



ENUMCLAW FIRE DEPARTMENT BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES WEDNESDAY, MARCH 15, 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: 856 0533 8873

Link to Join: <https://us02web.zoom.us/j/85605338873>

1. CALL TO ORDER

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

2. FLAG SALUTE

- Led by Commissioner Trachte
- Moment of silence for Mountain View Fire & Rescue Fire Chief Greg Smith

3. ATTENDANCE

- Present: Amy Trachte-Commissioner, Eric Heintzinger-Commissioner, Jim Zoll-Commissioner, Jenny Jones-Commissioner, Randy Fehr-Fire Chief, Ben Hayman-Deputy Fire Chief, Laura Buckley-Acting District Secretary/Finance & HR Specialist, Phil Chase-Volunteer Firefighter
- Absent: Angie Stubblefield
 - **Board Action:** Motion made by Commissioner Jones to record Commissioner Stubblefield as excused absence, seconded by Commissioner Heintzinger. All in favor 4-0.
- Deputy Chief Hayman and Acting Board Secretary Buckley request a motion to be excused from the April 12, 2023, Regular Meeting.
 - **Board Action:** Motion made by Commissioner Heintzinger to excuse Deputy Chief Hayman and Acting District Secretary Buckley from the April 12, 2023, Regular Meeting, seconded by Commissioner Trachte. All in favor 4-0.

4. AGENDA AMENDMENTS

- None

5. PUBLIC COMMENT

- None

6. EXECUTIVE/EXEMPT SESSION

- None

7. ANNOUNCEMENTS & PRESENTATIONS

- A. Financial Affairs Disclosure Statements (F-1) are due to Washington Public Disclosure Commission (PDC) from all Commissioners by April 15, 2023.

8. APPROVAL OF MEETING MINUTES

- A. Special Meeting February 15, 2023
 - **Board Action:** Motion made by Commissioner Heintzinger to approve Special Meeting Minutes from February 15, 2023, seconded by Commissioner Jones. All in favor 4-0.

9. REGULAR BUSINESS

A. CORRESPONDENCE

- None

B. FINANCIALS

- 1) Approval of Expenditures – Exhibit A
 - a) 2023 General Operating Fund Expenditures - \$678,539.81
 - b) 2023 Capital Outlay Fund Expenditures – \$12,316.16

- **Board Action:** Motion made by Commissioner Jones to approve expenditures from the General Operating Fund for \$678,539.81 and the Capital Outlay Fund for \$12,316.16 as presented in Exhibit A, seconded by Commissioner Heintzinger All in favor 4-0.
- 2) Cash Balances
 - a) February 28, 2023
 - a. General Operating Fund – \$2,285,589.65 (2022 - \$1,635,752.44)
 - b. Capital Outlay Fund - \$5,602,235.05 (2022 - \$5,422,491.91)
 - b) March 6, 2023
 - a. General Operating Fund – \$2,266,250.35
 - b. Capital Outlay Fund - \$5,602,235.05
 - 3) Financial Report – Laura Buckley
 - Secretary Buckley advised the board the February payroll benefits did not post within the month as scheduled, the March payroll benefits will appear to be doubled, was a timing issue with King County.

C. FIRE CHIEF'S REPORT

- 1) Chief Report: Fire Chief Randy Fehr
 - a) DC Hayman's vehicle came in at a higher price than agreed upon. Waiting for response from Attorney Snure. May have to come back with budget amendment.
 - b) KNOX Entry system vehicle installations have begun.
 - c) Thank you to Puget Sound Fire IT getting the new Admin Office up and running, very grateful for their speedy work.
 - d) Thank you to Deputy Chief Hayman for his work with keeping the L3931 contract negotiations moving forward.
- 2) Deputy Chief Report: Deputy Chief Ben Hayman
 - a) Extended thanks to Laura Buckley for assistance with the financial reporting and keeping the department in line and within budget.
 - b) Focused on red card wildland training.
 - c) Multi-unit active shooter training attended in Renton recently.
 - d) Captain Bloomer doing great work implementing the PSERN radio transition and the department's WSRB rating while working with two new probationary firefighters on shift, appreciate all his hard work.

D. RESOLUTIONS

- None

E. COMMITTEE UPDATES

- None

10. MEETINGS

A. Next Regular Meeting

- 1) April 12, 2023, at 6:00pm
 - a) April meeting scheduled on 2nd Wednesday of the month by resolution to accommodate ESD spring break schedule. 2023 ESD spring break schedule April 17-21.

11. OLD BUSINESS

- None

12. NEW BUSINESS

A. 2022 Volunteer Firefighters Pension Participation Certification

- **Board Action:** Motion made by Commissioner Heintzinger to authorize Board Chair Trachte to sign the 2022 Volunteer Firefighters Pension Participation Certification as presented by Secretary Buckley, seconded by Commissioner Jones. All in favor 4-0.

13. PUBLIC COMMENT

- None

14. GOOD OF THE ORDER

- None

15. ADJOURNMENT

- **Board Action:** Motion made by Commissioner Trachte to adjourn the meeting at 6:32pm, seconded by Commissioner Jones. All in favor 4-0.

Approved by:

Amy Trachte
Amy Trachte (Apr 14, 2023 11:13 PDT)

Amy Trachte, Chairperson

Laura Buckley
Laura Buckley (Apr 18, 2023 08:28 PDT)

Laura Buckley, Acting Board Secretary











3.15.2023 EFD Board of Commissioners Minutes

Final Audit Report

2023-04-18

Created:	2023-04-13
By:	Erinn Tinney (etinney@enumclawfire.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAACvKrU6yhGhuCcP_w02TBvzjducZ548E2

"3.15.2023 EFD Board of Commissioners Minutes" History

-  Document created by Erinn Tinney (etinney@enumclawfire.org)
2023-04-13 - 9:38:33 PM GMT- IP address: 146.129.246.254
-  Document emailed to atrachte@enumclawfire.org for signature
2023-04-13 - 9:39:04 PM GMT
-  Document emailed to labuckley@enumclawfire.org for signature
2023-04-13 - 9:39:05 PM GMT
-  Email viewed by atrachte@enumclawfire.org
2023-04-14 - 6:13:16 PM GMT- IP address: 172.56.104.194
-  Signer atrachte@enumclawfire.org entered name at signing as Amy Trachte
2023-04-14 - 6:13:28 PM GMT- IP address: 172.56.104.194
-  Document e-signed by Amy Trachte (atrachte@enumclawfire.org)
Signature Date: 2023-04-14 - 6:13:30 PM GMT - Time Source: server- IP address: 172.56.104.194
-  Email viewed by labuckley@enumclawfire.org
2023-04-18 - 3:28:03 PM GMT- IP address: 104.47.65.254
-  Signer labuckley@enumclawfire.org entered name at signing as Laura Buckley
2023-04-18 - 3:28:36 PM GMT- IP address: 50.245.140.210
-  Document e-signed by Laura Buckley (labuckley@enumclawfire.org)
Signature Date: 2023-04-18 - 3:28:38 PM GMT - Time Source: server- IP address: 50.245.140.210
-  Agreement completed.
2023-04-18 - 3:28:38 PM GMT

Names and email addresses are entered into the Acrobat Sign service by Acrobat Sign users and are unverified unless otherwise noted.