



# ENUMCLAW FIRE DEPARTMENT

## BOARD OF FIRE COMMISSIONERS

### REGULAR MEETING MINUTES

#### WEDNESDAY, OCTOBER 18, 2023 – 6:00PM

#### ENUMCLAW CITY HALL COUNCIL CHAMBERS

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*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: 843 7354 3423

Link to Join: <https://us02web.zoom.us/j/84373543423>

#### 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, Jenny Jones-Commissioner, Angie Stubblefield-Commissioner, Eric Heintzinger-Commissioner, Jim Zoll-Commissioner, Randy Fehr-Fire Chief, Ben Hayman-Deputy Chief, Erinn Tinney-Board Secretary, Ashley Winter-Finance & HR Director.

#### 4. AGENDA AMENDMENT

Add Executive Session item 6. A. Fire Chief Evaluation per RCW 42.30.110(G)

- **Board Action:** Motion made by Commissioner Heintzinger for agenda amendment to add Executive Session item A. Fire Chief Evaluation per RCW 42.30.110(G), seconded by Commissioner Jones. All in favor 5-0.

#### 5. PUBLIC COMMENT

None

#### 6. EXECUTIVE/EXEMPT SESSION

A. RCW 42.30.110(G)

1) Fire Chief Evaluation

- Called for Executive Session at 6:01pm for 10 minutes. Returned to regular session at 6:11pm.

#### 7. ANNOUNCEMENTS & PRESENTATIONS

None

#### 8. APPROVAL OF MEETING MINUTES

A. Regular Meeting September 20, 2023

- **Board Action:** Motion made by Commissioner Heintzinger to approve Regular Meeting Minutes from September 20, 2023, seconded by Commissioner Jones. All in favor 5-0.

#### 9. REGULAR BUSINESS

A. CORRESPONDENCE

None

## B. FINANCIALS

### 1) Approval of Expenditures – Exhibit A

a) 2023 General Operating Fund Expenditures - \$542,244.77

b) 2023 Capital Outlay Fund Expenditures – \$1,294.73

- **Board Action:** Motion made by Commissioner Jones to approve expenditures from the General Operating Fund for \$542,244.77 and the Capital Outlay Fund for \$1,294.73 as presented in Exhibit A, seconded by Commissioner Zoll. All in favor 5-0.

### 2) Cash Balances

a) September 30, 2023

a. General Operating Fund – \$3,262,911.10 (2022 - \$2,339,562.49)

b. Capital Outlay Fund - \$5,611,569.73 (2022 - \$5,240,116.47)

b) October 13, 2023

a. General Operating Fund – \$3,562,128.01

b. Capital Outlay Fund - \$5,636,973.08

### 3) Financial Report – Ashley Winter

## C. FIRE CHIEF'S REPORT

1) Chief Randy Fehr

2) Deputy Chief Ben Hayman

## D. RESOLUTIONS

### 1) Resolution #2023-04 Budget Amendment 2023 General Operating Fund, for adoption at the October 18, 2023 Commission meeting.

- **Board Action:** Motion to read Resolution by title only by Commissioner Heintzinger, seconded by Commissioner Jones. All in favor 5-0.
- Commissioner Trachte reads Resolution #2023-04 by title only.
- **Board Action:** Motion made by Commissioner Heintzinger to adopt Resolution #2023-04 Budget Amendment 2023 General Operating fund, seconded by Commissioner Stubblefield. All in favor 5-0.

## E. COMMITTEE UPDATES

### 1) King County Fire Commissioners Association – Commissioner Jones

- Commissioner Jones attended two meetings this month.
- Commissioner Jones is attending WA Fire Commissioners Conference October 25-26.
- Upcoming educational opportunities:
  - o Commissioner 101 – January 6, 2024
  - o Roberts Rules of Order – February 24, 2024

## 10. MEETINGS

### A. 2024 Budget Workshop

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

### B. Next Regular Meeting

1) November 15, 2023, at 6:00pm

## 11. OLD BUSINESS

None

## 12. NEW BUSINESS

### A. Deputy Fire Chief Vacation Leave Cash Out

- **Board Action:** Motion made by Commissioner Heintzinger to approve Deputy Fire Chief vacation leave cash out, seconded by Commissioner Stubblefield. All in favor 5-0.

## 13. PUBLIC COMMENT

None

## 14. GOOD OF THE ORDER

## 15. ADJOURNMENT

- **Board Action:** Motion made by Commissioner Heintzinger to adjourn the meeting at 6:45pm, seconded by Commissioner Jones. All in favor 5-0.

Approved by:

Amy Trachte  
Amy Trachte (Nov 17, 2023 07:15 PST)

Amy Trachte, Chairperson

Erinn Tinney  
Erinn Tinney (Nov 16, 2023 17:29 PST)

Erinn Tinney, Board Secretary