



# ENUMCLAW FIRE DEPARTMENT

## BOARD OF FIRE COMMISSIONERS

### REGULAR MEETING MINUTES

#### WEDNESDAY, JANUARY 19, 2022 – 6:00PM

#### VIRTUAL MEETING USING ZOOM

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

#### Call-In Information:

Dial: +1 253 215 8782

Meeting ID: 860 5837 0070

Link to Join: <https://us02web.zoom.us/j/86058370070>

#### 1. CALL TO ORDER

- Meeting called to order by Commissioner Trachte at 6:02pm.

#### 2. ATTENDANCE

- Amy Trachte – Commissioner, Eric Heintzinger – Commissioner, Jim Zoll – Commissioner, Jenny Jones – Commissioner, Randy Fehr – Fire Chief, Ashley Winter – Office Manager/District Secretary
- **Board Action:** Motion made by Commissioner Trachte to excuse Commissioner Stubblefield, seconded by Commissioner Heintzinger. All in favor 3-0.

#### 3. AGENDA AMENDMENTS

- None

#### 4. ANNOUNCEMENTS & PRESENTATIONS

- None

#### 5. APPROVAL OF MEETING MINUTES

A. Regular Meeting December 15, 2021

- **Board Action:** Motion made by Commissioner Zoll to approve the meeting minutes from the December 15, 2021 regular meeting, seconded by Commissioner Heintzinger. All in favor 3-0.

#### 6. REGULAR BUSINESS

A. CORRESPONDENCE

- 1) PDC – Personal Financial Affairs Disclosure Report (Due by April 15<sup>th</sup>)

B. FINANCIALS

1) Approval of Expenditures – Exhibit A

a) 2021 General Operating Fund Expenditures - \$404,682.63

b) 2022 General Operating Fund Expenditures - \$181,850.96

- **Board Action:** Motion made by Commissioner Heintzinger to approve expenditures from the 2021 General Operating Fund for \$404,682.63 and 2022 General Operating Fund for \$181,850.96 as presented in Exhibit A, seconded by Commissioner Zoll. All in favor 3-0

2) Cash Balances

a) December 31, 2021

a. General Operating Fund – \$2,291,025.61 (2020 - \$2,631,531.80)

b. Capital Outlay Fund - \$5,404,082.91 (2020 - \$2,828,918.84)

b) January 12, 2022

a. General Operating Fund – \$2,202,331.95

b. Capital Outlay Fund - \$5,404,082.91

3) Financial Report – Ashley Winter, Office Manager

- Commissioner Jones joined meeting at 6:08pm

C. FIRE CHIEF'S REPORT – Chief Randy Fehr

D. RESOLUTIONS

- None

E. COMMITTEE UPDATES

- 1) ESCI Agency Evaluation Implementation
  - No updates
- 2) Levy Lid Lift Election
  - Commissioner Heintzinger - Be on the lookout for press releases. Discussed call volume and significance that we are seeing in increases and the impact it may have on service.

7. MEETINGS

A. Next Regular Meeting

- 1) February 16, 2022, at 6:00pm (ESD Mid-Winter Break is week of February 21<sup>st</sup>)

8. OLD BUSINESS

9. NEW BUSINESS

A. Annual Commission Policy Manual Review

- No updates

10. PUBLIC COMMENT

- A. Email Ashley Winter at [AWinter@enumclawfire.org](mailto:AWinter@enumclawfire.org) by 4:00pm day of meeting if you would like to be scheduled for Public Comment.

11. EXECUTIVE/EXEMPT SESSION

A. RCW 42.30.110 1(i)

- Dismissed at 6:34pm for 15 minutes
- Returned to regular meeting at 6:49pm
- Dismissed at 6:49pm for an additional 10 minutes
- Returned to regular meeting at 6:59pm
- **Board Action:** Commissioner Heintzinger made motion to hire Lori Bemis for legal representation, seconded by Commissioner Trachte. All in favor 4-0.

12. GOOD OF THE ORDER

- None

13. ADJOURNMENT


- **Board Action:** Motion made by Commissioner Trachte to adjourn meeting at 7:01pm, seconded by Commissioner Zoll. All in favor 4-0.

Approved by:



Amy Trachte (Mar 1, 2022 07:08 PST)

Amy Trachte, Chairperson



Ashley Winter (Feb 24, 2022 09:36 PST)

Ashley Winter, Office Manager



# ENUMCLAW FIRE DEPARTMENT

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## EXHIBIT A - EXPENDITURES FROM 12-16-2021 THRU 1-19-2022

**Date:** Wednesday, January 19, 2022

**To:** Board of Commissioners  
**From:** Ashley Winter, Office Manager

**Subject:** Recommendation of Approval of Expenditures

General Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	12/22/2021	2021.12.04	Accounts Payable	211201001-211204014	\$ 63,425.05
	1/5/2022	2022.01.01	Accounts Payable	220101001-220101002	\$ 115,745.75
	1/19/2022	2022.01.03	Accounts Payable	220103001-220103037	\$ 62,000.19
					<u>\$ 241,170.99</u>

General Fund Payroll	Date	Batch	Type	Voucher #s	Amount
	12/30/2021	Career	Direct Deposit	EFTs	\$ 151,660.87
	12/30/2021	2021.12.05	Deductions & Benefits	EFTs	\$ 182,399.37
	12/30/2021	2021.12.06	Deductions & Benefits	211206001-211206003	\$ 7,197.34
	1/14/2022	Vol/Chap/Board	Direct Deposit	EFTs	\$ 3,464.66
	1/14/2022	2022.01.02	Deductions & Benefits	EFTs	\$ 640.36
					<u>\$ 345,362.60</u>

Capital Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
					<u>\$ -</u>

Voided Vouchers	Date	Batch	Type	Voucher #s	Amount
					<u>\$ -</u>

Interfund Transfer	Date	From	To	Description	Amount
					<u>\$ -</u>

<b>2021 General Fund Expenditures</b>	\$ 404,682.63
<b>2022 General Fund Expenditures</b>	\$ 181,850.96
<b>Total Capital Fund Expenditures</b>	\$ -
<b>TOTAL EXPENDITURES</b>	<u>\$ 586,533.59</u>