



ENUMCLAW FIRE DEPARTMENT

BOARD OF FIRE COMMISSIONERS

REGULAR MEETING AGENDA

WEDNESDAY, JANUARY 17, 2024 – 6:00PM

FIRE ADMINISTRATION OFFICE 2884 GRIFFIN AVE #A, ENUMCLAW

The Board of Commissioners of the Enumclaw Fire Department will hold a Regular Meeting at Enumclaw Fire Department Administration Office with a virtual option via Zoom.

Call-In Information:

Dial: +1 253 215 8782

Meeting ID: 840 8157 8284

Link to Join: <https://us02web.zoom.us/j/84081578284>

1. CALL TO ORDER

2. FLAG SALUTE

3. ATTENDANCE

4. EXECUTIVE/EXEMPT SESSION

5. ANNOUNCEMENTS & PRESENTATIONS

6. APPROVAL OF MEETING MINUTES

A. Regular Meeting December 13, 2023

7. OFFICERS OF THE BOARD

A. Call for Nominations for Chair

B. Election of Chair

C. Assumption of Office by the New Chair

D. Call for Nominations for Vice Chair

E. Election of Vice Chair

8. REGULAR BUSINESS

A. CORRESPONDENCE

1) King County Fire Commissioners

B. FINANCIALS

1) Approval of Expenditures – Exhibit A

a) 2023 General Operating Fund Expenditures - \$668,028.00

b) 2023 Capital Outlay Fund Expenditures – \$0.00

c) 2023 Interfund Transfer from General Fund to Capital Outlay Fund - \$300,000.00

• **Board Action Recommendation:** To approve 2023 expenditures from the General Operating Fund for \$668,028.00 and the Interfund Transfer from General Fund to Capital Outlay Fund for \$300,000.00 as presented in Exhibit A.

d) 2024 General Operating Fund Expenditures - \$284,090.86

e) 2024 Capital Outlay Fund Expenditures – \$62,258.77

• **Board Action Recommendation:** To approve 2024 expenditures from the General Operating Fund for \$284,090.86 and the Capital Outlay Fund for \$62,258.77 as presented in Exhibit A.

2) Cash Balances

a) January 14, 2024

a. General Operating Fund – \$4,048,548.57

b. Capital Outlay Fund - \$5,787,593.57

3) Financial Report – Ashley Winter

C. FIRE CHIEF'S REPORT

1) Fire Chief Randy Fehr

2) Deputy Chief Ben Hayman

D. RESOLUTIONS

E. COMMITTEE UPDATES

- 1) King County Fire Commissioners Association – Commissioner Jones
- 2) Finance Committee – Commissioner Zoll and Commissioner Heintzinger
 - a. Appoint Chair and Vice Chair

9. MEETINGS

A. Next Regular Meeting

- 1) February 14, 2024, at 6:00pm

10. OLD BUSINESS

11. NEW BUSINESS

- A. Fire Commissioner Activity Log – Ashley Winter
- B. 2024 Board of Commissioners Objectives for Chief Fehr
- C. Board of Fire Commissioners Policy Manual Updates – Ashley Winter
- D. Cell Phone Tower Lease (Station 42) – Chief Fehr

12. 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 clearly state their name(s) and address for the record. Please limit comments to three (3) minutes per person.*

13. GOOD OF THE ORDER

14. ADJOURNMENT



ENUMCLAW FIRE DEPARTMENT

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www.enumclawfire.org – EFD@enumclawfire.org

EXHIBIT A - EXPENDITURES FROM 12-14-2023 THRU 1-17-2024

Date: Wednesday, January 17, 2024

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
	12/15/2023	2023.12.06	Accounts Payable	231206001-231206012	\$ 19,568.37
				2023 Voucher Total	\$ 19,568.37
	1/2/2024	2024.01.02	Accounts Payable	EFT	\$ 800.00
	1/2/2024	2024.01.03	Accounts Payable	EFT	\$ 145,000.00
	1/17/2024	2024.01.05	Accounts Payable	EFT	\$ 4,821.50
	1/17/2024	2024.01.09	Accounts Payable	240109001-240109034	\$ 95,177.60
				2024 Voucher Total	\$ 245,799.10
General Fund Payroll	Date	Batch	Type	Voucher #s	Amount
	12/15/2023	Volunteers/Chaplains/Commissioners	Direct Deposit	EFTs	\$ 3,498.08
	12/15/2023	2023.12.02	Deductions & Benefits	EFTs	\$ 621.61
	12/29/2023	Career	Direct Deposit	EFTs	\$ 204,881.74
	12/29/2023	Career	Direct Deposit	EFTs	\$ 159,109.00
	12/29/2023	2023.12.07	Deductions & Benefits	EFTs	\$ 280,095.11
	12/29/2023	2023.12.08	Deductions & Benefits	231208001	\$ 254.09
				2023 Payroll Total	\$ 648,459.63
	1/10/2024	2024.01.04	Deductions & Benefits	EFTs	\$ 36,044.57
	1/12/2024	Volunteers/Chaplains/Commissioners	Direct Deposit	EFTs	\$ 1,812.61
	1/12/2024	2024.01.07	Deductions & Benefits	EFTs	\$ 324.58
	1/12/2024	2024.01.07	Deductions & Benefits	240107001	\$ 110.00
				2024 Payroll Total	\$ 38,291.76
Capital Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	1/3/2024	2024.01.01	Accounts Payable	240101001	\$ 53,031.55
	1/17/2024	2024.01.08	Accounts Payable	240108001-240108004	\$ 9,186.69
	1/17/2024	2024.01.06	Accounts Payable	EFT	\$ 40.53
				2024 Voucher Total	\$ 62,258.77
Voided Vouchers	Date	Batch	Type	Voucher #s	Amount
					\$ -
Interfund Transfer	Date	From	To	Description	Amount
	12/5/2023	General Fund 100280010	Capital Fund 100283010	Capital Funding	\$ 300,000.00
					\$ 300,000.00

2023 Total General Fund Expenditures	\$ 668,028.00
2023 Total Capital Fund Expenditures	\$ -
2023 Interfund Transfer	\$ 300,000.00
2023 Total	\$ 968,028.00

2024 Total General Fund Expenditures	\$ 284,090.86
2024 Total Capital Fund Expenditures	\$ 62,258.77
2024 Total	\$ 346,349.63

TOTAL EXPENDITURES	\$ 1,314,377.63
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