioner Trachte reads Resolution #2020-12 by title
  - **Board Action:** Motion made by Commissioner Jones to approve Resolution #2020-12, seconded by Commissioner Heintzinger. All in favor 5-0.
- 6) Resolution #2020-13 Budget Amendment – Pandemic Supplies
  - **Board Action:** Motion made by Commissioner Heintzinger to read by title only, seconded by Commissioner Jones. All in favor 5-0.
  - Commissioner Trachte reads Resolution #2020-13 by title
  - **Board Action:** Motion made by Commissioner Jones to approve Resolution #2020-13, seconded by Commissioner Heintzinger. All in favor 5-0.

## 6. MEETINGS

### A. Next Regular Meeting

- 1) December 16, 2020 @ 6:00pm

### B. 2018-2019 Audit Entrance Conference

- Board agrees for meeting to be attended by Chair and Vice Chair only.

## 7. OLD BUSINESS

## 8. NEW BUSINESS

### A. Finance Software Upgrade

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

### B. Electronic Signature Policy

- **Board Action:** Motion made by Commissioner Heintzinger to authorize Chief Fehr to move forward with developing an Electronic Signature Policy for the District, seconded by Commissioner Jones. All in favor 5-0.

## 9. EXECUTIVE/EXEMPT SESSION

### A. RCW 42.30.110

- 1) Chief's Annual Evaluation
  - Dismissed at 6:50pm for Chief's Annual Evaluation, estimated for 10 minutes.
  - Resumed regular session at 6:57pm.

## 10. GOOD OF THE ORDER

- Zoll – Ask interest of Commissioners to use some monies from Commissioner donation bank account towards supporting holiday programs. All Commissioners express support.
- Chief – Truck for toys and food drive donations is available out front of the Fire Station.
- Heintzinger – Thanks admin for extra support during COVID times.

## 11. ADJOURNMENT

- **Board Action:** Motion made by Commissioner Heintzinger to adjourn meeting at 7:09pm, seconded by Commissioner Jones. All in favor 5-0.

Approved by:

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Amy Trachte, Chairperson

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Ashley Winter, District Secretary

# CHECK REGISTER

ENUMCLAW FIRE DEPARTMENT

Time: 08:35:19 Date: 12/14/2020

MCAG #: 2521

11/19/2020 To: 12/16/2020

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1303	11/30/2020	Payroll	1	EFT		18,707.63	
1304	11/30/2020	Payroll	1	EFT		14,375.82	
1305	11/30/2020	Payroll	1	EFT		8,215.03	
1306	11/30/2020	Payroll	1	EFT		11,330.18	
1307	11/30/2020	Payroll	1	EFT		18,117.45	
1308	11/30/2020	Payroll	1	EFT		11,616.07	
1309	11/30/2020	Payroll	1	EFT		14,913.62	
1310	11/30/2020	Payroll	1	EFT		13,002.22	
1311	11/30/2020	Payroll	1	EFT		7,284.16	
1312	11/30/2020	Payroll	1	EFT		10,369.87	
1313	11/30/2020	Payroll	1	EFT		10,622.07	
1314	11/30/2020	Payroll	1	EFT		18,839.70	
1315	11/30/2020	Payroll	1	EFT		9,891.91	
1316	11/30/2020	Payroll	1	EFT		12,462.93	
1317	11/30/2020	Payroll	1	EFT		15,656.07	
1318	11/30/2020	Payroll	1	EFT		14,693.35	
1319	11/30/2020	Payroll	1	EFT		6,508.23	
1320	11/30/2020	Payroll	1	EFT		8,000.52	
1321	11/30/2020	Payroll	1	EFT		4,404.92	
1322	11/30/2020	Payroll	1	EFT		13,882.27	
1323	11/30/2020	Payroll	1	EFT		5,891.74	
1324	11/30/2020	Payroll	1	EFT	DEPT OF RETIREMENT SYSTEMS	53,219.60	Pay Cycle(s) 11/30/2020 To 11/30/2020 - LEOFF; Pay Cycle(s) 11/30/2020 To 11/30/2020 - PERS2
1325	11/30/2020	Payroll	1	EFT	DIRECT DEPOSIT FOR PAYROLL	16,500.00	Pay Cycle(s) 11/30/2020 To 11/30/2020 - PR DRAW
1326	11/30/2020	Payroll	1	EFT	IAFF #3931	2,592.00	Pay Cycle(s) 11/30/2020 To 11/30/2020 - HOUSE DUES; Pay Cycle(s) 11/30/2020 To 11/30/2020 - UNION DUES
1327	11/30/2020	Payroll	1	EFT	IAFF FIRE PAC	162.13	Pay Cycle(s) 11/30/2020 To 11/30/2020 - IAFF FIRE PAC
1328	11/30/2020	Payroll	1	EFT	INTERNAL REVENUE SERVICE	74,056.99	941 Deposit for Pay Cycle(s) 11/30/2020 - 11/30/2020
1329	11/30/2020	Payroll	1	EFT	JOHN HANCOCK RETIREMENT PLAN SERVICES	13,289.99	Pay Cycle(s) 11/30/2020 To 11/30/2020 - DEFERRED COMP; Pay Cycle(s) 11/30/2020 To 11/30/2020 - DEFERRED COMP-ADMIN; Pay Cycle(s) 11/30/2020 To 11/30/2020 - DC LOAN PMT
1330	11/30/2020	Payroll	1	EFT	LEOFF HEALTH & WELFARE TRUST	35,028.61	Pay Cycle(s) 11/30/2020 To 11/30/2020 - MEDICAL INS
1331	11/30/2020	Payroll	1	EFT	WSCFF MEDICAL EMPLOYEE BENEFIT TRUST	1,900.00	Pay Cycle(s) 11/30/2020 To 11/30/2020 - MERP
1354	12/15/2020	Payroll	1	EFT		272.83	
1355	12/15/2020	Payroll	1	EFT		277.05	
1356	12/15/2020	Payroll	1	EFT		277.05	
1357	12/15/2020	Payroll	1	EFT		138.52	
1358	12/15/2020	Payroll	1	EFT		117.90	
1359	12/15/2020	Payroll	1	EFT		117.90	
1360	12/15/2020	Payroll	1	EFT		579.36	
1361	12/15/2020	Payroll	1	EFT		277.05	
1362	12/15/2020	Payroll	1	EFT		134.70	
1363	12/15/2020	Payroll	1	EFT		117.90	

# CHECK REGISTER

ENUMCLAW FIRE DEPARTMENT

Time: 08:35:19 Date: 12/14/2020

MCAG #: 2521

11/19/2020 To: 12/16/2020

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1364	12/15/2020	Payroll	1	EFT		117.90	
1365	12/15/2020	Payroll	1	EFT		692.62	
1366	12/15/2020	Payroll	1	EFT		392.49	
1367	12/15/2020	Payroll	1	EFT		307.20	
1368	12/15/2020	Payroll	1	EFT			
1369	12/15/2020	Payroll	1	EFT		117.90	
1370	12/15/2020	Payroll	1	EFT	INTERNAL REVENUE SERVICE	1,025.88	941 Deposit for Pay Cycle(s) 12/15/2020 - 12/15/2020
1381	12/16/2020	Claims	1	0	AMERICAN HERITAGE CORP	6,258.00	INV# 158524
1382	12/16/2020	Claims	1	0	AMERIGAS PROPANE LLC	1,038.95	INV# 3114658213
1383	12/16/2020	Claims	1	0	ATTORNEY MICHAEL J REYNOLDS	441.00	INV# 5881
1384	12/16/2020	Claims	1	0	BIG MOUNTAIN ELECTRIC, INC.	2,934.90	INV# 4298
1385	12/16/2020	Claims	1	0	CITIES INSURANCE ASSOCIATION OF WA	52,146.09	INV# 2020-34643-0514
1386	12/16/2020	Claims	1	0	COPIERS NORTHWEST	146.38	INV# INV2226751
1387	12/16/2020	Claims	1	0	CREATIVE CONCEPTS	1,040.00	INV# 20-00012
1388	12/16/2020	Claims	1	0	CUMBERLAND WATER CO-OP	107.15	ACT# 2864500; ACT# 2864600
1389	12/16/2020	Claims	1	0	CW NIELSEN	536.33	INV# 38063; INV# 38064
1390	12/16/2020	Claims	1	0	ENTRADA	1,750.00	INV# 12/3/2020; INV# 12/8/2020
1391	12/16/2020	Claims	1	0	ESCI	15,278.00	INV# 20-315
1392	12/16/2020	Claims	1	0	FASTENAL INDUSTRIAL SUPPLY	28.58	INV# WAENU104851
1393	12/16/2020	Claims	1	0	FREDS TOWING SERVICE INC	418.50	INV# 102174
1394	12/16/2020	Claims	1	0	GALLS LLC	548.93	INV# 016962237; INV# 1001081971
1395	12/16/2020	Claims	1	0	GATEWAY TRUE VALUE	20.34	INV# 141543; INV#141331; INV# 141707
1396	12/16/2020	Claims	1	0	GLENDALE HEATING AIR CONDITIONING	247.77	INV# 351633
1397	12/16/2020	Claims	1	0	JAMES OIL CO INC	585.48	INV# 415433; INV# 415147
1398	12/16/2020	Claims	1	0	MARCUS S KELLY	81.20	REIMBURSEMENT
1399	12/16/2020	Claims	1	0	KEY HEARING, PLLC	80.00	INV# 11192; INV# 11193
1400	12/16/2020	Claims	1	0	KING COUNTY FIRE COMMISSION ASSOCIATION	180.00	INV# S152
1401	12/16/2020	Claims	1	0	KING COUNTY RADIO COMMUNICATION SERVICES	3,061.45	INV# 16543; INV# 00451730
1402	12/16/2020	Claims	1	0	LES SCHWAB TIRE CENTERS INC	806.73	INV#38400514733; INV# 38400515794
1403	12/16/2020	Claims	1	0	LIFE ASSIST INC	3,476.39	INV# 1049805; INV# 1052429; INV# 1052394; INV# 1054267; INV# 1050112; INV# 1050068; INV# 1049014; INV# 1052067; INV# 1049497; INV# 1049986
1404	12/16/2020	Claims	1	0	MAIL EXPRESS BUSINESS CENTER	17.52	INV#490419
1405	12/16/2020	Claims	1	0	MED-TECH RESOURCE, INC	34,256.25	INV# 124105
1406	12/16/2020	Claims	1	0	MOUNTAIN VIEW AUTO SUPPLY	17.28	INV# 422538
1407	12/16/2020	Claims	1	0	POTENTRX	1,780.92	INV# 12/11/2020; INV# 12/11/2020
1408	12/16/2020	Claims	1	0	PRAXAIR DISTRIBUTION	19.28	INV# 60467106
1409	12/16/2020	Claims	1	0	PUGET SOUND ENERGY	401.98	ACT# 200004901795; ACT# 200000086005; ACT# 300000002356

