

**ENUMCLAW FIRE DEPARTMENT
KING COUNTY, STATE OF WASHINGTON
RESOLUTION #2025-06**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE ENUMCLAW FIRE
DEPARTMENT, KING COUNTY FIRE PROTECTION DISTRICT #28, ESTABLISHING THAT
ENUMCLAW FIRE DEPARTMENT, KING COUNTY FIRE PROTECTION DISTRICT #28, WILL NOT
MAINTAIN A PUBLIC RECORD INDEX**

WHEREAS, RCW 42.56.070(3) requires that King County Fire Protection District #28 maintain and make available for public inspection an index of its public records created since 1973 or adopt an order that the creation of such an index would be unduly burdensome, and

WHEREAS, The Board of Fire Commissioners has previously determined by policy that creation of such an index would be unduly burdensome but now intends to formalize that policy decision into a formal order of the Governing Board that specifies the reasons why and the extent to which compliance with the record indexing requirement would unduly burden or interfere with King County Fire Protection District #28 operations, and

WHEREAS, King County Fire Protection District #28 creates and maintains a significant number of records on a regular basis in the conduct of business of the King County Fire Protection District #28, and

WHEREAS, King County Fire Protection District #28 staff has compiled the attached memorandum including **(Exhibit A)** identifying the volume of King County Fire Protection District #28 records and the estimated staff time and costs it would take to review and index the records, and

WHEREAS, The sheer volume of the records and the constant creation of records on an ongoing basis makes it difficult, if not impossible, to create and maintain a useful index, and

WHEREAS, Existing King County Fire Protection District #28 staff all perform essential functions necessary to the operation of the King County Fire Protection District #28 and adding record review and indexing job duties to the existing workload would unduly burden and interfere with the King County Fire Protection District #28's core operations, and

WHEREAS, Based on budgetary limitations, and the Board's desire to provide fire protection and emergency medical services in the most cost effective manner, King County Fire Protection District #28 staff believes it would be unduly burdensome to the King County Fire Protection District #28's operations and budget and would not be in the taxpayers' best interest to hire additional staff to create and maintain a record index given the above conditions

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF ENUMCLAW
FIRE DEPARTMENT, KING COUNTY, WASHINGTON DO HEREBY RESOLVE AS FOLLOWS:**

1. Pursuant to the Authority granted under RCW 42.56.070(4) it is hereby ordered that based on the recitals above and the recommendations of staff, King County Fire Protection District #28 shall not maintain a public records index as the creation and maintenance of such an index would be unduly burdensome and would interfere with King County Fire Protection District #28 operations.

PASSED, APPROVED AND ADOPTED in Open and Regular Session this 20th day of August 2025.


Jenny Jones (Aug 21, 2025 10:30:24 PDT)
Jenny Jones, Commissioner


Eric Heintzinger (Aug 25, 2025 09:43:55 PDT)
Eric Heintzinger, Commissioner

Absent

Angela Stubblefield, Commissioner


Amy Trachte (Aug 22, 2025 07:50:52 PDT)
Amy Trachte, Commissioner

Vacant

Commissioner Position #4

ATTEST:


Erinn Tinney (Aug 25, 2025 10:22:11 PDT)
Erinn Tinney, Board Secretary



ENUMCLAW FIRE DEPARTMENT

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MEMORANDUM

Public Record Index Analysis Worksheet

In order to determine whether it would be unduly burdensome to create an index of Enumclaw Fire Department records in accordance with the requirements in RCW 42.56.070(3), Enumclaw Fire Department staff has conducted a review of the volume of Enumclaw Fire Department records that staff believes would need to be reviewed to determine whether such records fall under each category of records identified by the statute.

(a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;

Not Applicable.

(b) Those statements of policy and interpretations of policy, statute, and the Constitution which have been adopted by the agency;

See Exhibit A

(c) Administrative staff manuals and instructions to staff that affect a member of the public;

See Exhibit A.

(d) Planning policies and goals, and interim and final planning decisions;

See Exhibit A.

(e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports, or surveys, whether conducted by public employees or others; and

See Exhibit A.

(f) Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory, or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party.

See Exhibit A

Exhibit A

The Enumclaw Fire Department maintains extensive records relating to the operation of the Enumclaw Fire Department's emergency response and prevention activities and interactions with its taxpayers and residents. The Enumclaw Fire Department regularly engages with the public through EMS, fire, and fire prevention and code enforcement activities, all of which generate a significant volume of records.

Below is a general summary of the types of records likely to fall under the statutory categories outlined in RCW 42.56.070(3). The records include over 621,132 electronic files and over 120 cubic feet of physical records that must be stored due to Washington State Retention Requirements. Due to the volume and scope, compiling a complete index in accordance with statutory requirements would require a substantial investment of staff time and resources thus making it unduly burdensome.

Identified Record Highlighted Below:

1. Microsoft Outlook
 - a. Emails
 - b. Teams messaging
 - c. One Note
2. ESO
 - a. Fire Incident Reports
 - b. Patient Care Reports
3. SharePoint
 - a. Every employee within Enumclaw Fire Department, Customized Space
4. OneDrive
 - a. Every employee within Enumclaw Fire Department has their own personal OneDrive for file storage
5. P: Drive
 - a. Personnel Records
 - b. Training Records
 - c. Fire Investigation Reports
 - d. Fire Permits & Inspection Reports
 - e. Photographs (scene and department)
 - f. Community Outreach
 - g. Collective Bargaining Agreements
 - h. Contracts & Agreements
 - i. Meeting Agendas & Minutes, Board of Commission & Internal Staff Meetings
 - j. Finance & Budget
 - k. Resolutions
 - l. Historic Documents
 - m. Public Records Requests
 - n. Apparatus Files
 - o. Fire Protection System Test Reports
6. U: Drive
 - a. Every employee within Enumclaw Fire Department has their own personal drive for file storage

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- 7. Springbrook
 - a. Financial Software
- 8. Lexipol
 - a. Policy Manual
- 9. PS Trax
 - a. Asset Management Software
- 10. Telestaff
 - a. Employee Scheduling & Timekeeping
- 11. Physical Records
 - a. Employee Records
 - b. Financial Records
 - c. Contracts
 - d. Board of Commissioner's Meeting Minutes & Agendas
 - e. Resolutions
 - f. Apparatus Records
 - g. Hose & Ladder Testing
 - h. Recruitment & Promotional Records
 - i. Volunteer Records
 - j. Apparatus Spec Records
 - k. Reference Materials
 - l. FMO Inspection & Systems Tests
 - m. Building Records
 - n. Historical Documents & Photos
 - o. DRS Documentation
 - p. BVFF Documentation

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EXHIBIT A

PUBLIC RECORD INDEX ANALYSIS WORKSHEET

Physical Records	Existing Cubic Feet of Records	Estimate of Documents per Cubic Feet
HR/Employee Records	12	24000
Financial Records	37	74000
BOC Meeting Minutes & Agendas	1	2000
Apparatus Records	9	18000
Hose & Ladder Testing	11	22000
Recruitment & Promotional Records	13	26000
Volunteer Records (St. 41)	3	6000
Apparatus Spec Records (St. 41)	3	6000
Reference Materials (St. 41)	4	8000
Firefighter Files (St. 41 Career Office)	4	8000
FMO Inspections & Systems Tests (St. 41)	3	6000
Station Building Files	2	4000
Historical Documents & Photos	5	10000
BVFF Documentation	3	6000
DRS Documentation	4	8000
Contracts	6	12000
Total Physical Records	120	240,000

Electronic Records	Existing Records Quantity	Server Space
Outlook	451,911	
SharePoint	45,125	244GB
Lexipol	296	
ESO - Fire Records	28,851	
ESO - EMS Records	16,667	
Springbrook	503	652MB
PS Trax	1,478	1GB
Fire Department Drive	20,489	57GB
Fire Department U-Drives	55,812	110GB
Total Digital Records	621,132	

Estimated Staff Time for Existing Records = 18 years

Estimated Cost for Existing Records = \$2,228,234

Estimated Staff Time for Annual Records = 2 years

Estimated Cost for Annual Records = \$242,145