



ENUMCLAW FIRE DEPARTMENT

BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

WEDNESDAY, JANUARY 18, 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: 857 5850 8999

Link to Join: <https://us02web.zoom.us/j/85758508999>

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, Jenny Jones-Commissioner, Randy Fehr-Fire Chief, Ben Hayman-Deputy Fire Chief, Laura Buckley-Acting District Secretary/Finance & HR Specialist

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

- None

7. APPROVAL OF MEETING MINUTES

- A. Regular Meeting December 14, 2022

- **Board Action:** Motion made by Commissioner Heintzinger to approve Regular Meeting Minutes from December 14, 2022, seconded by Commissioner Stubblefield. All in favor 5-0.

8. REGULAR BUSINESS

- A. CORRESPONDENCE

- None

- B. FINANCIALS

- 1) Approval of Expenditures – Exhibit A

a) 2022 General Operating Fund Expenditures - \$681,649.07

b) 2022 Capital Outlay Fund Expenditures – \$1,175.17

c) 2022 Interfund Transfer from General Fund to Capital Outlay Fund - \$175,000

- **Board Action:** Motion made by Commissioner Heintzinger to approve expenditures from the General Operating Fund for \$681,649.07 and the Capital Outlay Fund for \$1,175.17 and the Interfund Transfer from General Fund to Capital Outlay Fund for \$175,000 as presented in Exhibit A, seconded by Commissioner Stubblefield. All in favor 5-0.

- 2) Cash Balances
 - a) December 31, 2022
 - a. General Operating Fund – \$3,016,365.81 (2021 - \$2,291,025.61)
 - b. Capital Outlay Fund - \$5,498,978.45 (2021 - \$5,404,082.91)
 - b) January 5, 2023
 - a. General Operating Fund – \$2,885,384.95
 - b. Capital Outlay Fund - \$5,498,978.45

3) Financial Report – Laura Buckley

C. FIRE CHIEF'S REPORT

1) Chief Report: Chief Randy Fehr

Requested board approval to send proposal to attorney Snure for review to charge chief's state rate for calls to assisted living facilities for unnecessary 911 calls. Will bring document back to next meeting for board review.

2) Deputy Chief Report: Deputy Chief Ben Hayman

D. RESOLUTIONS

- None

E. COMMITTEE UPDATES

- None

9. MEETINGS

A. Next Regular Meeting

1) February 8, 2023, at 6:00pm

a) February meeting scheduled on 2nd Wednesday of the month by resolution to accommodate ESD mid-winter break schedule. 2023 ESD mid-winter break schedule February 20-24.

b) Propose Special Meeting on Wednesday, February 15, 2023 to allow for complete financials.

- **Board Decision:** The board agrees to cancel the regular meeting scheduled for Wednesday, February 8, 2023, at 6PM and hold a special meeting on Wednesday, February 15, 2023, at 6PM to ensure financial data is available for board review. The Enumclaw School District Mid-Winter break schedule will not negatively affect this change.

10. OLD BUSINESS

- None

11. NEW BUSINESS

A. King County Fire Commissioners Association Open Position

- Commissioner Jones volunteered to fill the open position with the King County Fire Commissioners Association. Chief Fehr will make a formal email introduction on January 19, 2023, as well as provide her contact information to the other members.

B. Annual review of Commission Policies

- The annual planning calendar denotes January as policy review month; proposed changes should be brought to the next meeting, scheduled on Wednesday, February 15, 2023.

12. PUBLIC COMMENT

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- None

13. EXECUTIVE/EXEMPT SESSION

- None

14. GOOD OF THE ORDER

15. ADJOURNMENT

- **Board Action:** Motion made by Commissioner Heintzinger to adjourn the meeting at 7:15pm, seconded by Commissioner Stubblefield. All in favor 5-0.

Approved by:

Amy Trachte

[Amy Trachte \(Mar 22, 2023 11:01 PDT\)](#)

Amy Trachte, Chairperson

Laura Buckley

[Laura Buckley \(Mar 20, 2023 11:42 PDT\)](#)

Laura Buckley, Acting Board Secretary











1.18.2023 EFD Board of Commissioners Minutes

Final Audit Report

2023-03-22

Created:	2023-03-20
By:	Erinn Tinney (etinney@enumclawfire.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMPfh2n8kVw5dLXTaecCvg4Ap0Qppw2vi

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