# CHECK REGISTER

ENUMCLAW FIRE DEPARTMENT

Time: 08:35:19 Date: 12/14/2020

MCAG #: 2521

11/19/2020 To: 12/16/2020

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1410	12/16/2020	Claims	1	0	PUGET SOUND REGIONAL FIRE AUTHORITY	57,814.20	INV# 20-1122; INV# 20-1127; INV# 20-1134; INV# 20-1212; INV# 20-1211; INV# 20-1210; INV# 20-1209; INV# 20-1208; INV# 20-1206; INV# 20-1205; INV# 20-1204; INV# 20-1178; INV# 20-1179; INV# 20-1181; INV#
1411	12/16/2020	Claims	1	0	RON & LEOS WELDING SERVICE INC	782.02	INV# 218558
1412	12/16/2020	Claims	1	0	SNURE LAW OFFICE, PSC	200.00	INV# 12/1/2020
1413	12/16/2020	Claims	1	0	SOUND PUBLISHING INC	1,500.00	INV# 8006406
1414	12/16/2020	Claims	1	0	SOUTH KING FIRE &	5,378.67	INV# 2020-DEC2020
1415	12/16/2020	Claims	1	0	STATE AUDITORS OFFICE	4,535.31	INV# L139405
1416	12/16/2020	Claims	1	0	JAMIE D STEINBACHER	395.78	REIMBURSEMENT
1417	12/16/2020	Claims	1	0	SYSTEMS DESIGN WEST	1,699.00	INV# 20202260
1418	12/16/2020	Claims	1	0	US BANK	15,526.95	NOVEMBER STATEMENT; DECEMBER CHARGES
1419	12/16/2020	Claims	1	0	VALLEY COMMUNICATIONS CENTER	17,155.71	INV# 0025116; INV# 0025055
1420	12/16/2020	Claims	1	0	VALLEY REGIONAL FIRE AUTHORITY	5,810.75	INV# 27
1421	12/16/2020	Claims	1	0	WASTE MANAGEMENT	706.97	INV# 2455356-1055-5
1332	11/30/2020	Payroll	1	9881221	DELTA DENTAL OF WASHINGTON	4,009.50	Pay Cycle(s) 11/30/2020 To 11/30/2020 - DENTAL INS
1333	11/30/2020	Payroll	1	9881222	DIMARTINO ASSOCIATES	2,002.11	Pay Cycle(s) 11/30/2020 To 11/30/2020 - DISABILITY INS
1334	11/30/2020	Payroll	1	9881223	WSCFF FAST PAC	205.00	Pay Cycle(s) 11/30/2020 To 11/30/2020 - WSCFF
1379	12/16/2020	Claims	300	0	L.N. CURTIS & SONS	84.79	INV# INV413288-THIS WAS RETURNED-CREDIT MEMO FOR \$8826.44; INV# CM24299
1380	12/16/2020	Claims	300	0	US BANK	1,228.31	NOVEMBER STATEMENT
001 GENERAL OPERATING FUND 100280010						695,926.70	
300 CAPITAL OUTLAY FUND 100283010						1,313.10	
						697,239.80	Claims: 240,523.86 Payroll: 456,715.94
* Transaction Has Mixed Revenue And Expense Accounts							



Period: NOV-2020

**Fund: 100280010 ENUMCLAW FIRE EXPENSE**

Day	Beginning Balance	Receipts	Disbursements	Ending Balance
01	3,947,938.38	2,959.84	6.50	3,950,891.72
02	3,950,891.72	0.00	20,230.35	3,930,661.37
03	3,930,661.37	0.00	30.00	3,930,631.37
04	3,930,631.37	201,613.91	0.00	4,132,245.28
05	4,132,245.28	31,143.53	0.00	4,163,388.81
06	4,163,388.81	55,290.66	0.00	4,218,679.47
07	4,218,679.47	0.00	0.00	4,218,679.47
08	4,218,679.47	0.00	0.00	4,218,679.47
09	4,218,679.47	764.88	122.00	4,219,322.35
10	4,219,322.35	15,049.91	3,127.03	4,231,245.23
11	4,231,245.23	0.00	0.00	4,231,245.23
12	4,231,245.23	12,079.83	86.16	4,243,238.90
13	4,243,238.90	11,778.38	22,486.67	4,232,530.61
14	4,232,530.61	0.00	0.00	4,232,530.61
15	4,232,530.61	0.00	0.00	4,232,530.61
16	4,232,530.61	2,323.66	0.00	4,234,854.27
17	4,234,854.27	1,978.02	0.00	4,236,832.29
18	4,236,832.29	14,862.22	71,077.41	4,180,617.10
19	4,180,617.10	3,237.17	0.00	4,183,854.27
20	4,183,854.27	17,672.35	51.77	4,201,474.85
21	4,201,474.85	0.00	0.00	4,201,474.85
22	4,201,474.85	0.00	0.00	4,201,474.85
23	4,201,474.85	3,064.15	0.00	4,204,539.00
24	4,204,539.00	303.47	0.00	4,204,842.47
25	4,204,842.47	17,889.32	0.00	4,222,731.79
26	4,222,731.79	0.00	0.00	4,222,731.79
27	4,222,731.79	86.56	0.00	4,222,818.35
28	4,222,818.35	0.00	0.00	4,222,818.35
29	4,222,818.35	0.00	0.00	4,222,818.35
30	4,222,818.35	16,183.64	382,543.03	3,856,458.96
<b>Total</b>		<b>408,281.50</b>	<b>499,760.92</b>	

Average Daily Balance: 4,173,561.40

Period: NOV-2020

Fund: 100283010 ENUMCLAW FIRE CAPITAL OUTLAY

Day	Beginning Balance	Receipts	Disbursements	Ending Balance
01	2,256,604.45	1,707.56	0.00	2,258,312.01
02	2,258,312.01	0.00	0.00	2,258,312.01
03	2,258,312.01	0.00	0.00	2,258,312.01
04	2,258,312.01	0.00	0.00	2,258,312.01
05	2,258,312.01	0.00	0.00	2,258,312.01
06	2,258,312.01	0.00	0.00	2,258,312.01
07	2,258,312.01	0.00	0.00	2,258,312.01
08	2,258,312.01	0.00	0.00	2,258,312.01
09	2,258,312.01	0.00	0.00	2,258,312.01
10	2,258,312.01	0.00	0.00	2,258,312.01
11	2,258,312.01	0.00	0.00	2,258,312.01
12	2,258,312.01	0.00	0.00	2,258,312.01
13	2,258,312.01	0.00	0.00	2,258,312.01
14	2,258,312.01	0.00	0.00	2,258,312.01
15	2,258,312.01	0.00	0.00	2,258,312.01
16	2,258,312.01	0.00	0.00	2,258,312.01
17	2,258,312.01	0.00	0.00	2,258,312.01
18	2,258,312.01	0.00	249,966.39	2,008,345.62
19	2,008,345.62	0.00	0.00	2,008,345.62
20	2,008,345.62	0.00	0.00	2,008,345.62
21	2,008,345.62	0.00	0.00	2,008,345.62
22	2,008,345.62	0.00	0.00	2,008,345.62
23	2,008,345.62	0.00	0.00	2,008,345.62
24	2,008,345.62	0.00	0.00	2,008,345.62
25	2,008,345.62	0.00	0.00	2,008,345.62
26	2,008,345.62	0.00	0.00	2,008,345.62
27	2,008,345.62	0.00	0.00	2,008,345.62
28	2,008,345.62	0.00	0.00	2,008,345.62
29	2,008,345.62	0.00	0.00	2,008,345.62
30	2,008,345.62	0.00	0.00	2,008,345.62
<b>Total</b>		<b>1,707.56</b>	<b>249,966.39</b>	

Average Daily Balance: 2,149,993.24

<b>Fund</b>	<b>Fund Name</b>	<b>Ending Balance</b>
100280010	ENUMCLAW FIRE EXPENSE	3,073,587.41
100283010	ENUMCLAW FIRE CAPITAL OUTLAY	2,814,480.61
100286030	ENUMCLAW FIRE SPECIAL RESCUE RESERV	0.00
	<b>Total</b>	<b>5,888,068.02</b>

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

**ENUMCLAW FIRE DEPARTMENT  
KING COUNTY, STATE OF WASHINGTON  
RESOLUTION #2020-14**

**A RESOLUTION BY THE BOARD OF COMMISSIONERS OF ENUMCLAW FIRE DEPARTMENT, KING COUNTY FIRE PROTECTION DISTRICT #28, DECLARING SPECIFIC FIRE DEPARTMENT EQUIPMENT SURPLUS TO THE DISTRICT'S NEEDS AND ALLOWING SALE OF THE EQUIPMENT THROUGH WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES, OR DONATION/DISPOSAL OF THE EQUIPMENT.**

**WHEREAS**, the Fire District has no further need for the equipment shown on the attached Exhibit 1, for use by the Fire District; and

**WHEREAS**, the Board of Commissioners desires to sell the surplus equipment with value through Washington State Department of Enterprise Services; and

**WHEREAS**, the Board of Commissioners desires to donate or appropriately dispose the surplus equipment with no value.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF ENUMCLAW FIRE DEPARTMENT, KING COUNTY, WASHINGTON DO HEREBY RESOLVE AS FOLLOWS:**

Section 1: The equipment shown on attached Exhibit 1 is declared surplus to the District's needs and may be sold, donated, or appropriately disposed.

