



ENUMCLAW FIRE DEPARTMENT

BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

WEDNESDAY, NOVEMBER 15, 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: 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, Eric Heintzinger-Commissioner, Jim Zoll-Commissioner, Randy Fehr-Fire Chief, Ben Hayman-Deputy Chief, Erinn Tinney-Board Secretary, Ashley Winter-Finance & HR Director.

Absent: Angie Stubblefield-Commissioner.

- **Board Action:** Motion to excuse Commissioner Stubblefield made by Commissioner Heintzinger, seconded by Commissioner Trachte. All in favor 4-0.

4. AGENDA AMENDMENT

- None

5. PUBLIC COMMENT

- None

6. EXECUTIVE/EXEMPT SESSION

- None

7. ANNOUNCEMENTS & PRESENTATIONS

- Recognition of Chief Randy Fehr's 25 years of service with the Enumclaw Fire Department by Commissioner Trachte.

8. APPROVAL OF MEETING MINUTES

A. Regular Meeting October 18, 2023

- **Board Action:** Motion made by Commissioner Heintzinger to approve Regular Meeting Minutes from October 18, 2023, seconded by Commissioner Jones. All in favor 4-0.

B. Special Meeting October 24, 2023

- **Board Action:** Motion made by Commissioner Heintzinger to approve Special Meeting Minutes from October 24, 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 - \$526,685.63

b) 2023 Capital Outlay Fund Expenditures – \$118,735.44

- **Board Action:** Motion made by Commissioner Jones to approve expenditures from the General Operating Fund for \$526,685.63 and the Capital Outlay Fund for \$118,735.44 as presented in Exhibit A, seconded by Commissioner Heintzinger. All in favor 4-0.

2) Cash Balances

a) October 31, 2023

a. General Operating Fund – \$5,381,289.39 (2022 - \$3,487,605.68)

b. Capital Outlay Fund - \$5,635,678.35 (2022 - \$5,331,178.73)

b) November 10, 2023

a. General Operating Fund – \$5,822,341.54

b. Capital Outlay Fund - \$5,635,678.35

3) Financial Report – Ashley Winter

C. FIRE CHIEF'S REPORT

1) Chief Randy Fehr

2) Deputy Chief Ben Hayman

D. RESOLUTIONS

1) Resolution #2023-05 General Fund Transfer to Capital Outlay Fund

- **Board Action:** Motion to read Resolution by title only made by Commissioner Heintzinger, seconded by Commissioner Trachte. All in favor 4-0.
- Commissioner Trachte reads Resolution #2023-05 by title only.
- **Board Action:** Motion made by Commissioner Heintzinger to adopt Resolution #2023-05 General Fund Transfer to Capital Outlay Fund, seconded by Commissioner Jones. All in favor 4-0.

2) Resolution #2023-06 Principal Place of Business

- **Board Action:** Motion to read Resolution by title only made by Commissioner Heintzinger, seconded by Commissioner Jones. All in favor 4-0.
- Commissioner Trachte reads Resolution #2023-06 by title only.
- **Board Action:** Motion made by Commissioner Jones to adopt Resolution #2023-06 Principal Place of Business, seconded by Commissioner Heintzinger. All in favor 4-0.

3) Resolution #2023-07 Board Meeting Location Change

- **Board Action:** Motion to read Resolution by title only made by Commissioner Jones, seconded by Commissioner Heintzinger. All in favor 4-0.
- Commissioner Trachte reads Resolution #2023-07 by title only.
- **Board Action:** Motion made by Commissioner Jones to adopt Resolution #2023-07 Board Meeting Location Change, seconded by Commissioner Heintzinger. All in favor 4-0.

4) Resolution #2023-08 2024 Property Tax Levy

- **Board Action:** Motion to read Resolution by title only made by Commissioner Jones, seconded by Commissioner Heintzinger. All in favor 4-0.
- Commissioner Trachte reads Resolution #2023-08 by title only.
- **Board Action:** Motion made by Commissioner Heintzinger to adopt Resolution #2023-08 2024 Property Tax Levy, seconded by Commissioner Trachte. All in favor 4-0.

5) Resolution #2023-09 – BLS Transport Rate Increase

- **Board Action:** Motion made by Commissioner Jones to read Resolution #2023-09 BLS Transport Rate Increase by title only, seconded by Commissioner Heintzinger. All in favor 4-0.
- Commissioner Trachte reads Resolution #2023-09 by title only.

E. COMMITTEE UPDATES

1) King County Fire Commissioners Association – Commissioner Jones

- Commissioner Jones attended the general meeting and the executive meeting. She was asked to sit on the KC EMS Levy Committee and KC Trauma Care Committee.
 - Commissioner Jones attended WA Fire Commissioners Conference October 25-26.
 - Upcoming educational opportunities:
 - o Commissioner 101 – January 6, 2024
 - o Roberts Rules of Order – February 24, 2024
- 2) Establish Finance Committee
- **Board Action:** Motion to establish a Finance Committee made by Commissioner Trachte, seconded by commissioner Jones. All in favor 4-0.
 - Commissioner Heintzinger and Commissioner Zoll volunteered to serve on this committee, both appointed by Commissioner Trachte.

10. MEETINGS

- A. Next Regular Meeting
- 1) December 13, 2023, at 6:00pm

11. OLD BUSINESS

- None

12. NEW BUSINESS

- A. 2024 Budget Public Hearing
- **Board Action:** Motion made by Commissioner Trachte to adopt 2024 General Operating Fund Expense Budget in the amount of \$8,967,790 seconded by Commissioner Heintzinger. All in favor 4-0.
 - **Board Action:** Motion made by Commissioner Trachte to adopt 2024 Capital Outlay Fund Expense Budget in the amount of \$4,367,400 seconded by Commissioner Heintzinger. All in favor 4-0.

13. PUBLIC COMMENT

- Lyle Bellah congratulated Chief Fehr on his 25 years of service and thanked him for his friendship and mentorship.

14. GOOD OF THE ORDER

- None

15. ADJOURNMENT

- **Board Action:** Motion made by Commissioner Trachte to adjourn the meeting at 6:58pm, seconded by Commissioner Heintzinger. All in favor 4-0.

Approved by:

Amy Trachte
 Amy Trachte (Dec 18, 2023 08:15 PST)
 Amy Trachte, Chairperson

Erinn Tinney
 Erinn Tinney (Dec 14, 2023 12:31 PST)
 Erinn Tinney, Board Secretary