



ENUMCLAW FIRE DEPARTMENT BOARD OF FIRE COMMISSIONERS

REGULAR MEETING AGENDA WEDNESDAY, DECEMBER 14, 2022 – 6:00PM ENUMCLAW CITY HALL COUNCIL CHAMBERS

The Board of Commissioners of the Enumclaw Fire Department will hold a Regular Meeting at Enumclaw City Hall Council Chambers with a virtual option via Zoom.

Call-In Information:

Dial: +1 253 215 8782

Meeting ID: 878 1593 6637

Link to Join: <https://us02web.zoom.us/j/87815936637>

1. CALL TO ORDER
2. FLAG SALUTE
3. ATTENDANCE
4. AGENDA AMENDMENTS
5. PUBLIC COMMENT

A. Email Laura Buckley at labuckley@enumclawfire.org by 4:00pm day of meeting if you would like to be scheduled for Public Comment.

1) *This is an opportunity for the public to address the Board of Commissioners on any subject which is not of a quasi-judicial nature or scheduled for a public hearing. Speakers are asked to stand to have their comments recorded. Speakers should state clearly their name(s) and address for the record. Please limit comments to three minutes per person.*

6. ANNOUNCEMENTS & PRESENTATIONS

A. Finance & HR Specialist Oath of Office – Laura Buckley

7. APPROVAL OF MEETING MINUTES

A. Regular Meeting November 16, 2022

B. Special Meeting December 5, 2022

8. REGULAR BUSINESS

A. CORRESPONDENCE

B. FINANCIALS

1) Approval of Expenditures – Exhibit A

a) 2022 General Operating Fund Expenditures - \$689,803.10

b) 2022 Capital Outlay Fund Expenditures – \$7,399.90

- **Board Action Recommendation:** To approve expenditures from the General Operating Fund for \$689,803.10 and the Capital Outlay Fund for \$7,399.90 as presented in Exhibit A.

2) Cash Balances

a) November 30, 2022

a. General Operating Fund – \$3,634,879.28 (2021 - \$4,182,249.23)

b. Capital Outlay Fund - \$5,322,345.41 (2021 - \$3,905,726.71)

b) December 8, 2022

a. General Operating Fund – \$3,668,760.86

b. Capital Outlay Fund - \$5,322,345.41

3) Financial Report – Ashley Winter

C. FIRE CHIEF'S REPORT – Chief Randy Fehr

D. RESOLUTIONS

1) Resolution #2022-09 Appointing Additional Auditing Officer

E. COMMITTEE UPDATES

9. MEETINGS

A. Next Regular Meeting

1) January 18, 2023, at 6:00pm

10. OLD BUSINESS

11. NEW BUSINESS

A. 2023 Fee Schedule

B. Procurement Policy

C. Asset Management Policy

D. Surplus Property Policy

12. PUBLIC COMMENT

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13. EXECUTIVE/EXEMPT SESSION

A. RCW 42.30.110

1) Enumclaw Firefighters Union Local 3931 CBA

14. GOOD OF THE ORDER

15. ADJOURNMENT



ENUMCLAW FIRE DEPARTMENT

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 www.enumclawfire.org – EFD@enumclawfire.org

EXHIBIT A - EXPENDITURES FROM 11-17-2022 THRU 12-14-2022

Date: Wednesday, December 14, 2022

To: Board of Commissioners
From: Ashley Winter, Finance & HR Director

Subject: Recommendation of Approval of Expenditures

General Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	11/28/2022	2022.11.07	Accounts Payable	EFT	\$ 576.90
	12/1/2022	2022.12.01	Accounts Payable	EFT	\$ 800.00
	12/14/2022	2022.12.03	Accounts Payable	EFT	\$ 10.00
	12/14/2022	2022.12.03	Accounts Payable	221203001-221203038	\$ 174,705.16
					<u>\$ 176,092.06</u>

General Fund Payroll	Date	Batch	Type	Voucher #s	Amount
	11/30/2022	Career	Direct Deposit	EFTs	\$ 271,110.95
	11/30/2022	2022.11.05	Deductions & Benefits	EFTs	\$ 242,356.00
	11/30/2022	2022.11.06	Deductions & Benefits	221106001	\$ 244.09
					<u>\$ 513,711.04</u>

Capital Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	12/14/2022	2022.12.02	Accounts Payable	221202001-221202003	\$ 7,399.90
					<u>\$ 7,399.90</u>

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

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

Total General Fund Expenditures	\$ 689,803.10
Total Capital Fund Expenditures	\$ 7,399.90
TOTAL EXPENDITURES	<u>\$ 697,203.00</u>