**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:

\_\_\_\_\_  
Ashley Winter, District Secretary

## Exhibit 1

### **Asset Description**

N/A	Supply Junction			
N/A	Rescue Tripod			
N/A	Rescue Utility Trailer			
N/A	Flat Utility Trailer			
0240	24 KW Generator			
004	Riding Lawn Mower			
0121	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77562
0122	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77911
0123	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76844
0124	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76772
0125	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77001
0126	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76818
0127	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76893
0128	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77571
0129	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76994
0130	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76543
0131	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77551
0132	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77027
0133	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77340
0134	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76902
0135	SCBA High Pressure Bottle	MSA	7-1348-1	OM 75816
0136	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76800
0137	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76845
0138	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76847
0139	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77084
0140	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77329
0141	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77143
0143	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77061
0144	SCBA High Pressure Bottle	MSA	7-1537-1	OM 73846
0145	SCBA High Pressure Bottle	MSA	7-1537-1	OM 74058
0146	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77072
0147	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77903
0148	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77216
0149	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76833
0150	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77563

0151	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77004
0152	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76735
0153	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76670
0154	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76931
0155	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77025
0156	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76606
0157	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76838
0158	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76846
0159	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77075
0160	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77019
0161	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76899
0162	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77074
0163	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76892
0164	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77032
0165	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76518
0166	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77229
0167	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77006
0168	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77570
0169	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77008
0170	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76748
0171	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76979
0172	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77090
0173	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76835
0174	SCBA High Pressure Bottle	MSA	7-1348-1	OM 75749
0175	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77255
0176	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77036
0177	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77060
0178	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76831
0179	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76843
0180	SCBA High Pressure Bottle	MSA	7-1348-1	OM 77140
0181	SCBA High Pressure Bottle	MSA	7-1348-1	OM 76995
0182	SCBA Bottle Mount Backpack Harness			LAA 054577
0183	SCBA Bottle Mount Backpack Harness			LAA 054598
0184	SCBA Bottle Mount Backpack Harness			LAA 054600
0185	SCBA Bottle Mount Backpack Harness			LAA 054561
0186	SCBA Bottle Mount Backpack Harness			LAA 054574
0187	SCBA Bottle Mount Backpack Harness			LAA 054601
0188	SCBA Bottle Mount Backpack Harness			LAA 054554
0189	SCBA Bottle Mount Backpack Harness			LAA 054593

0190	SCBA Bottle Mount Backpack Harness	LAA 054576
0191	SCBA Bottle Mount Backpack Harness	LAA 054584
0192	SCBA Bottle Mount Backpack Harness	LAA 054559
0193	SCBA Bottle Mount Backpack Harness	LAA 054591
0194	SCBA Bottle Mount Backpack Harness	LAA 054595
0195	SCBA Bottle Mount Backpack Harness	LAA 054579
0196	SCBA Bottle Mount Backpack Harness	LAA 054557
0197	SCBA Bottle Mount Backpack Harness	LAA 053544
0198	SCBA Bottle Mount Backpack Harness	LAA 054555
0199	SCBA Bottle Mount Backpack Harness	LAA 054599
0200	SCBA Bottle Mount Backpack Harness	LAA 054567
0201	SCBA Bottle Mount Backpack Harness	LAA 054556
0202	SCBA Bottle Mount Backpack Harness	LAA 053538
0203	SCBA Bottle Mount Backpack Harness	LAA 054592
0204	SCBA Bottle Mount Backpack Harness	LAA 054580
0205	SCBA Bottle Mount Backpack Harness	LAA 054572
0206	SCBA Bottle Mount Backpack Harness	LAA 054597
0207	SCBA Bottle Mount Backpack Harness	LAA 054573
0208	SCBA Bottle Mount Backpack Harness	LAA 054590



**ENUMCLAW FIRE DEPARTMENT  
KING COUNTY, STATE OF WASHINGTON  
RESOLUTION #2020-15**

**A RESOLUTION BY THE BOARD OF COMMISSIONERS OF ENUMCLAW FIRE DEPARTMENT, KING COUNTY FIRE PROTECTION DISTRICT #28, AMENDING THE 2020 CURRENT EXPENSE BUDGET TO FACILITATE THE PURCHASE OF NECESSARY PANDEMIC SUPPLIES IN THE AMOUNT OF \$30,000.00.**

**WHEREAS**, On February 29, 2020 Governor Jay Inslee issued Proclamation 20-05 Declaring a State of Emergency in all counties of the State of Washington to address the impacts of COVID-19: and

**WHEREAS**, On March 13, 2020 President Donald Trump Declared a National Emergency relating to COVID-19: and

**WHEREAS**, On November 6, 2020 Fire Chief Randy Fehr Declared a Local Emergency relating to COVID-19: and

**WHEREAS**, The Washington State outbreak of COVID-19 and the effects of its extreme risk of person-to-person transmission throughout King County and Washington State significantly impacts the life and health of our customers and District employees and affects life, health, and property; and

**WHEREAS**, The Fire District Adopted Resolution 2020-13 authorizing the purchase of pandemic supplies in the amount of \$50,000 for emergency incidents; and

**WHEREAS**, The Fire District needs an additional \$30,000 pandemic supplies for use in the station and emergency incidents; and

**WHEREAS**, the Enumclaw Fire Expense Fund budget has adequate funds available to purchase necessary pandemic supplies; and

**WHEREAS**, the Board of Commissioners desires to amend the budget in order to reflect fiscal responsibility.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF ENUMCLAW FIRE DEPARTMENT, KING COUNTY, WASHINGTON DO HEREBY RESOLVE AS FOLLOWS:**

Section 1: The 2020 Enumclaw Fire Expense Fund budget for Fire Suppression and EMS Operating Supplies shall be and is hereby amended to include an additional \$30,000.00.

**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:

\_\_\_\_\_  
Ashley Winter, Board Secretary



# ENUMCLAW FIRE DEPARTMENT COMMISSION POLICY MANUAL

Adopted: September 21, 2016

Updated: ~~August 21, 2019~~ December 16, 2020

## ENUMCLAW FIRE DEPARTMENT

1330 Wells St  
Enumclaw, WA 98022

Phone (360) 825-5544  
~~Fax (253) 856-6541~~



# ENUMCLAW FIRE DEPARTMENT

## Commission Policy Manual

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## **ENUMCLAW FIRE DEPARTMENT**

### **Commission Policy**

#### **Mission Statement**

*Compassionately serving our community with a culture of safety and professionalism.*

#### **Vision**

*Build and maintain a culture of trust while meeting the needs of our growing community through a commitment to:*

- *Consistent and Exceptional Customer Service*
  - *Transparent Communications*
  - *Community Relationships*
  - *Fiscal Responsibility*

#### **Core Values**

- 1. Integrity*
- 2. Teamwork*
- 3. Pride in Ownership*
- 4. Reliability*
- 5. Trust*
- 6. Proactivity*



## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

#### **FORWARD**

The decisions that administration makes for the operations of Enumclaw Fire Department will be based on policies determined by the Board as set forth in the policy manual.

This manual will be kept current as to revisions, additions and deletions. It will be available to the public and staff at all times.

Flexibility in making policy changes means the Board is able meet the future needs and challenges as appropriate. Accordingly, the Board reserves the right to amend, modify and eliminate any policies, procedures and benefits at any time.

This manual is subject to changes and therefore not a complete statement of Board policies. It is simply a general summary of the Board's current policies, procedures and benefits.

The Board reserves full discretionary authority to interpret and apply all District policies and procedures and reserves exclusive right to determine how these policies and procedures will apply to specific issues or circumstances as they are brought forward. The Board's determination on all such matters is final and binding.

This manual supersedes any other oral or written provisions, descriptions or understandings of the District's policies, procedures and benefits.

Some policies included in this manual that are required by Federal and State laws and regulations may be subject to change at any time.



## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 1.01 Adoption Date: September 21, 2016

2. SUBJECT: **LEGAL STATUS AND OPERATION**

3. POLICY:

The Board of Fire Commissioners of Enumclaw Fire Department/King County Fire Protection District #28 is a municipal corporation established by law in the state of Washington to provide fire prevention services, fire suppression services, and emergency medical services and for the protection of life and property in the district. The fire protection district, a municipal corporation within the laws of the state, possesses all the usual powers of a corporation for public purposes.

The policies of the Board define the organization of the Board and the manner of conducting its official business. The Board's operating policies are those that the Board adopts from time to time to facilitate the performance of its responsibilities.

4. REFERENCE: RCW 52.12.011 Status – Washington State  
RCW 52.02.020 Districts authorized – Health clinic services





## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 1.02 Adoption Date: September 21, 2016
2. SUBJECT: **MISSION OF THE BOARD OF COMMISSIONERS**
3. POLICY:

Enumclaw Fire Department shall contribute to the health, welfare, and safety of citizens by providing the following services, assuring that these services are delivered with the most cost-effective use of tax dollars and/or other revenues available. The commissioners, administration, staff and volunteers of the fire district shall provide the following services for the purpose of protecting life and property:

#### 3.1 Protection of Life From Fire

- a. Provide a trained force to effectively remove people from the danger of fire or other life-endangering situations and to provide the resources necessary to perform this task.
- b. Provide emergency medical services for the sick and injured.
- c. Cooperate with other Public Safety and appropriate agencies for the welfare of the victims.
- d. Take other preventative measures to further protect life.

#### 3.2 Protection of Property

- a. Recommend manual means available for extinguishing or controlling fires in dwellings and other non-regular activities until the arrival of the fire district.
- b. Provide a force trained in confining fire to the point of origin, extinguishing it, and keeping the damage from fire to a minimum.
- c. Restore the property to as reasonable a state of normalcy as practical after the fire investigation process.
- d. Refrain from giving advice regarding legal responsibility between tenant and owner, or the owner and insurance company.

#### 3.3 Emergency Medical Services

The fire district shall provide basic and advanced life support to parties within the district who are in need of or request aid. The district may cooperate with and receive services from an emergency medical services provider group for advanced life support administration to parties within the district requiring advanced care and/or transportation to a medical facility.

