



ENUMCLAW FIRE DEPARTMENT BOARD OF FIRE COMMISSIONERS

REGULAR MEETING AGENDA WEDNESDAY, September 20, 2023 – 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: 892 2844 9209

Link to Join: <https://us02web.zoom.us/j/89228449209>

1. CALL TO ORDER
2. FLAG SALUTE
3. ATTENDANCE
4. EXECUTIVE/EXEMPT SESSION
 - A. None
5. ANNOUNCEMENTS & PRESENTATIONS
 - A. None
6. APPROVAL OF MEETING MINUTES
 - A. Regular Meeting July 19, 2023
7. REGULAR BUSINESS
 - A. CORRESPONDENCE
 - 1) Washington Fire Commissioners Conference – October 25th-28th
 - B. FINANCIALS
 - 1) Approval of Expenditures – Exhibit A
 - a) 2023 General Operating Fund Expenditures - \$997,612.08
 - b) 2023 Capital Outlay Fund Expenditures – \$32,063.36
 - **Board Action Recommendation:** To approve expenditures from the General Operating Fund for \$997,612.08 and the Capital Outlay Fund for \$32,063.36 as presented in Exhibit A.
 - 2) Cash Balances
 - a) August 31, 2023
 - a. General Operating Fund – \$3,293,619.37 (2022 - \$2,730,781.71)
 - b. Capital Outlay Fund - \$5,623,792.32 (2022 - \$5,237,113.98)
 - b) September 15, 2023
 - a. General Operating Fund – \$3,713,591.26
 - b. Capital Outlay Fund - \$5,639,536.46
 - 3) Financial Report – Ashley Winter
 - C. FIRE CHIEF'S REPORT
 - 1) Deputy Chief Ben Hayman
 - D. RESOLUTIONS
 - 1) Resolution 2023-03 Appoint New Secretary
 - a) Oath of Office – Erinn Tinney
 - E. COMMITTEE UPDATES
 - 1) King County Fire Commissioners Association – Commissioner Jones
 8. MEETINGS
 - A. Next Regular Meeting
 - 1) October 18, 2023, at 6:00pm

B. Schedule 2024 Budget Workshop

9. OLD BUSINESS

A. None

10. NEW BUSINESS

A. Administrative Assistant Job Description

11. PUBLIC COMMENT

A. Email Erinn Tinney at efd@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.

12. GOOD OF THE ORDER

13. ADJOURNMENT



ENUMCLAW FIRE DEPARTMENT

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 www.enumclawfire.org – EFD@enumclawfire.org

EXHIBIT A - EXPENDITURES FROM 7-20-2023 THRU 9-20-2023

Date: Wednesday, September 20, 2023

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
	7/31/2023	2023.07.08	Accounts Payable	EFT	\$ 15,000.00
	8/1/2023	2023.08.01	Accounts Payable	EFT	\$ 800.00
	8/16/2023	2023.08.03	Accounts Payable	230803001-230803033	\$ 79,882.89
	8/31/2023	2023.08.05	Accounts Payable	EFT	\$ 1,955.00
	9/1/2023	2023.09.01	Accounts Payable	EFT	\$ 800.00
	9/20/2023	2023.09.04	Accounts Payable	230904001-230904044	\$ 108,370.47
					\$ 206,808.36

General Fund Payroll	Date	Batch	Type	Voucher #s	Amount
	7/31/2023	2023.07.09	Deductions & Benefits	EFTs	\$ 204,340.56
	7/31/2023	2023.07.10	Deductions & Benefits	230710001	\$ 254.09
	7/31/2023	Career	Direct Deposit	EFTs	\$ 195,072.16
	8/15/2023	Volunteers/Chaplains/Commissioners	Deductions & Benefits	EFT	\$ 441.98
	8/15/2023	Volunteers/Chaplains/Commissioners	Direct Deposit	EFTs	\$ 2,444.71
	8/31/2023	2023.08.06	Deductions & Benefits	EFTs	\$ 201,620.53
	8/31/2023	2023.08.07	Deductions & Benefits	230807001	\$ 259.09
	8/31/2023	Career	Direct Deposit	EFTs	\$ 184,142.21
	9/15/2023	Volunteers/Chaplains/Commissioners	Deductions & Benefits	EFT	\$ 340.55
	9/15/2023	Volunteers/Chaplains/Commissioners	Direct Deposit	EFTs	\$ 1,887.84
					\$790,803.72

Capital Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	8/16/2023	2023.08.02	Accounts Payable	230802001-230802003	\$ 4,096.63
	9/20/2023	2023.09.03	Accounts Payable	230903001-230903004	\$ 27,966.73
					\$ 32,063.36

Voided Vouchers	Date	Batch	Type	Voucher #s	Amount
					\$ -

Interfund Transfer	Date	From	To	Description	Amount
					\$ -

Total General Fund Expenditures	\$ 997,612.08
Total Capital Fund Expenditures	\$ 32,063.36
TOTAL EXPENDITURES	\$ 1,029,675.44