



ENUMCLAW FIRE DEPARTMENT

BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

WEDNESDAY, JANUARY 17, 2024 – 6:00PM

FIRE ADMINISTRATION OFFICE 2884 GRIFFIN AVE #A, ENUMCLAW

The Board of Commissioners of the Enumclaw Fire Department held a Regular Meeting at Enumclaw Fire Department Administration Office with a virtual option via Zoom.

Call-In Information:

Dial: +1 253 215 8782

Meeting ID: 840 8157 8284

Link to Join: <https://us02web.zoom.us/j/84081578284>

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 (virtual), Jim Zoll-Commissioner, Randy Fehr-Fire Chief, Ben Hayman-Deputy Chief, Erinn Tinney-Board Secretary, Ashley Winter-Finance & HR Director.

4. AGENDA AMENDMENT

- None

5. ANNOUNCEMENTS & PRESENTATIONS

- None

6. APPROVAL OF MEETING MINUTES

A. Regular Meeting December 13, 2023

- **Board Action:** Motion made by Commissioner Jones to approve Regular Meeting Minutes from December 13, 2023, seconded by Commissioner Zoll. All in favor 5-0.

7. OFFICERS OF THE BOARD

A. Call for Nominations for Chair

- **Board Action:** Commissioner Zoll nominated Commissioner Trachte for Chair, seconded by Commissioner Stubblefield. All in favor 5-0.
- Commissioner Trachte assumes position as Board Chair.

B. Call for Nominations for Vice Chair

- **Board Action:** Commissioner Zoll nominated Commissioner Jones for Vice Chair, seconded by Commissioner Stubblefield. All in favor 5-0.
- Commissioner Jones assumes position as Vice Chair.

8. REGULAR BUSINESS

A. CORRESPONDENCE

1) King County Fire Commissioners

- a) Regarding 2024 meetings, elections, and board opportunities.

B. FINANCIALS

- 1) Approval of Expenditures – Exhibit A
 - a) 2023 General Operating Fund Expenditures - \$668,028.00
 - b) 2023 Capital Outlay Fund Expenditures – \$0.00
 - **Board Action:** Motion made by Commissioner Jones to approve expenditures from the 2023 General Operating Fund for \$668,028.00 and the Interfund Transfer from General Fund to Capital Outlay Fund for \$300,000.00 as presented in Exhibit A, seconded by Commissioner Heintzinger. All in favor 5-0.
 - c) 2024 General Operating Fund Expenditures - \$284,090.86
 - d) 2024 Capital Outlay Fund Expenditures – \$62,258.77
 - **Board Action:** Motion made by Commissioner Jones to approve expenditures from the 2024 General Operating Fund for \$284,090.86 and Capital Outlay Fund for \$62,258.77 as presented in Exhibit A, seconded by Commissioner Trachte. All in favor 5-0.
- 2) Cash Balances
 - a) January 14, 2024
 - a. General Operating Fund – \$4,048,548.57
 - b. Capital Outlay Fund - \$5,787,593.57
- 3) Financial Report – Ashley Winter

C. FIRE CHIEF'S REPORT

- 1) Chief Randy Fehr
- 2) Deputy Chief Ben Hayman

D. RESOLUTIONS

- None

E. COMMITTEE UPDATES

- 1) King County Fire Commissioners Association – Commissioner Jones
 - Roberts Rules of Order Training – February 17th, Commissioner Jones is attending.
 - No new business
- 2) Finance Committee – Commissioner Zoll and Commissioner Heintzinger
 - Commissioner Trachte appointed Commissioner Heintzinger as Chair and Commissioner Zoll as Vice Chair.
 - They plan to meet monthly 1 hour prior to the Board of Commissioners meeting.

9. MEETINGS

- A. Next Regular Meeting
 - 1) February 14, 2024 at 6:00pm – EFD Administration Office

10. OLD BUSINESS

- None

11. NEW BUSINESS

- A. Fire Commissioner Activity Log – Ashley Winter
- B. 2024 Board of Commissioners Objectives – Chief Fehr
 - Board set priorities for Fire Chief and Finance Committee to research three options (Maintenance and Operations Levy, Fire Benefit Charge, and Contract for Service/Merger/Consolidation) to resolve deficit budget.
- C. Board of Fire Commissioners Policy Manual Updates – Ashley Winter
- D. Cell Phone Tower Lease (Station 42) – Chief Fehr

12. PUBLIC COMMENT

- None

13. GOOD OF THE ORDER

- Chief Fehr stated he will be out of town 1/18/23-1/21/23, Deputy Chief Hayman will be Acting Fire Chief while he is gone.

14. ADJOURNMENT

- **Board Action:** Motion made by Commissioner Jones to adjourn the meeting at 7:35pm, seconded by Commissioner Zoll. All in favor 5-0.

Approved by:

Amy Trachte
Amy Trachte (Feb 21, 2024 12:42 PST)

Amy Trachte, Chairperson

Erinn Tinney
Erinn Tinney (Feb 20, 2024 13:02 PST)

Erinn Tinney, Board Secretary

1.17.2024 EFD Board of Commissioners Minutes

Final Audit Report

2024-02-21

Created:	2024-02-20
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