#### 3.4 Protection During Natural Disasters

For the protection of life and property from earthquake, flood, windstorm and other natural disasters, the fire district shall work in coordination with the National Incident Management System (NIMS), the County Comprehensive Emergency Management Plan and the City of Enumclaw Comprehensive Emergency Management Plan.

#### 3.5 Hazardous Materials

The district will respond to incidents involving substance or material which, when uncontrolled, will be harmful to people, animals, property or the environment.

#### 3.6 Public Service

- a. Provide blood pressure checks for citizens.
- b. Provide fire safety education to citizens and students.

4. REFERENCE: National Incident Management System (NIMS)  
King County Comprehensive Emergency Management Plan  
City of Enumclaw Comprehensive Emergency Management Plan



## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 1.03 Adoption Date: September 21, 2016

2. SUBJECT: **NUMBER OF MEMBERS AND TERMS OF OFFICE**

3. POLICY:

The Board of Fire Commissioners shall consist of five members, elected by ballot by the registered voters of the fire district. Commissioners must reside within the District and be a registered voter of the District.

Except as otherwise provided by law, commissioners shall hold office for terms of six years and until their successors are elected and qualified. Terms of commissioners shall be staggered as provided by law.

Newly elected commissioners elected to a full term of six years shall take office at the first meeting in January following an election, provided election results have been certified by the county auditor and the newly-elected commissioner has taken and subscribed to an oath or affirmation that they will faithfully and impartially discharge the duties of the office to the best of their ability. A commissioner elected to less than a full term shall assume office as soon as the election results have been certified and they have taken and subscribed to the oath of office.

4. REFERENCE: RCW 29.13.050 Local officers, beginning of terms – Organization of district boards of directors  
RCW 52.14.010 Number—Qualifications—Insurance—Compensation and expenses—Service as volunteer firefighter  
RCW 52.14.025 Terms – Elections  
RCW 52.14.060 Commissioner’s terms





**ENUMCLAW FIRE DEPARTMENT**  
**Commission Policy**

1. SECTION: 1.05 Adoption Date: September 21, 2016
2. SUBJECT: **OATH OF OFFICE SAMPLE**
3. POLICY:

The following is a sample Oath of Office to be filed with the County Auditor.

STATE OF WASHINGTON)

COUNTY OF KING)

I, \_\_\_\_\_, having been duly appointed/elected to the Board of Fire Commissioners of Enumclaw Fire Department do solemnly swear that I will faithfully and impartially perform the duties of said Fire Protection District, as prescribed by law and to the best of my ability and that I will support and maintain the laws and constitution of the State of Washington and the United States. So help me God.

Signature \_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of  
Washington, residing at  
\_\_\_\_\_.

4. REFERENCE: RCW 52.14.080 Chair – Secretary – Duties and oath



## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 1.06 Adoption Date: September 21, 2016
2. SUBJECT: **VACANCIES/UNEXCUSED ABSENCES**
3. POLICY:

In case of a Board vacancy, the remaining commissioners shall fill such vacancy by appointment. The Board will receive applications from any qualified persons seeking to fill the position after suitable public notice. The vacancy shall, within ninety (90) days, be filled by appointment of a resident elector of the district by a vote of the remaining fire commissioners. The person appointed shall serve until a successor has been elected and qualified. If the Board of commissioners fails to fill the vacancy within the ninety-day period, the county legislative body shall make the appointment. If the number of vacancies is such that there is not a majority of the full number of commissioners in office, the county legislative body shall within one hundred eighty (180) days of the vacancies appoint the required number to create a majority to fill the vacancies on an interim basis through the next general election.

An appointee shall meet the requirements provided by law and shall serve until the next regularly scheduled fire district election that occurs twenty-eight (28) or more days after the occurrence of the vacancy, at which time a commissioner shall be elected for the unexpired term.

#### Meeting Attendance

- If all Commissioners are present at the start of an official meeting the Chair will announce the full boards attendance. No further action is necessary.
- If a Commissioner is unable to attend an official meeting, they have the responsibility to notify the Department Secretary and/or the Commission Chair in advance with a general understanding as to their absence.  
**Action:** During the meeting's attendance roll call the Chair will announce the Commissioner who is absent and ask for a motion. If there is no motion, or no second, then the Commissioner's absence will be noted as an unexcused absence.
- A Commissioner may request to call in to participate in the meeting from a remote location. If approved, such action will be considered as "in attendance" and will be noted in the attendance roll call comments.

- If a Commissioner knows, or anticipates being late for an official meeting, they have the responsibility to notify the Department Secretary and/or the Commission Chair prior to the start of the meeting.

**Action:** When the Commissioner arrives and is seated for the meeting the Chair will announce the Commissioner's presence and note their arrival time. The Chair will take attendance at that time and ask for a motion. If there is no motion, or no second, then the Commissioner's absence will be noted as an unexcused absence.

If a fire commissioner has an unexcused absence from the district for three (3) consecutive regularly scheduled meetings, the office may be declared vacant by the Board. Such action shall not be taken unless the commissioner is notified by mail after two consecutive unexcused absences that the position will be declared vacant if the commissioner is absent without being excused from the next regularly scheduled meeting. The vacancy shall then be filled as provided in chapter 42.12 RCW Vacancies.

The reduction of members on the board following a merger shall not be considered to be a vacancy that is to be filled until the number of remaining members is less than the number of members on the board that is chosen for the board eventually to have.

4. REFERENCE: RCW 42.12.070 Filling nonpartisan vacancies  
RCW 52.14.050 Vacancies  
RCW 52.06.085 Board membership upon merger of districts  
SECTION 3.02 Duties of Individual Commissioners



## **ENUMCLAW FIRE DEPARTMENT**

### **Commission Policy**

1. SECTION: 1.07 Adoption Date: September 21, 2016

2. SUBJECT: **RESIGNATION**

3. POLICY:

If a commissioner's permanent residence ceases to be in the fire district, the commissioner shall resign immediately. Upon receipt of a commissioner's written resignation for this or any other reason, the Board shall consider the resignation at its next regular scheduled meeting. The Board shall then accept the resignation by formal action and declare the Board position vacant unless the resignation is withdrawn any time prior to the Board's action.

4. REFERENCE: RCW 29.01.140 Residence  
RCW 42.12.010 Causes of vacancy





## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 1.08 Adoption Date: September 21, 2016
2. SUBJECT: **COMMISSIONER IDENTIFICATION CARD**
3. POLICY:

It shall be the policy of Enumclaw Fire Department to issue individual commissioners a Department identification (ID) card. The ID cards are intended to provide official identification bearing the commissioner's name, identifying information and photo.

When acting in an official capacity and/or representing Enumclaw Fire Department, Commissioners should display their identification card when appropriate, and/or if requested to do so as a form of identification when conducting any form of official business.

Commissioners shall not lend, loan, and/or allow another to possess and/or use their individual issued identification card.

Commissioners shall immediately report any loss, theft or significant damage to their issued ID card. A new identification card will be issued in replacement of any loss, stolen or damaged ID card.

Commissioners shall surrender their identification card upon vacating or separation from the Commissioner position, and/or upon request of the Board of Commissioners. The Commissioner's ID card is the property of Enumclaw Fire Department.

4. REFERENCE:



## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 2.01 Adoption Date: September 21, 2016

2. SUBJECT: **ADMINISTRATIVE GUIDELINES**

3. POLICY:

The Fire Chief shall develop such guidelines as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written Standard Operating Procedure is developed, the Chief shall submit it to the Board as an information item. Operational Polices need not be approved by the Board, though it may revise them when it appears that they are not consistent with the Board's intentions as expressed in its policies. Operational Polices need not be reviewed by the Board prior to their issuance; though on controversial topics, the chief may request prior Board approval. Board approval is required for Operational Polices in Section 1.0 Board of Fire Commissioners.

4. REFERENCE: Section 1.0 Board of Fire Commissioners



## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 2.02 Adoption Date: September 21, 2016
2. SUBJECT: **COMMITTEES**
3. POLICY:

The Chair or by a majority vote of the Board shall appoint Board members to represent the Board on such committees where district representation is appropriate. Commissioners may be appointed to represent the district on the following committees.

#### External

King County Fire Commissioners  
Washington State Fire Commissioners

#### Internal Board Committees

Finance

Other assignments may be made as needed.

**Scheduling of Committee Meetings.** Committee meetings shall be requested by the Fire Chief or his/her designee and scheduled at the direction of the Board Chair, or the Vice Chair in his/her absence, or by a majority vote of the Board.

**Assignments and Duties.** Committee assignments and their scope of work shall be initially directed by the Board Chair, the Vice Chair in his/her absence or by a majority vote of the Board.

**Committee Chair.** The Committee Chair shall be appointed by the Board Chair. The Committee Chair is responsible to manage the meeting and insure that an accurate Committee Report is completed and delivered to the District Secretary in a timely manner and at a minimum of time to be included in the Regular Meeting Packets as required. This report shall include sufficient information for review by the Board

**Vice Chair.** The Committee Vice Chair shall be appointed by the Board Chair. The Vice Chair shall act in the capacity of the Chair in his/her absence.

**Committee Members.** Committee members shall attend all committee meetings as available.

**Quorum.** At least two sitting members of the committee shall be in attendance to constitute an approved committee meeting. In the unlikely event that two commissioners are not available, the

Board Chair shall be notified, or Vice Chair in his/her absence, and a substitute may be assigned depending on the circumstances and emergent need of the meeting.

**Purpose.** After initial direction, the committee's independent activities are intended to study, review and/or plan activities requiring commissioner action. After consolidating information and formulating recommendations, a report shall be provided to the Board which includes a recommendation of one of the following on the Report; **"Do Pass"**, **"Special Meeting Recommended"**, **"Further Study Needed"** or **"Do Not Support"**.

**Empowerment.** Sub-committees are empowered, but not limited, to:

- a. Schedule and attend necessary meetings.
- b. Review documents, analyses and reports.
- c. Solicit input and request additional fact-finding as necessary.
- d. Request assistance from the Fire Chief or his/her designee.
- e. Provide reports.
- f. Make recommendations to the Board.

