



ENUMCLAW FIRE DEPARTMENT

BOARD OF FIRE COMMISSIONERS

SPECIAL MEETING MINUTES

WEDNESDAY, JUNE 26, 2024 – 6:00PM

ENUMCLAW CITY HALL COUNCIL CHAMBERS, ENUMCLAW

The Board of Commissioners of the Enumclaw Fire Department held a Special Meeting at Enumclaw City Hall Council Chambers 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, Jim Zoll-Commissioner, Randy Fehr-Fire Chief, Ben Hayman-Deputy Chief, Erinn Tinney-Board Secretary, Laura Taylor-Finance & HR Specialist.

4. AGENDA AMENDMENTS

- None

5. ANNOUNCEMENTS & PRESENTATIONS

- None

6. APPROVAL OF MEETING MINUTES

A. Regular Meeting May 15, 2024

- **Board Action:** Motion made by Commissioner Jones to approve Regular Meeting Minutes from May 15, 2024, seconded by Commissioner Stubblefield. All in favor 5-0.

7. REGULAR BUSINESS

- CORRESPONDENCE
 - Letter from Puget Sound Regional Fire Authority declining to submit a Contract for Service Proposal at this time.
- FINANCIALS
 - 1) Approval of Expenditures – Exhibit A
 - a) 2024 General Operating Fund Expenditures - \$589,354.08
 - b) 2024 Capital Outlay Fund Expenditures – \$12,685.05
 - **Board Action:** Motion made by Commissioner Heintzinger to approve expenditures from the 2024 General Operating Fund for \$589,354.08 and Capital Outlay Fund for \$12,685.05 as presented in Exhibit A, seconded by Commissioner Jones. All in favor 5-0.

2) Cash Balances

- a) June 23, 2024
 - a. General Operating Fund – \$5,903,070.53
 - b. Capital Outlay Fund - \$5,861,228.31
- 3) Financial Report – Laura Taylor

- **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 to read Resolution by title only made by Commissioner Jones, seconded by Commissioner Heintzinger. All in favor 5-0.
 - Commissioner Trachte reads Resolution #2024-02 by title only.
 - **Board Action:** Motion made by Commissioner Trachte to adopt Resolution #2024-02 Establishing Financial Management Policies, seconded by Commissioner Stubblefield. All in favor 5-0.
- 2) Resolution #2024-03 Designate Additional Reserve Fund Balance for Salary Savings Plan.
 - **Board Action:** Motion to read Resolution by title only made by Commissioner Heintzinger, seconded by Commissioner Jones.
 - Commissioner Trachte reads Resolution #2024-03 by title only.
 - **Board Action:** Motion made by Commissioner Trachte to adopt Resolution #2024-03 Designate Additional Reserve Fund Balance for Salary Savings Plan, seconded by Commissioner Heintzinger. All in favor 5-0.
- 3) Resolution #2024-04 Additional General Fund Transfer to Capital Outlay Fund.
 - **Board Action:** Motion to read Resolution by title only made by Commissioner Jones, seconded by Commissioner Heintzinger. All in favor 5-0.
 - Commissioner Trachte reads Resolution #2024-04 by title only.
 - **Board Action:** Motion made by Commissioner Trachte to adopt Resolution #2024-04 Additional General Fund Transfer to Capital Outlay Fund, seconded by Commissioner Heintzinger. All in favor 5-0.

- **COMMITTEE UPDATES**

- 1) King County Fire Commissioners Association – Commissioner Jones
 - No report, Commissioner Jones was not able to attend the June meeting.
- 2) Finance Committee – Commissioner Zoll and Commissioner Heintzinger
 - Accounts Payable vouchers were reviewed and look good.
 - Reviewed preliminary data regarding the FBC funding option. A presentation from the consultants will be provided at the July 10, 2024, Special Meeting.

