



ENUMCLAW FIRE DEPARTMENT

BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES
WEDNESDAY, **MARCH 20TH**, 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.
- **AGENDA AMEDMENTS**
 - o Amend 9.A. under Old Business to: A. Contract for Service/Merger/Consolidation and Funding Sources Update – Chief Fehr

2. FLAG SALUTE

- Led by Commissioner Trachte.

3. ATTENDANCE

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

4. EXECUTIVE/EXEMPT SESSION

- None

5. ANNOUNCEMENTS & PRESENTATIONS

- Station Analysis Update – TCA Architecture
- Fire Marshals Update – Captain Kevin Madill

Recess called at 6:42 for 2 minutes, return from recess at 6:45.

6. APPROVAL OF MEETING MINUTES

- A. Regular Meeting February 14, 2024
 - **Board Action:** Motion made by Commissioner Jones to approve Regular Meeting Minutes from February 14, 2024, seconded by Commissioner Heintzinger. All in favor 5-0.

7. REGULAR BUSINESS

- CORRESPONDENCE
- FINANCIALS
 - 1) Approval of Expenditures – Exhibit A
 - a) 2024 General Operating Fund Expenditures - \$610,300.00
 - b) 2024 Capital Outlay Fund Expenditures – \$67,550.84
 - **Board Action:** Motion made by Commissioner Jones to approve expenditures from the 2024 General Operating Fund for \$610,300.00 and Capital Outlay Fund for \$67,550.84 as presented in Exhibit A, seconded by Commissioner Heintzinger. All in favor 5-0.

- 2) Cash Balances
 - a) February 11, 2024
 - a. General Operating Fund – \$3,585,269.53
 - b. Capital Outlay Fund - \$5,783,411.89
- 3) Financial Report – Ashley Winter

- **FIRE CHIEF'S REPORT**

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

- **RESOLUTIONS**

- None

- **COMMITTEE UPDATES**

- 1) King County Fire Commissioners Association – Commissioner Jones
 - Roberts Rules of Order class postponed to April 15th. Still room if anyone else wants to register.
 - President Fuller resigned in February, awaiting Special Election in April to fill the President position.
 - 2) Finance Committee – Commissioner Zoll and Commissioner Heintzinger
 - Meeting held 3/13/24 to go over information provided to the committee to set the direction of what services will be requested from potential contract agencies.
 - Meeting today to go over other non-consolidation issues.
 - Contract for service presentations to the Board will be in May with plan for the Board to make decision in June.
 - Meetings will be held the 2nd and 3rd Wednesday's monthly.

8. MEETINGS

- Next Regular Meeting
 - 1) April 10, 2024 at 6:00pm – EFD Administration Office

9. OLD BUSINESS

- Contract for Service/Merger/Consolidation and Funding Sources Update – Chief Fehr

10. NEW BUSINESS

- 2023 Volunteer Firefighters Pension Participation Certification
 - **Board Action:** Motion made by Commissioner Heintzinger to authorize Board Chair Trachte to sign the 2023 Volunteer Firefighters Pension Participation Certification as presented, seconded by Commissioner Stubblefield. All in favor 5-0.
- SAO Audit – Ashley Winter
 - Update on status of State Auditors Audit for 2020-2022.
 - Commissioners invited to participate in the entrance and exit interviews.
 - Goal is to have it completed in May.

11. PUBLIC COMMENT

- None

12. GOOD OF THE ORDER

- None

13. ADJOURNMENT

- **Board Action:** Motion made by Commissioner Heintzinger to adjourn the meeting at 8:35pm, seconded by Commissioner Jones. All in favor 5-0.

Approved by:

Amy Trachte

Amy Trachte (Apr 23, 2024 14:16 PDT)

Amy Trachte, Chairperson

Erinn Tinney

Erinn Tinney (Apr 11, 2024 17:58 PDT)

Erinn Tinney, Board Secretary



ENUMCLAW FIRE DEPARTMENT

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EXHIBIT A - EXPENDITURES FROM 2-15-2024 THRU 3-20-2024

Date: Wednesday, March 20, 2024

To: Board of Commissioners
From: Ashley Winter, Finance & HR Director

Subject: Recommendation of Approval of Expenditures

General Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	3/1/2024	2024.03.01	Accounts Payable	EFT	\$ 800.00
	3/20/2024	2024.03.05	Accounts Payable	240305001-240305044	\$ 192,798.86
					<u>\$ 193,598.86</u>
General Fund Payroll	Date	Batch	Type	Voucher #s	Amount
	2/15/2024	Volunteer	Direct Deposit	EFTs	\$ 2,704.24
	2/15/2024	2024.02.03	Deductions & Benefits	EFT	\$ 468.78
	2/29/2024	Career	Direct Deposit	EFTs	\$ 208,103.25
	2/29/2024	2024.02.06	Deductions & Benefits	EFTs	\$ 202,059.77
	2/29/2024	2024.02.07	Deductions & Benefits	240207001	\$ 234.09
	3/15/2024	Volunteer	Direct Deposit	EFTs	\$ 2,667.77
	3/15/2024	2024.03.03	Deductions & Benefits	EFT	\$ 463.24
					<u>\$ 416,701.14</u>
Capital Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	3/5/2024	2024.03.02	Accounts Payable	240302001	\$ 67,066.57
	3/20/2024	2024.03.04	Accounts Payable	240304001-240304003	\$ 484.27
					<u>\$ 67,550.84</u>
Voided Vouchers	Date	Batch	Type	Voucher #s	Amount
					<u>\$ -</u>
Interfund Transfer	Date	From	To	Description	Amount
					<u>\$ -</u>
Total General Fund Expenditures					\$ 610,300.00
Total Capital Fund Expenditures					\$ 67,550.84
TOTAL EXPENDITURES					<u>\$ 677,850.84</u>