Committees are not empowered to give final direction or approval on any issue unless previously approved by a majority vote of the Board.

#### 4. REFERENCE:



## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 2.03

Adoption Date: September 21, 2016

Updated Date: August 21, 2019

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2. SUBJECT: **ANNUAL ORGANIZATIONAL MEETING**

3. POLICY:

This policy is currently inactive. It has been intentionally left in the Commission Policy Manual as a place holder for potential future use.



## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 2.04 Adoption Date: September 21, 2016

2. SUBJECT: **CONSULTANTS**

3. POLICY:

When knowledge, legal, or technical skills are needed that cannot be provided by the persons on the staff, the chief shall prepare a description of services needed. If such consultative assistance is approved by the board, the chief shall be authorized to engage consultant services, paid or unpaid, within budgetary limits specified by the board.

4. REFERENCE:



## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 2.05 Adoption Date: September 21, 2016
2. SUBJECT: **STATEMENT OF RESPONSIBILITIES - LEADERSHIP**
3. POLICY:

As a means of fulfilling its mission, the Board requests that each member subscribe to the following statement of responsibilities.

- a. Give proper respect due responsible staff members.
- b. Support the chief administrator when outside pressure may be applied to revise a policy or guideline.
- c. Be conscientious of those they serve.
- d. Show confidence in the fire district and the staff members' future.
- e. Strive to build a positive approach to negative questions and/or matters.
- f. Be informed on all matters pertinent to their elected responsibilities.
- g. Weigh all possible information to arrive at their own solution/decision.
- h. Never commit the district in any way before there has been a full discussion by Board members and administration (when appropriate), and directions have been received. Recognize that the individual member has no legal status for the Board outside of an official meeting, unless directed by the Board to act in a legal capacity presenting the Board.
- i. Clearly state they are speaking for themselves and not representing the Board of Commissioner as a whole when giving an individual opinion.
- j. Handle business matters in an expedient and professional manner.
- k. Understand and abide by the goals, objectives and general operating policies/guidelines of the District.
- l. Encourage staff members to participate in professional associations and community activities.
- m. Provide no commitments on any matter that should properly come before Board as a whole.
- n. Respect the opinion of other members and graciously accept the principal of "majority rule" in Board decisions.

- o. Insist that all of the District's transactions be on an ethical basis.
- p. Do not allow personal problems to be brought into Board consideration.
- q. Insist that personnel complaints go through the proper chain of command first and only to the Board if not resolved.

4. REFERENCE:





## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 2.06 Adoption Date: September 21, 2016
2. SUBJECT: **CONTACTING DISTRICT LEGAL COUNSEL**
3. POLICY:

The only personnel authorized to contact District legal counsel or to request a legal opinion are the Chairperson of the Board, the Fire Chief or his/her designees, and the District Secretary. The Fire Chief's designees and the District Secretary should not contact District legal counsel unless authorized by the Fire Chief. Individual commissioners should not contact District legal counsel unless authorized by prior motion of the Board of Fire Commissioners.

"District legal counsel" means and includes the attorney contracted to provide legal counsel to the District, and any other attorney retained by the District for any legal work.

4. REFERENCES:



## **ENUMCLAW FIRE DEPARTMENT**

### **Commission Policy**

1. SECTION: 2.07 Adoption Date: September 21, 2016
2. SUBJECT: **DISASTER PLAN FOR BOARD OF COMMISSIONERS**
3. POLICY:

The Board of Commissioners has adopted the following emergency plan to ensure continuation of the fire district's governing body and essential leadership in the event of a disaster.

**Quorum.** In accordance with state statute, a quorum is required for the fire commissioners to hold a lawful meeting. State law defines a quorum to be a majority of the Board.

**Succession of Board Chair.** In the event that both the Chair and Vice Chair are unavailable, per definitions of this policy, to conduct necessary or mission critical business, the succession order for the Chair position of the Board of Commissioners will be filled by order of date elected. Of the available commissioners, the commissioner with the earliest elected date would fill the Chair position until the elected Chair or Vice Chair becomes available

**Appointment of Interim Commissioners.** Whenever, due to disaster that causes the fire district to be unable to convene a quorum of the Board due to a commissioner being "unavailable" and not available to participate in a meeting (emergency meeting or regular or special meeting), the Chair or other available commissioner may appoint the Fire Chief or other Chief Officer to serve as an interim commissioner. Such appointment shall last only as long as the unavailable commissioner(s) remains unavailable. Only necessary or mission-critical business items will be completed during such interim appointments.

**Interim Chief.** Whenever, due to disaster, the Fire Chief is temporarily unable to perform his/her duties for at least 24 hours, the Shift Captain (in order of succession in the chain of command) shall be appointed by the Board to act as Interim Fire Chief, only for the duration of such inability to perform.

**Meetings through Telephone Conference.** In the event of a disaster declaration by the President of the United States, the Governor of the State of Washington, or the Chair of the Board of Commissioners, the Board may allow participation of available commissioners in Board meetings by telephone.

#### **Definitions.**

- **Unavailable** means that an incumbent commissioner is unable, by reason of illness, disability, or other reason related to the disaster, to perform the duties of the office of commissioner, for at least 24 hours.
- **Available** means and includes the ability to perform the duties of commissioner, either by physically attending meetings or by participating in meetings conducted in part by telephone conference, video conference, or other legal means.
- **Disaster** means and includes natural and man-made public calamity, including but not limited to enemy attack, acts of terrorism, pandemic, epidemic, extraordinary hazardous material incident, fire, flood, storm, lahars, volcanic activity, tsunami and earthquake

4. REFERENCE: National Incident Management System (NIMS)  
King County Comprehensive Emergency Plan  
City of Enumclaw Comprehensive Emergency Plan



## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 2.08 Adoption Date: September 21, 2016
2. SUBJECT: **CONTACT WITH MEDIA**
3. POLICY:

The Fire Chief and/or the Board of Commissioners Chair and/or their designee shall be responsible for all official contacts with the news media, including answering of questions from media.

If the event is controversial or of high significance to the Enumclaw Fire Department community, the Fire Chief or his/her designee may request Public Information Officers assigned to King County's Zone 3.

4. REFERENCE:

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The Chair shall confer with the Chief regarding sensitive issues which need immediate attention. When appropriate, the Chief will confer with individual Board members when other opinions should be sought.

The Presiding Officer shall:

- a. Preserve order and decorum.
- b. Observe and enforce all rules adopted by the Board.
- c. Decide all questions on order, in accordance with Board policy, subject to appeal by any Commissioner.
- d. Recognize Commissioners in the order in which they request the floor. The Presiding Officer, as a Commissioner, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Commissioners.
- e. Shall make all committee appointments, subject to approval of a majority of the Board

The Chair shall be the spokesperson for the Board.

The Chair shall assist in preparation of the agenda.

The Chair is the primary contact with the Chief of the Fire Department to request tasks of staff for the Board.

4. REFERENCE: RCW 52.14.080 Chair – Secretary – Duties and Oath  
RCW 29.13.050 Local officers, beginning of terms – Organization of district board of directors
- SECTION 4.02 Adoption & Amendment of Policies



## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 3.02 Adoption Date: September 21, 2016
2. SUBJECT: **DUTIES OF INDIVIDUAL COMMISSIONERS**
3. POLICY:

The authority of commissioners is limited to participating in actions taken by the Board as a whole when legally in session. Commissioners shall not assume responsibilities of the Chief or other staff members. The Board or staff shall not be bound in any way by any action taken or statement made by any individual commissioner except when such statement or action is pursuant to specific instructions and official action taken by the Board.

If a commissioner appears on behalf of the District before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Commissioner needs to state the majority position of the Board, if known, on such issue. Personal opinions and comments which differ from the Board majority may be expressed if the Commissioner clarifies that these statements do not represent the Board's position. Commissioners need to have other Commissioner's concurrence before representing another Commissioner's view or position with the media, another governmental agency or community organization.

Each commissioner is obligated to attend board meetings regularly. Each commissioner shall give advance notice to the District Secretary and/or the Chairperson of the commissioner's inability to attend a board meeting. A majority of the Board shall vote to excuse, or not excuse, any absent commissioners at the scheduled meeting.

The Chairperson or Chairperson's designee will meet with all newly appointed or elected commissioners for a "Commissioner Orientation". If possible, this should occur within the first two months following a Commissioner's swearing in with the Oath of Office. The purpose of the "Commissioner Orientation" is to provide new commissioners with the basic responsibilities, expectations, practices, standards, and other appropriate information and updates vital to the Fire Commissioner position. Included shall be any State training requirements, as well as review of the State and Department Board of Commission Policy and Procedures handbooks.

4. REFERENCE: RCW 52.14.050 Vacancies  
SECTION 1.06 Vacancies/Unexcused Absences  
RCW 52.14.100 Meetings – Powers and duties of board



## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 3.03 Adoption Date: September 21, 2016

2. SUBJECT: **DISTRICT SECRETARY - BOARD RESPONSIBILITIES**

3. POLICY:

The fire commissioners shall appoint a secretary of the district, who may or may not be a member of the Board, for such term as they shall determine. The district secretary, if a member of the Board, shall not receive additional compensation for serving as recording secretary.

The district secretary shall keep a record of the proceedings of the Board, shall perform other duties as prescribed by the Board or by law, and shall take and subscribe to an official oath similar to that of the fire commissioners, which oath shall be filed in the same office as that of the commissioners.

4. REFERENCE: Resolution Appointing District Secretary  
RCW 52.14.080 Chair – Secretary – Duties and oath  
SECTION 1.05 Oath of Office Form





## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. NUMBER: 4.01 Adoption Date: September 21, 2016

2. SUBJECT: **DISTRICT POLICY MANUALS**

3. POLICY:

Board members shall follow policies where it applies to Board Members and when practical, and where it is not in conflict with other provisions of this manual.

The Chief shall provide each Fire Commissioner with a District policy manual. The Chief shall maintain a current District policy manual in accordance with policies adopted by the Board. The manual is intended both as a tool for fire district management as well as a source of information to citizens, patrons, staff and others about how the district operates. Manuals shall be available for public and staff review.

