



ENUMCLAW FIRE DEPARTMENT

BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

WEDNESDAY, APRIL 10, 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 6:01pm 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, Angie Stubblefield-Commissioner (virtual), Randy Fehr-Fire Chief, Ben Hayman-Deputy Chief, Erinn Tinney-Board Secretary, Ashley Winter-Finance & HR Director.

4. AGENDA AMENDMENTS

- Amend 11.A Finance/HR Director Contract and 11.B Administrative Assistant Contract update to an Executive Session.

5. ANNOUNCEMENTS & PRESENTATIONS

- None

6. APPROVAL OF MEETING MINUTES

A. Regular Meeting March 20, 2024

- **Board Action:** Motion made by Commissioner Heintzinger to approve Regular Meeting Minutes from March 20, 2024, seconded by Commissioner Jones. All in favor 5-0.

7. REGULAR BUSINESS

- CORRESPONDENCE
- FINANCIALS

1) Approval of Expenditures – Exhibit A

a) 2024 General Operating Fund Expenditures - \$551,596.17

b) 2024 Capital Outlay Fund Expenditures – \$13,737.71

- **Board Action:** Motion made by Commissioner Heintzinger to approve expenditures from the 2024 General Operating Fund for \$551,596.17 and Capital Outlay Fund for \$13,737.71 as presented in Exhibit A, seconded by Commissioner Stubblefield. All in favor 5-0.

2) Cash Balances

a) April 7, 2024

a. General Operating Fund – \$3,269,988.26

b. Capital Outlay Fund - \$5,782,927.62

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
 - o Commissioner Jones is attending Robert's Rules of Order Class on 4/13/24.
- 2) Finance Committee – Commissioner Zoll and Commissioner Heintzinger
 - o They reviewed Chief Fehr's Request for Proposal (RFP) for Fire Service Contract and agreed it is complete and ready to send out.
- **Board Action:** Motion made by Commissioner Heintzinger to send RFP for Fire Service Contract, seconded by Commissioner Trachte. All in favor 5-0.

8. MEETINGS

- Next Regular Meeting
 - 1) May 15, 2024, at 6:00pm – EFD Administration Office

9. OLD BUSINESS

- Contract for Service/Merger/Consolidation and Funding Sources Update – Chief Fehr
 - o Meeting scheduled 4/30/24 with the Fire Benefit Charge consultant to go over findings.
 - o Request for Proposals will be sent to Valley Regional Fire Authority, Mt. View Fire & Rescue and Puget Sound Regional Fire Authority.
- SAO Audit - Ashley Winter
 - o Working on the 2020, 2021, and 2022 financial and accountability audits.
 - o Setting a date for the entrance conference and will let Commissioners know when this is if they want to attend.
 - o Risk Assessment has been completed by Chief Fehr, Commissioner Trachte and Ashley.
 - o Plan to have audit completed by May.

10. NEW BUSINESS

- None

11. EXECUTIVE SESSION

- A. RCW 42.30.110(1)(g) - Finance/HR Director Contract – 2024-2029
- B. RCW 42.30.110(1)(g) - Administrative Assistant Contract – 2024-2029
 - o Called for Executive Session at 6:23pm for 10 minutes. Returned to regular session at 6:33pm.
 - **Board Action:** Motion made by Commissioner Trachte to ratify the Finance/HR Director contract for 2024-2029, seconded by Commissioner Jones. All in favor 5-0.
 - **Board Action:** Motion made by Commissioner Trachte to ratify the Administrative Assistant contract for 2024-2029, seconded by Commissioner Jones. All in favor 5-0.

12. PUBLIC COMMENT

- Three individuals addressed the Board during Public Comment.

13. GOOD OF THE ORDER

- Commissioner Jones confirmed with Chief Fehr that the contract with the Expo Center will not take overtime away from career personnel during the King County Fair.

14. 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 (May 24, 2024 07:09 PDT)

Amy Trachte, Chairperson

Erinn Tinney

Erinn Tinney (May 24, 2024 12:08 PDT)

Erinn Tinney, Board Secretary