



ENUMCLAW FIRE DEPARTMENT BOARD OF FIRE COMMISSIONERS

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

The Board of Commissioners of the Enumclaw Fire Department held 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

- Meeting called to order at 6:00pm by Commissioner Trachte

2. FLAG SALUTE

- Led by Commissioner Trachte

3. ATTENDANCE

- Present: Amy Trachte-Commissioner, Eric Heintzinger-Commissioner, Jim Zoll-Commissioner, Angie Stubblefield-Commissioner (virtual), Randy Fehr-Fire Chief, Ben Hayman-Deputy Fire Chief, Ashley Winter-District Secretary/Finance & HR Director, Laura Buckley-Finance & HR Specialist
- Absent: Jenny Jones
 - **Board Action:** Motion made by Commissioner Heintzinger to record Commissioner Jones as excused absence, seconded by Commissioner Zoll. All in favor 4-0.

4. AGENDA AMENDMENTS

- None

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.*

- None

6. ANNOUNCEMENTS & PRESENTATIONS

- A. Finance & HR Specialist Oath of Office – Laura Buckley
- Chief Fehr administered the Oath of Office to Laura Buckley.

7. APPROVAL OF MEETING MINUTES

- A. Regular Meeting November 16, 2022

- **Board Action:** Motion made by Commissioner Zoll to approve Regular Meeting Minutes from November 16, 2022, seconded by Commissioner Heintzinger. All in favor 4-0.

- B. Special Meeting December 5, 2022

- **Board Action:** Motion made by Commissioner Heintzinger to approve Special Meeting Minutes from December 5, 2022, seconded by Commissioner Zoll. All in favor 4-0.

8. REGULAR BUSINESS

- A. CORRESPONDENCE

- None

- 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:** Motion made by Commissioner Heintzinger 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, seconded by Commissioner Zoll. All in favor 4-0.
- 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
 - 1) Chief Report: Chief Randy Fehr
 - 2) Deputy Chief Report: Deputy Chief Ben Hayman
- D. RESOLUTIONS
 - 1) Resolution #2022-09 Appointing Additional Auditing Officer
 - **Board Action:** Motion made by Commissioner Heintzinger to read Resolution #2022-09 Appointing Additional Auditing Officer by title only, seconded by Commissioner Zoll. All in favor 4-0.
 - Commissioner Trachte read Resolution #2022-09 Appointing Additional Auditing Officer by title only.
 - **Board Action:** Motion made by Commissioner Heintzinger to adopt Resolution #2022-09 Appointing Additional Auditing Officer, seconded by Commissioner Zoll. All in favor 4-0.
- E. COMMITTEE UPDATES
 - None

9. MEETINGS

- A. Next Regular Meeting
 - 1) January 18, 2023, at 6:00pm

10. OLD BUSINESS

- None

11. NEW BUSINESS

- A. 2023 Fee Schedule

Board Action: Motion made by Commissioner Heintzinger to approve the updates to the 2023 Fee Schedule, seconded by Commissioner Zoll. All in favor 4-0.
- B. Procurement Policy

Board Action: Motion made by Commissioner Trachte to approve the Procurement Policy as presented, seconded by Commissioner Heintzinger. All in favor 4-0.
- C. Asset Management Policy

Board Action: Motion made by Commissioner Trachte to approve the Asset Management Policy as presented, seconded by Commissioner Heintzinger. All in favor 4-0.
- D. Surplus Property Policy

Board Action: Motion made by Commissioner Trachte to approve the Surplus Property Policy as presented, seconded by Commissioner Zoll. All in favor 4-0.

12. 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.*

13. EXECUTIVE/EXEMPT SESSION

- A. RCW 42.30.110 - Enumclaw Firefighters Union Local 3931 CBA
 - Called for 10 minutes at 6:36pm
 - Resumed regular session at 6:46pm
 - No action

14. GOOD OF THE ORDER

- Commissioner Trachte wish everyone a great holiday.

15. ADJOURNMENT

- **Board Action:** Motion made by Commissioner Heintzinger to adjourn the meeting at 6:49pm, seconded by Commissioner Zoll. All in favor 4-0.

Approved by:

Amy Trachte

Amy Trachte (Jan 23, 2023 08:03 PST)

Amy Trachte, Chairperson

Laura Buckley

Laura Buckley (Jan 23, 2023 09:16 PST)

Laura Buckley, Acting Board Secretary











12.14.2022 EFD Board of Commissioners Meeting Minutes

Final Audit Report

2023-01-23

Created:	2023-01-23
By:	Erinn Tinney (etinney@enumclawfire.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAlkOnh75fwI20TwOTm1jbOCvOQmLbYrY

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-  Document emailed to atrachte@enumclawfire.org for signature
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-  Signer atrachte@enumclawfire.org entered name at signing as Amy Trachte
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