The District operating policies are accessible for each employee and volunteer electronically. One printed copy will be located at the headquarter station.

Policy manuals distributed to anyone shall remain the property of the fire district. Such manuals shall be subject to recall at any time.

4. REFERENCE:



## **ENUMCLAW FIRE DEPARTMENT**

### **Commission Policy**

1. SECTION: 4.02 Adoption Date: September 21, 2016

2. SUBJECT: **ADOPTION AND AMENDMENT OF POLICIES**

3. POLICY:

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion. Unless it is deemed by the Board that immediate action would be in the best interests of the fire district, the final vote for adoption shall take place not earlier than the next succeeding regular or special board meeting. Any written statement by any person relative to a proposed policy or amendment should be directed to the Chair prior to the second reading. The Board may invite oral statements from patrons as an order of business.

In the event that immediate action on a proposed policy is necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of the fire district. No further action is required. All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the fire district's policy manual. Policies of the fire district shall be reviewed by the Board of Commissioners, as the Board deems necessary. Specific policies of the fire district in which the Board of Commissioners shall review annually are referenced in Section 5.02 Meetings – Agenda in the list of annual agenda items.

4. REFERENCE: RCW 42.17.259 Duty to publish procedures  
RCW 42.17.260 Documents and indexes to be made public  
SECTION 5.02 Meetings - Agenda



**ENUMCLAW FIRE DEPARTMENT**  
**Commission Policy**

1. SECTION: 4.03 Adoption Date: September 21, 2016

2. SUBJECT: **SUSPENSION OF A POLICY**

3. POLICY:

A policy of the Board shall be subject to suspension by a majority vote of the commissioners present, provided all commissioners had received notice of the meeting and provided the notice included an explanation of the purpose. If such proposal is not made in writing in advance of the meeting, a policy may be suspended only by a unanimous vote of all Board members present.

4. REFERENCE:



## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 5.01 Adoption Date: September 21, 2016
2. SUBJECT: **MEETINGS**
3. POLICY:

Board meetings will be scheduled in compliance with the law and deemed by the Board of Fire Commissioners to be in the best interests of the district and community. The Board of Fire commissioners will function through regular meetings, special meetings, and emergency meetings.

Public notice shall be properly given for any special meeting, whenever a regular meeting is adjourned to another time, or when a regular meeting is to be held at a place other than the district headquarters.

Regular meetings shall be held at 6:00 p.m. on the third Wednesday of each month. The location of the meetings shall be Enumclaw City Hall Council Chambers located at 1339 Griffin Avenue, or at other times and places determined by a majority vote. If regular meetings are to be held at places other than Enumclaw City Hall Council Chambers, or are adjourned to times other than a regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. When a meeting date falls on a legal holiday, the meeting shall be held on the next business day or on a date determined by the Board of Commissioners.

Special meetings may be called by the chairperson or on a petition of a majority of the fire commissioners. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each fire commissioner at least 24 hours prior to the time of the meeting. Written notice shall also be posted on the district's website and sent at least twenty-four (24) hours prior to the meeting to each media station or persons that file a written request for such notices. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

In the event of an emergency, involving possible personal injury or property damage, the board of fire commissioners may meet immediately and take official action without prior notification.

All meetings shall be open to the public with the exception of executive sessions and exempt sessions authorized by law. Any final action will be taken at an open meeting.

During the interim between meetings, the office of the secretary shall be the office of the board. The fire district's public records shall be open for inspection in the manner provided by and subject to the limitation of the law.

4. REFERENCES: RCW 52.14.090 Office - Meetings  
RCW 52.14.100 Meeting - Powers and Duties of Board  
RCW 42.17 Disclosure  
RCW 42.30 Open Public Meetings Act  
RCW 42.32.030 Minutes



## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 5.02 Adoption Date: September 21, 2016
2. SUBJECT: **MEETINGS - AGENDA**
3. POLICY:

The District Secretary shall be responsible for preparing the agenda for each meeting, including items requested by the Board Chair. Board members shall submit their input for agenda items no later than 2:00 P.M. on the day prior to the agenda being approved by the Chair. The agenda may be revised as needed as issues arise before scheduled Board meetings. Copies of the agenda minutes of the previous meeting and relevant supplementary information will be distributed to each fire commissioner and will be available to any interested citizen at the District Secretary's office prior to the meeting.

The Board of Commissioners shall review the following agenda items annually.

#### JANUARY

- Chair and Vice Chair Positions (Even-numbered Years Only)
- Oaths for elected commissioners
- 4th Quarter/Annual Financial Report
- Board Policy Manual Review

#### FEBRUARY

#### MARCH

#### APRIL

- Wildland Deployment
- 1<sup>st</sup> Quarter Financial Report

#### MAY

- State Auditor's Office-Comprehensive Annual Financial Report

#### JUNE

- Review Contracts with other Agencies-Expiring within the next year
- Review Out of District Response Agreements-Expiring within the next year

#### JULY

- 2<sup>nd</sup> Quarter Financial Report
- Review Administrative Personnel (Non-Union) Contracts-Expiring within the next year

#### AUGUST

- Review District Insurance Policies

#### SEPTEMBER

- Chief Evaluation
- Legal Representation Review/Evaluation

#### OCTOBER

- Draft Preliminary Budget (Special Meeting/Public Hearing)
- 3<sup>rd</sup> Quarter Financial Report

NOVEMBER

- Proposed Budget & Capital Needs (Public Hearing)
- Annual Fee Schedule Review (Including Transport Fees Resolution)

DECEMBER

- Regular Board Meeting Schedule for Next Year

4. REFERENCE: RCW 42.30 Open Public Meetings Act



## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 5.03 Adoption Date: September 21, 2016
2. SUBJECT: **MEETING MINUTES**
3. POLICY:

The District Secretary or designee shall record the minutes of all board meetings. Written minutes become official after approval by the board and shall be retained as a record of the Fire District.

Minutes shall be comprehensive and shall show:

- a. The date, time and place of the meeting.
- b. The presiding chair.
- c. Board members, Chief Officers and Secretary in attendance.
- d. Items discussed during the meeting and the results of any voting that may have occurred.
- e. Action taken to recess for executive session with a general statement of the purpose and the duration of session. Times entered into and recessed out of executive session.
- f. Time of adjournment.

Minutes shall not contain the names of personnel (or persons) should any information be medical in nature and/or related to the HIPAA privacy rules.

Unofficial minutes shall be made available to the commissioners and the chief in advance of the next regular scheduled meeting of the board. Minutes need not be read publicly, provided that commissioners have had an opportunity to review them before adoption.

A file of minutes of the board meetings will be maintained in the District Main Office to be made available for inspection upon request of interested parties.

Once approved, Board of Fire Commissioners minutes shall be posted on the Districts web page.

4. REFERENCE:





**ENUMCLAW FIRE DEPARTMENT**  
***Commission Policy***

1. SECTION: 5.04 Adoption Date: September 21, 2016
2. SUBJECT: **MEETINGS - QUORUM**
3. POLICY:  

A majority of the commission members shall constitute a quorum for the transaction of all business.
4. REFERENCE: RCW 52.14.100 Meetings--Powers and duties of Board  
RCW 42.30 Open Public Meetings Act



## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 5.05 Adoption Date: September 21, 2016
2. SUBJECT: **MEETINGS – CONDUCT AND ORDER OF BUSINESS**
3. POLICY:

All Board of Fire Commissioner meetings will be conducted in an orderly and business-like manner, using Roberts Rules of Order, revised as a guide except when such rules are superseded by board policies. The order of business will be that indicated in the agenda. Any additions or changes in the order of items listed in the prepared agenda may be allowed by the chair.

All votes on motions and resolutions shall be by “voice” vote unless a roll call vote is requested by the chair or other member of the Board. Votes will be recorded. Any member may request a vote be changed if such request is made prior to consideration of the next order of business. Members may abstain to the record, at the time of voting, and have the option to make a statement indicating the reason for the vote or reason abstaining.

All discussions that occur during executive session remain confidential unless released by the majority of the Board. No minutes shall be recorded in executive session.

The meeting will be adjourned or recessed at any time by a majority vote.

4. REFERENCE: Roberts Rules of Order



## ENUMCLAW FIRE DEPARTMENT

### Commission Policy

1. SECTION: 5.06 Adoption Date: September 21, 2016
2. SUBJECT: **PARLIAMENTARY PROCEDURES**
3. POLICY:

#### 3.1 Recognition of a Motion

A motion is before the Board only when recognized by the chair. After some discussion on a topic, the chair may invite a commissioner to make a motion dealing with an issue by stating: "The chair will entertain a motion to \_\_\_\_\_".

#### 3.2 Motion

A main motion brings business before the Board for its consideration in such a manner that it may be discussed and acted upon. A motion may be made by any commissioner, including the chair. A motion may be stated as: "I move that \_\_\_\_\_". When making motions, be clear and concise and not include arguments for the motion within the motion. The chair may recognize a motion by stating: "A motion has been made by \_\_\_\_\_". After a motion is made and seconded, the Chair will indicate the names of the commissioners making the motion. Once a motion is stated by the chair, it becomes a motion of the Board and no longer belongs to the maker of the motion.

- a. Second: If a motion does not receive a second, it dies. Discussion on a motion only occurs after the motion has been moved and seconded.
- b. Out-of-Order Motion: A motion which does not relate to the matter under consideration or which is a main motion and is being presented while another main motion is still before the board is out of order and shall not be recognized.
- c. Revision of Motion: A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, or substituting. Motions that cannot be amended include: Motion to adjourn, agenda order, lay on the table, roll call vote, point or order, reconsideration and taken from the table. A motion to amend an amendment is not in order. Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- d. Tie Vote. A motion that receives a tie vote is deemed to have failed.
- e. Withdrawal of Motion: Before stated by the Chair, a motion may be withdrawn by the maker of the motion without consent of the Board. If the motion has been seconded and stated by the

chair, the consent of the individual who seconds the motion is not required but the Board must vote to withdraw the motion.

### 3.3 Subsidiary Motions

These are motions which propose to take some action in relation to the manner in which the board will consider the substance of the main motion. (Motions are ranked in order of precedence.)

