



ENUMCLAW FIRE DEPARTMENT

BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

WEDNESDAY, MAY 15, 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, Jim Zoll-Commissioner, Randy Fehr-Fire Chief, Ben Hayman-Deputy Chief, Erinn Tinney-Board Secretary, Ashley Winter-Finance & HR Director.
- Absent: Eric Heintzinger
 - **Board Action:** Motion made by Commissioner Jones to record Commissioner Heintzinger as excused absence, seconded by Commissioner Zoll. All in favor 3-0.
- Absent: Angie Stubblefield
 - **Board Action:** Motion made by Commissioner Jones to record Commissioner Stubblefield as unexcused absence, seconded by Commissioner Trachte. All in favor 3-0.

4. AGENDA AMENDMENTS

- None

5. ANNOUNCEMENTS & PRESENTATIONS

- None

6. APPROVAL OF MEETING MINUTES

A. Regular Meeting April 10, 2024

- **Board Action:** Motion made by Commissioner Trachte to approve Regular Meeting Minutes from April 10, 2024, seconded by Commissioner Jones. All in favor 3-0.

7. REGULAR BUSINESS

- CORRESPONDENCE
- FINANCIALS

1) Approval of Expenditures – Exhibit A

a) 2024 General Operating Fund Expenditures - \$525,798.30

b) 2024 Capital Outlay Fund Expenditures – \$5,677.97

- **Board Action:** Motion made by Commissioner Jones to approve expenditures from the 2024 General Operating Fund for \$525,798.30 and Capital Outlay Fund

for \$5,677.97 as presented in Exhibit A, seconded by Commissioner Zoll. All in favor 3-0.

- 2) Cash Balances
 - a) May 12, 2024
 - a. General Operating Fund – \$5,761,498.47
 - b. Capital Outlay Fund - \$5,793,815.60
- 3) Financial Report – Ashley Winter

- **FIRE CHIEF'S REPORT**

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

- **RESOLUTIONS**

- 1) Resolution #2024-02 Establishing Financial Management Policies.
 - **Board Action:** Motion made by Commissioner Trachte to read Resolution #2024-02 Establishing Financial Management Policies by title only, seconded by Commissioner Jones. All in favor 3-0.
 - 2) Resolution #2024-03 Designate Additional Reserve Fund Balance for Salary Savings Plan.
 - **Board Action:** Motion made by Commissioner Trachte to read Resolution #2024-03 Designate Additional Reserve Fund Balance for Salary Savings Plan by title only, seconded by Commissioner Jones. All in favor 3-0.
 - 3) Resolution #2024-04 Additional General Fund Transfer to Capital Outlay Fund.
 - **Board Action:** Motion made by Commissioner Trachte to read Resolution #2024-04 Additional General Fund Transfer to Capital Outlay Fund by title only, seconded by Commissioner Jones. All in favor 3-0.

- **COMMITTEE UPDATES**

- 1) King County Fire Commissioners Association – Commissioner Jones
 - o Commissioner Jones attended Roberts Rules of Order webinar. She will share documents from the webinar when she receives them.
 - o They are focusing on updating bylaws and filling empty seats in their association.
 - o They announced the option to attend meetings in person and will continue to offer a virtual option.
 - 2) Finance Committee – Commissioner Zoll and Commissioner Heintzinger
 - o The Finance Committee had two meetings this month.
 - o Work is being done on the FBC option. They need more time to clarify some of the data and verify costs and needs.
 - o Reviewed Accounts Payable vouchers, all are good.
 - o Thank you to Ashley and staff, excellent job on the Financial Policy.

8. MEETINGS

- Next Regular Meeting
 - 1) June 19, 2024, at 6:00pm – Enumclaw City Hall Council Chambers
 - Motion made by Commissioner Trachte to cancel the regular meeting on June 19, 2024 (scheduled on Juneteenth federal holiday), seconded by Commissioner Jones. All in favor 3-0.
- Special Meeting
 - 1) June 26, 2024, at 6:00pm – Enumclaw City Hall Council Chambers
 - Motion made by Commissioner Trachte to schedule a special meeting on June 26, 2024, at 6:00pm at Enumclaw City Hall Council Chambers, seconded by Commissioner Jones. All in favor 3-0.

9. OLD BUSINESS

- Contract for Service/Merger/Consolidation and Funding Sources Update – Chief Fehr
 - o Nothing additional outside of the Finance Committee report.

- o They are working through the FBC data before presenting options to the board.
- SAO Audit - Ashley Winter
 - o Working through the 2020, 2021, 2022 financial audit. All requested documents have been submitted to auditors and are in review status.
 - o Accountability audit will be next.
 - o Commissioner Jones attended the entrance conference on behalf of the board.
 - o The exit conference for financial and accountability audits will be in the fall.

10. NEW BUSINESS

- Wildland Report – Chief Fehr
 - o The goal has always been to maintain cost neutral after all expenses have been paid and to maintain adequate response on the Enumclaw plateau.
 - o Don't anticipate any long-term wildland deployments this summer due to staffing.
 - o Enumclaw Fire Department did not mobilize in 2023.
 - o DNR and State Patrol agreements have been signed and are in place if needed this year.

11. EXECUTIVE SESSION

- None

12. PUBLIC COMMENT

- None

13. GOOD OF THE ORDER

14. ADJOURNMENT

- **Board Action:** Motion made by Commissioner Jones to adjourn the meeting at 6:40pm, seconded by Commissioner Zoll. All in favor 3-0.

Approved by:

Amy Trachte

Amy Trachte (Jul 4, 2024 11:44 PDT)

Amy Trachte, Chairperson

Erinn Tinney

Erinn Tinney (Jul 2, 2024 11:12 PDT)

Erinn Tinney, Board Secretary

5.15.2024 EFD Board of Commissioners Minutes

Final Audit Report

2024-07-04

Created:	2024-07-02
By:	Erinn Tinney (etinney@enumclawfire.org)
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