8. MEETINGS

- Special Meeting
 - 1) July 10, 2024, at 6:00pm – Enumclaw Fire Administration Office
- Special Meeting
 - 1) July 17, 2024 at 6:00pm – Enumclaw City Hall Council Chambers

9. OLD BUSINESS

- Contract for Service/Merger/Consolidation and Funding Sources Update – Chief Fehr
 - Mt. View Fire & Rescue Contract for Service presentation at the July 17, 2024, meeting.
 - FBC Funding Option presentation at the July 10, 2024, meeting.
- SAO Audit – Laura Taylor
 - She had a check-in meeting with the Auditor on June 24, 2024.
 - Final documents have been submitted and are in review.

10. NEW BUSINESS

- State Auditor's Office-Comprehensive 2023 Annual Financial Report – Laura Taylor
 - The Annual Financial Report is complete and has been filed with the Auditor's office.
 - The report was emailed to the Commissioners for review and signature.

11. EXECUTIVE SESSION

- None

12. PUBLIC COMMENT

- None

13. GOOD OF THE ORDER

- Chief Fehr – WSRB Rating
 - There are some impacts to Cumberland residents. Run cards and station orders were updated with a modifier to add Fire District #47 response which will help decrease the impact to the residents.
 - Thank you to BC Bloomer for his help in getting this done.
- Commissioner Trachte
 - Congratulations to Commissioner Stubblefield on her retirement from 42 years of teaching.
- Commissioner Jones
 - Congratulations to recently promoted Battalion Chief Kevin Madill, Battalion Chief John Bloomer and Captain Jared Johnson.
- Commissioner Heintzinger
 - Thank you for all the help at the EHS Field Day and Trades Fair. Enumclaw Fire, Mt. View Fire and PSRFA were in attendance.
 - Thank you to BC Bloomer and crew for attending to his son's broken arm.

14. ADJOURNMENT

- **Board Action:** Motion made by Commissioner Trachte to adjourn the meeting at 6:39pm, seconded by Commissioner Jones. All in favor 5-0.

Approved by:

Amy Trachte
Amy Trachte (Jul 25, 2024 07:52 PDT)
Amy Trachte, Chairperson

Erinn Tinney
Erinn Tinney (Jul 24, 2024 09:07 PDT)
Erinn Tinney, Board Secretary



ENUMCLAW FIRE DEPARTMENT

1330 Wells Street Enumclaw, WA 98022
Telephone (360) 825-5544 Fax: (253) 856-6541
www.enumclawfire.org – EFD@enumclawfire.org

EXHIBIT A - EXPENDITURES FROM 5-16-2024 THRU 6-26-2024

Date: Wednesday, June 26, 2024

To: Board of Commissioners
From: Laura Taylor, Finance/HR Specialist

Subject: Recommendation of Approval of Expenditures

General Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	6/3/2024	2024.06.01	Accounts Payable	EFT	\$ 800.00
	6/26/2024	2024.06.04	Accounts Payable	240604001-240604051	\$ 163,664.58
					<u>\$ 164,464.58</u>
General Fund Payroll	Date	Batch	Type	Voucher #s	Amount
	5/31/2024	Career	Direct Deposit	EFTs	\$ 215,271.25
	5/31/2024	2024.05.05	Deductions & Benefits	EFTs	\$ 206,797.76
	5/31/2024	2024.05.06	Deductions & Benefits	240506001	\$ 234.09
	6/14/2024	Volunteer	Direct Deposit	EFTs	\$ 2,200.76
	6/14/2024	2024.06.02	Deductions & Benefits	EFT	\$ 385.64
					<u>\$ 424,889.50</u>
Capital Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	6/26/2024	2024.06.03	Accounts Payable	240603001-240603005	\$ 12,685.05
					<u>\$ 12,685.05</u>
Voided Vouchers	Date	Batch	Type	Voucher #s	Amount
					<u>\$ -</u>
Interfund Transfer	Date	From	To	Description	Amount
					<u>\$ -</u>
Total General Fund Expenditures					\$ 589,354.08
Total Capital Fund Expenditures					\$ 12,685.05
TOTAL EXPENDITURES					<u>\$ 602,039.13</u>