- a. Table. Upon majority vote of the Board, a motion may be tabled. Such motion may be removed from the table by the majority vote. (A motion to table is undebatable and shall preclude all amendments or debates of the issue under consideration.)
- b. Question: A motion to call for the question shall close debate on the main motion and is undebatable. This motion must receive a second and fails without a two-thirds vote. Debate is reopened if the motion fails.
- c. Limited Debate: The Board may elect to limit discussion or establish special rules governing the discussion on the main motion. (A second and two-thirds vote are required.)
- d. Postpone Definitely: If a motion to postpone consideration of a subject or the consideration of a motion is approved, the chair shall place the subject or the main motion on the agenda in accordance with the terms of the motion without further action by the commissioners. If no time or circumstances are specified for the reinstatement of the subject or the main motion in the motion of postponement, the chair shall reinstate the subject or the main motion at their discretion without further action by the commissioners but not sooner than the next regular meeting. (A second and majority vote are required.) A motion to postpone to a certain time is debatable, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a certain time at a future Regular or Special Board meeting. A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.
- e. Refer: The subject of the main motion may be referred to a committee or individual for study or special consideration.
- f. Amend: At any time before a vote is taken on a motion, any commissioner may move to amend the motion which is then before the Board. The motion shall state the amendment and shall receive a second before it shall become the business before the Board. The chair shall call for discussion, which shall be limited to the proposed amendment. If the proposed amendment receives a favorable majority, the main motion shall stand amended and further discussion on the main motion shall be directed to the motion as amended.
- g. Postpone Indefinitely: A motion can be postponed indefinitely. (A second and majority vote are required.)
- h. Order of Motions and Procedural Actions: The following order in the presentation of motions and other procedural actions shall be in effect while a main motion is being discussed.

If there is a main motion before the members, the chair may recognize one of the following:

1. Adjourn, Recess

2. Table
3. Previous question (close debate)
4. Limit debate
5. Postpone
6. Refer to committee
7. Amend the motion
8. Postpone indefinitely

### 3.4 Privileged Motions

This type of motion provides for the comfort or convenience of the board or one of its commissioners and is not directly related to a motion that is “on the floor”. (Motions are ranked in order or precedence.)

- a. Adjourn: When the agenda is completed, if there are no objections, the chair may declare the meeting adjourned. If a commissioner moves to adjourn the meeting, the chair would call for a vote of the board to adjourn. Once the motion passes, the chair must declare the meeting adjourned. (A majority vote is required.)
- b. Recess: A commissioner can request a recess in the deliberations of the board. (A majority vote is required.)

### 3.5 Incidental Motions

This type of motion deals with the procedures of the Board and is incidental to the motion that is “on the floor”. Incidental motions are acted upon when proposed. (No order or preference.)

- a. Divide a Motion: A main motion, by majority vote, may be divided into smaller units for the purpose of discussion, voting or both.
- b. Appeal: Any decision by the chair may be appealed by a majority vote of the Board.
- c. Reconsider: When a question has been decided, any Commissioner who voted in the majority may move for reconsideration, but no motion for reconsideration of a vote shall be made after the meeting has adjourned.
- d. Rescind: A motion can be made to retract an issue or order that was passed. (A two-thirds vote is required.)
- e. Vote: The motion maker or Chair should repeat the motion prior to voting. The vote on all matters shall be made in person and shall be oral. Results will be announced immediately and recorded in the minutes. A commissioner may change their vote if the change is announced before the chair announces the results of the vote. Any commissioner may abstain from voting at any call for the vote. Such a commissioner, who is present at the call for the vote, shall be counted as present for the purpose of determining the presence of a quorum. All votes on motions and resolutions shall be by “voice” vote. The Secretary will take a roll call vote, if requested by the Chair, a Commissioner or as required by law. At the conclusion of any vote, the Chair or the Secretary will inform the results of the vote.

- 3.6 In the event of a conflict, these Board Guidelines shall prevail.

4. REFERENCE: Roberts Rules of Order



## **ENUMCLAW FIRE DEPARTMENT**

### **Commission Policy**

1. SECTION: 5.07 Adoption Date: September 21, 2016
2. SUBJECT: **AUDIENCE PARTICIPATION**
3. POLICY:

All meetings of the Board of Commissioners shall be open to the public and all persons shall be permitted to attend any meeting of the Board, except as otherwise provided for in RCW 42.30 Open Public Meeting Act.

- a. Any person with the permission of the presiding chairperson may address the Board. The chairperson shall be required to give recognition in the following order:
  1. Those whose request to be heard is contained in the written agenda;
  2. Those who have submitted a request to be heard, in writing, to the District Main Office prior to the Board meeting.
  3. Those who ask recognition prior to the meeting by placing their name and other required information on the Public Comment sign-up form. Sign up must be prior to the time the Public Comment Section is addressed. The Chairperson may grant permission to speak to those who ask recognition from the floor.
  4. If the topic about which the request to be heard is not contained in the written agenda, the request may be honored only during that portion of the meeting reserved for audience participation.
- b. In addressing the Board, each person, after recognition, shall stand, giving their name and address. Unless further time is given by the chairperson, time shall be limited to not more than three minutes. All remarks shall be made to the board as a body and not to any individual member. Union members are required to take questions and concerns related to operational issues to their Executive Board, following the chain of command.
- d. No person shall be permitted to enter into any discussion from the floor without first being recognized by the chairperson.
- e. **Any** person making personal, impertinent or slanderous remarks while addressing the board, may be removed from the meeting room at the direction of the chairperson.

f. Employees, volunteers and other members are required to take questions and concerns related to operational issues to their officers, following the chain of command. Department members bring operation issues to the board, without first discussing these issues through the chain of command, shall be informed by the chairperson to follow proper chain of command procedures.

4. REFERENCE: RCW 42.30.030 Meetings declared open and public  
RCW 42.30.050 Interruptions – Procedures





## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 6.01 Adoption Date: September 21, 2016

2. SUBJECT: **CONDUCT OF PUBLIC OFFICIAL**

3. POLICY:

Except as provided by law, a commissioner, the chief or district secretary shall not:

- a. Ask or receive, directly or indirectly, any compensation, gratuity, or reward, or promise thereof, for omitting or deferring the performance of any official duty; or for any official service which has not been actually rendered, except in case of charges for prospective costs or fees demandable in advance in a case allowed by law; or
- b. Be beneficially interested, directly or indirectly, in any contract, sale, lease, or purchase which may be made by, through or under the supervision of such officer, in whole or in part, or which may be made for the benefit of his/her office, or accept, directly or indirectly, any compensation, gratuity, or reward from any other person beneficially interested therein; or
- c. Employ or use any person, money, or property under his/her official control or direction, or in his/her official custody, for the private benefit or gain of himself or another.

Any contract, sale, lease or purchase as stated in (b) above shall be declared void.

4. REFERENCE: RCW 42.20.010 Misconduct of public officer



## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 6.02 Adoption Date: September 21, 2016

2. SUBJECT: **CONFLICT OF INTEREST**

3. POLICY:

Individual commissioners shall not have any pecuniary interest directly or indirectly, in any contract, purchase of materials, or activity paid for from fire district funds, except that a commissioner may enter into financial transactions not to exceed \$1,500 per month.

The interest of the commissioner must be disclosed to the Board of Commissioners and noted in the official minutes of the fire district before the formation of the contract. The commissioner may not vote on the authorization, approval, or ratification of a contract in which he or she is beneficially interested.

4. REFERENCE: RCW 42.23.030 Interest in contracts prohibited—Exceptions  
RCW 42.23.040 Remote interests



## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 6.03 Adoption Date: September 21, 2016

2. SUBJECT: **COMMISSIONER E-MAILS**

3. POLICY:

To ensure compliance with the Open Public Meetings Act, commissioners will not use E-mail to conduct discussions between members of the governing body. Discussions shall be held in an open public meeting.

An individual commissioner may send an informational e-mail to one or more other members of the board when no response is anticipated. Commissioners shall not respond directly or indirectly through staff to any informational e-mail they have received from another commissioner.

An individual commissioner may e-mail staff.

4. REFERENECE: RCW 42.30 Open Public Meetings Act



## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 6.04 Adoption Date: September 21, 2016
2. SUBJECT: **BOARD-CHIEF RELATIONS**
3. POLICY:

The successful operation of the fire district requires a close, effective working relationship between the Board of Commissioners and the Fire Chief. This relationship must be one of trust, good will and candor. As the legally designated governing Board body, the Board retains final authority within the district. The Fire Chief is the Board's professional advisor to whom the Board delegates executive responsibility.

#### **The Board shall:**

Select the chief and delegate necessary administrative powers to the Chief.

Clarify its expectations of the duties and responsibilities of the Chief.

Adopt policies for Board of Commissioners.

Provide direction for the scope and operation of the fire services program.

Review operating policies as requested by the Chief.

Review the annual report of the district.

Approve staff positions.

#### **The Chief shall:**

Serve as chief executive officer of the District.

Clarify the Chief's expectations of the performance of Board.

Recommend policies or policy changes to the Board.

Provide leadership in the development, operation, supervision and evaluation of the fire services program.

Establish operating policies for dealing with emergency services.

Prepare an annual report of the district.

Recommend staff positions based on service requirements of the district.

**The Board shall:**

Approve contracts for capital improvements.

Review monthly fiscal reports.

Approve payment of vouchers and payroll.

Approve the disposal of surplus supplies and equipment.

Assure that criteria and processes are in place for evaluating staff.

Serve as final arbitrator for appeals of staff and citizens.

Approve insurance program.

**The Chief shall:**

Recommend contracts for capital improvements.

Prepare monthly fiscal reports.

Recommend payment of vouchers and payroll.

Recommend the disposal of surplus equipment and supplies.

Develop and implement criteria and processes for evaluating staff.

Inform the Board of appeals and implement any such forthcoming Board decisions.

Recommend insurance policies to cover risks of the district.

