



ENUMCLAW FIRE DEPARTMENT BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES WEDNESDAY, SEPTEMBER 20, 2023 – 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: 876 5636 4060

Link to Join: <https://us02web.zoom.us/j/86879339439>

1. CALL TO ORDER

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

2. FLAG SALUTE

Led by Commissioner Trachte

ATTENDANCE – Present: Amy Trachte-Commissioner, Jenny Jones-Commissioner, Angie Stubblefield-Commissioner, Eric Heintzinger-Commissioner, Ben Hayman-Deputy Chief, Erinn Tinney-Board Secretary, Ashley Winter-Finance & HR Director.

Absent: Jim Zoll-Commissioner. Motion to excuse made by Commissioner Jones, seconded by Commissioner Stubblefield. All in favor 4-0.

3. PUBLIC COMMENT

None

4. EXECUTIVE/EXEMPT SESSION

None

5. ANNOUNCEMENTS & PRESENTATIONS

None

6. APPROVAL OF MEETING MINUTES

A. Regular Meeting July 19, 2023

- **Board Action:** Motion made by Commissioner Heintzinger to approve Regular Meeting Minutes from July 19, 2023, seconded by Commissioner Stubblefield. All in favor 4-0.

7. REGULAR BUSINESS

A. CORRESPONDENCE

1) Washington Fire Commissioners Conference – October 25th-28th

- a) If interested in attending let Admin know if you need help with registration or travel accommodations.

B. FINANCIALS

1) Approval of Expenditures – Exhibit A

a) 2023 General Operating Fund Expenditures - \$997,612.08

b) 2023 Capital Outlay Fund Expenditures – \$32,063.36

- **Board Action:** Motion made by Commissioner Heintzinger to approve expenditures from the General Operating Fund for \$997,612.08 and the Capital Outlay Fund for

\$32,063.36 as presented in Exhibit A, seconded by Commissioner Jones. All in favor 4-0.

2) Cash Balances

a) August 31, 2023

- a. General Operating Fund – \$3,293,619.37 (2022 - \$2,730,781.71)
- b. Capital Outlay Fund - \$5,623,792.32 (2022 - \$5,237,113.98)

b) September 15, 2023

- a. General Operating Fund – \$3,713,591.26
- b. Capital Outlay Fund - \$5,639,536.46

3) Financial Report – Ashley Winter

C. FIRE CHIEF'S REPORT

1) Deputy Chief Ben Hayman

D. RESOLUTIONS

1) Resolution 2023-03 Appoint New Secretary for adoption at the September 20, 2023 Commission meeting. Motion to read Resolution by title by Commissioner Heintzinger, seconded by Commissioner Stubblefield. All in favor 4-0.

- **Board Action:** Motion made by Commissioner Heintzinger to adopt Resolution No. 2023-03 Appoint New Secretary, seconded by Commissioner Stubblefield. All in favor 4-0.

a) Oath of Office – Erinn Tinney

E. COMMITTEE UPDATES

1) King County Fire Commissioners Association – Commissioner Jones

- General meeting was cancelled, Executive meeting was August 2nd.
- Upcoming training opportunities:
 - NIMS Incident Management Training for Elected Officials – 10/14/23
 - Fire Commissioners 101 – January 2024

8. MEETINGS

A. Next Regular Meeting

1) October 18, 2023, at 6:00pm

B. 2024 Budget Workshop

1) October 24, 2023, at 6:00pm – Administration Office

9. OLD BUSINESS

None

10. NEW BUSINESS

A. Administrative Assistant Job Description

- **Board Action:** Motion made by Commissioner Trachte to approve Administrative Assistant Job Description, seconded by Commissioner Stubblefield. All in favor 4-0.

11. PUBLIC COMMENT

None

12. GOOD OF THE ORDER

13. ADJOURNMENT

- **Board Action:** Motion made by Commissioner Heintzinger to adjourn the meeting at 6:42pm, seconded by Commissioner Jones. All in favor 4-0.

Approved by:

Amy Trachte

Amy Trachte (Oct 22, 2023 09:23 PDT)

Amy Trachte, Chairperson

Erinn Tinney

Erinn Tinney (Oct 19, 2023 11:44 PDT)

Erinn Tinney, Board Secretary