



ENUMCLAW FIRE DEPARTMENT

BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

WEDNESDAY, SEPTEMBER 15, 2021 – 6:00PM

VIRTUAL MEETING USING ZOOM

The Board of Commissioners of the Enumclaw Fire Department held a Regular Meeting via Zoom.

Call-In Information:

Dial: +1 253 215 8782

Meeting ID: 892 3742 5960

Link to Join: <https://us02web.zoom.us/j/89237425960>

1. CALL TO ORDER

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

2. ATTENDANCE

- Amy Trachte-Commissioner, Jenny Jones-Commissioner, Jim Zoll-Commissioner, Eric Heintzinger-Commissioner, Randy Fehr-Fire Chief, Ashley Winter-Office Manager/District Secretary
- **Board Action:** Motion made by Commissioner Heintzinger to approve Commissioner Stubblefield's absence, seconded by Commissioner Zoll. All in favor 4-0.

3. AGENDA AMENDMENTS

- None

4. ANNOUNCEMENTS & PRESENTATIONS

- None

5. APPROVAL OF MEETING MINUTES

A. Regular Meeting August 18, 2021

- **Board Action:** Motion made by Commissioner Zoll to approve the Regular Meeting Minutes from August 18, 2021, seconded by Commissioner Jones. All in favor 4-0.

B. Special Meeting August 25, 2021

- **Board Action:** Motion made by Commissioner Zoll to approve the Special Meeting Minutes from August 25, 2021, seconded by Commissioner Jones. All in favor 4-0.

6. REGULAR BUSINESS

A. CORRESPONDENCE

- None

B. FINANCIALS

1) Approval of Expenditures – Exhibit A

a) 2021 General Operating Fund Expenditures - \$524,032.01

b) 2021 Capital Outlay Fund Expenditures - \$64,932.65

- **Board Action:** Motion made by Commissioner Jones to approve expenditures from the General Operating Fund for \$524,032.01 and Capital Outlay Fund for \$64,932.65 as presented in Exhibit A, seconded by Commissioner Zoll. All in favor 4-0.

2) Cash Balances

a) August 31, 2021

a. General Operating Fund – \$3,284,505.96 (2020 - \$2,978,806.88)

b. Capital Outlay Fund - \$3,502,569.41 (2020 - \$2,086,025.21)

b) September 9, 2021

a. General Operating Fund – \$3,320,119.54

b. Capital Outlay Fund - \$3,502,569.41

3) Financial Report – Ashley Winter, Office Manager

C. FIRE CHIEF'S REPORT - Chief Randy Fehr

D. RESOLUTIONS

- None

E. COMMITTEE UPDATES

- 1) ESCI Agency Evaluation Implementation
 - Had a meeting on August 25, 2021, contract for service presentation from Chief Morris from PSRFA. Presentation is posted on our website for anyone to view.
- 2) Levy Lid Lift Election
 - Met with Liz Loomis to discuss prereview of the process moving forward and discussed materials they are helping us put together. Materials are currently out for further review; they will provide information for why we need to run a levy lid lift.

7. MEETINGS

A. Schedule Budget Workshop Meeting

- October 6, 2021 at 6:00pm

B. Next Regular Meeting

- 1) October 20, 2021 at 6:00pm – Zoom Virtual Meeting

8. OLD BUSINESS

A. PSRFA Contract for Service

- Ashley Winter and Chief Fehr gave a comparison presentation and discussed a little further on what a contract for service with PSRFA may look like and included some items that need to be further discussed.
- Board schedules a tentative Town Hall meeting for October 13, 2021 at 6:00pm – Virtual Meeting
- Chief to work to get on Rotary agenda
- Board would like City Council to be invited to the Town Hall meeting

9. NEW BUSINESS

A. Accounts Payable Signers

- All Commissioners are authorized to sign, would like to assign three primary signers
- Board agrees three primary signers will be Amy Trachte, Jenny Jones, Jim Zoll

10. PUBLIC COMMENT

- A. Email Ashley Winter at AWinter@enumclawfire.org by 4:00pm on meeting date if you would like to be scheduled for Public Comment.

11. EXECUTIVE/EXEMPT SESSION

A. RCW 42.30.110

- 1) Enumclaw Firefighters Union Local 3931 CBA
- 2) Office Manager Contract

- Executive session called at 6:50pm for 10 minutes.
- Regular session resumed at 7:00pm.
- **Board Action:** Motion made by Commissioner Heintzinger to ratify the Enumclaw Firefighters Union Local 3931 Collective Bargaining Agreement, seconded by Commissioner Zoll. All in favor 4-0.
- **Board Action:** Motion made by Commissioner Zoll to approve a merit increase for the Office Manager effective September 1, 2021 in the amount of \$110,000, seconded by Commissioner Heintzinger. All in favor 4-0.

12. GOOD OF THE ORDER

- None

13. ADJOURNMENT

- **Board Action:** Motion made by Commissioner Zoll to adjourn the meeting at 7:02pm, seconded by Commissioner Jones. All in favor 4-0.

Approved by:



Amy Trachte, Chairperson



Ashley Winter, Office Manager









9-15-2021 Board of Commissioners Meeting Minutes

Final Audit Report

2021-10-26

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