4. REFERENCE:



## **ENUMCLAW FIRE DEPARTMENT**

### **Commission Policy**

1. SECTION: 7.01 Adoption Date: September 21, 2016
2. SUBJECT: **FIRE COMMISSIONER EXPENSES**
3. POLICY:

A fire commissioner is eligible to receive compensation as per RCW 52.14.010, State of Washington, plus reasonable expenses incurred for travel, meals, lodging, and registration fees in accordance with the District Travel & Reimbursement Policy.

A fire commissioner is eligible to receive compensation for the following activities:

- a. Attending regular or special meetings of the board of fire commissioners;
- b. Serving as a designated representative of the board, including but not limited to, such activities as: fire district committees, community development and/or betterment committees, collective bargaining, etc;
- c. Attending board-approved training and/or development activities, including, but not limited to: regional, state, national or international fire conferences, boards in-service meetings, etc. This may also include time involved in traveling to and from the activity; and
- d. Engaging in any other activity not listed above, as a member of the board shall be allowed only upon specific approval of the chair or a majority of the members of the board.
- e. For the purpose of compensation, board members shall be considered in attendance and/or in the performance of services or duties on behalf of the District, should they be performing such duty electronically via phone or other electronic method so long as participation is approved in advance by the board or Chairperson.

Any fire commissioner may waive all or any portion of their compensation for any month or months during their term of office, or by a written waiver filed with the fire district. The waiver may be filed any time after the commissioner's election and before the date on which the compensation would otherwise be paid. The waiver shall specify the month or period of months for which it is made.

A commissioner shall submit a completed "Board of Commissioners Activity Log" which verifies the nature and amount of approved activities for which compensation is claimed during the month. A commissioner is only eligible to make one compensation claim for a given day.

4. REFERENCE: RCW 52.14.010      Number-Qualifications – Insurance – Compensation  
SECTION 7.03                      and expenses – service as volunteer firefighter  
Fire Commissioner Compensation and Waiver



## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 7.02 Adoption Date: September 21, 2016

2. SUBJECT: **FIRE COMMISSIONER INSURANCE**

3. POLICY:

The District shall maintain sufficient insurance to protect the Board and its individual members against liability arising from actions of the Board or its individual members while each is acting on behalf of the fire district and within the authority as a fire commissioner.

An individual commissioner is entitled to receive the same insurance available to all firefighters of the district, if eligible under the insurance provider's policy. The premiums for such insurance, except liability insurance, shall be paid by the individual commissioners who elect to receive it.

4. REFERENCE: RCW 4.24.470 Liability of officials and members of governing body of public agency  
RCW 4.96.010 Tortious conduct of local governmental entities – Liability for damages  
RCW 52.12.071 Liability insurance for officials and employees  
RCW 52.14.010 Number-Qualifications – Insurance – Compensation and expenses – service as volunteer firefighter



## **ENUMCLAW FIRE DEPARTMENT**

### **Commission Policy**

1. SECTION: 7.03 Adoption Date: September 21, 2016
2. SUBJECT: **FIRE COMMISSIONER COMPENSATION AND WAIVER**
3. POLICY:

Each fire commissioner may receive compensation of One Hundred Fourteen Dollars (\$114) per day, or a portion thereof, for attending board meetings and for performing other services on behalf of the fire district, not to exceed Ten Thousand Nine Hundred Forty-Four Dollars (\$10,944) per year.

RCW 52.14.010 provides that the amount of compensation for fire district board members will be adjusted for inflation by the Washington State Office of Financial Management every five years beginning July 1, 2008. The adjusted compensation amount will be based on changes in the consumer price index for "wage earners and clerical workers, all items" compiled by the Bureau of Labor and Statistics, United States Department of Labor during that five-year period.

Any commissioner may waive compensation for any day on which service is performed, or meetings attended, during the commissioner's term of office, by a written waiver filed with the district secretary. The waiver must be filed any time after the commissioner's election and before the date on which the compensation would otherwise be paid. The waiver shall specify the month or period of months for which it is made.

4. REFERENCE: RCW 52.14.010 Number-Qualifications – Insurance – Compensation  
and expenses – service as volunteer firefighter  
SECTION 7.01 Fire Commissioner Expenses





## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 7.04

Adoption Date: September 21, 2016

2. SUBJECT: **COMMISSIONER DEPARTMENT CLOTHING**

3. POLICY:

New commissioners may submit an initial order for three articles of department clothing through the designated staff person upon taking office. The official Enumclaw Fire Department logo will appear on the left chest of the clothing. The logo may be either the regular red, white and blue logo, or a blended color of the article of clothing. The title "Commissioner" may appear on the right chest of the clothing, at the commissioner's discretion.

All commissioners may order up to \$200 in department clothing (to include logo, shipping and sales tax) each calendar year. Orders will be submitted to the designated staff person and are placed twice a year.

Commissioners' department clothing shall not be worn other than at department, commissioner or community meetings and events.

4. REFERENCE:



## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 7.05 Adoption Date: September 21, 2016

2. SUBJECT: **BUDGET ADMINISTRATION**

3. POLICY:

The budget is the financial plan developed to carry out the programs supporting the District's goals and objectives.

The Chief and District Secretary will be responsible for preparing a draft preliminary budget to be submitted and reviewed by the Board. The draft preliminary budget shall be prepared and submitted to the Board for review prior to October 15th each year. The preliminary budget shall be submitted to the Board for approval by the end of November each year. The final budget is reviewed and approved by the Board no later than the first Board meeting in December prior to the budget year. Before the budget is finalized; the district must have final financial information from the County Treasurer.

The Chief is authorized to approve expenditures for any supply and equipment items valued under \$3,000, provided they are within approved budget line item.

Proposed budget amendments may be recommended for approval by the Board as needed to reflect changes in budget categories.

The Chief upon request shall submit financial or budget reports to the Board. Any Board Member may request financial or budget reports.

4. REFERENCE:



## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 7.06 Adoption Date: September 21, 2016
2. SUBJECT: **AUDIT OF EXPENDITURES**
3. POLICY:

At each regular meeting the Board of Fire Commissioners shall approve all bills and payroll after confirmation by the administrative staff that all vouchers represent true and just claims and are in accord with the annual budget. At each meeting at which payments have been approved, the commissioners shall sign the certifying document authorizing the county treasurer to pay the warrants for approved expenditures. The certifying document shall specify the date, number, name and amount and fund on which each warrant is to be drawn, and shall be transmitted promptly to the county treasurer.

All accounts shall be externally audited in the manner provided by law.

4. REFERENCE: RCW 42.24.080      Municipal corporations and political subdivisions  
   Auditing and payment  
   Authentication and certification  
   RCW 42.24.180      Taxing district--Issuance of warrants or checks  
   Before approval by legislative body—Conditions



## ENUMCLAW FIRE DEPARTMENT

### Commission Policy

1. SECTION: 7.07 Adoption Date: December 16, 2020

2. SUBJECT: **ELECTRONIC SIGNATURES**

3. POLICY:

The Enumclaw Fire Department has determined that the adoption of an electronic signature policy will promote efficiency, conserve public resources, and provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by Enumclaw Fire Department.

- Enumclaw Fire Department encourages electronic transactions and the use of electronic signatures and recognizes electronic signatures as legally binding and equivalent in force and effect as a wet signature.
- Enumclaw Fire Department authorizes the use of the Adobe electronic signature platform as the primary platform for affixing electronic signatures to Enumclaw Fire Department records. The Fire Chief may authorize the use of other commercially reasonable and available signature platforms provided the Platform has appropriate Security Procedures as defined under RCW 1.80 as necessary to conduct Enumclaw Fire Department business with third parties.
- The Board of Commissioners, Fire Chief, Office Manager and Administrative Assistant are authorized to use approved electronic signature platforms to affix electronic signatures to Enumclaw Fire Department records including Board of Commissioner meeting minutes, resolutions, vouchers, warrants, any and all contracts to which the Enumclaw Fire Department is a party and the other parties to the contract have agreed to use electronic signatures, records in which an electronic signature is required by a third party and other Enumclaw Fire Department records as authorized by the Fire Chief.
- Electronic signatures can only be applied by the authorized signer whose signature is required. Records signed on behalf of an authorized signer by a designee shall use the designee's own electronic signature.
- If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.
- If an individual authorized under this policy to use electronic signatures in a transaction affixes a signature in error, the individual shall
  - 1. Promptly notify any other parties of the error and that the individual did not intend to be bound by the erroneous electronic signature and
  - 2. Take reasonable steps to return or destroy the electronic record and return or recover any consideration received as a result of the erroneous signature

- Enumclaw Fire Department shall retain all records that are signed electronically in accordance with Enumclaw Fire Department policies and the Washington State records retention requirements.
- This Policy in no way affects Enumclaw Fire Department's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of wet signatures.
- This Policy is intended to comply with the Uniform Electronic Transactions Act and shall be interpreted consistent with that Act as adopted and implemented under Washington Law.

4. REFERENCE:

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**ENUMCLAW FIRE DEPARTMENT**  
***Commission Policy***

1. SECTION: 8.01 Adoption Date: September 21, 2016

2. SUBJECT: **IN-SERVICE CONFERENCES FOR FIRE COMMISSIONERS**

3. POLICY:

In keeping with the need for continuing in-service training and development, the Board encourages the participation of its members at appropriate board conferences, workshops and conventions. Funds for participation at such meetings will be budgeted on an annual basis.

4. REFERENCE:



## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 8.02 Adoption Date: September 21, 2016

2. SUBJECT: **NATIONAL-STATE-COUNTY COMMISSIONERS' ASSOCIATIONS**

3. POLICY:

The fire commissioners are members of the National Association of Elected Fire Officials, Washington Fire Commissioners Association and King County Fire Commissioners Association. Since the fire district contributes to the financial resources of the associations, commissioners are encouraged to participate in the governance of the associations.

4. REFERENCE:



## **ENUMCLAW FIRE DEPARTMENT**

### ***Commission Policy***

1. SECTION: 8.03 Adoption Date: September 21, 2016

2. SUBJECT: **MEMBERSHIPS AND SUBSCRIPTIONS**

3. POLICY:

The Board recognizes the importance of maintaining relations with allied organizations through payment of dues and for subscriptions to publications that will enhance the operation of the district. The chief may recommend such memberships and is authorized to subscribe to service-related publications.

4. REFERENCE: