



# ENUMCLAW FIRE DEPARTMENT

## BOARD OF FIRE COMMISSIONERS

### REGULAR MEETING MINUTES

**WEDNESDAY, August 21, 2024 – 6:00PM**

**FIRE ADMINISTRATION OFFICE 2884 GRIFFIN AVE #A, ENUMCLAW**

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*The Board of Commissioners of the Enumclaw Fire Department held a Regular Meeting at Enumclaw Fire 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, Jim Zoll-Commissioner, Ben Hayman-Deputy Chief, Laura Taylor-Finance & HR Specialist/Acting Board Secretary.

#### 4. AGENDA AMENDMENTS

- None

#### 5. ANNOUNCEMENTS & PRESENTATIONS

- None

#### 6. APPROVAL OF MEETING MINUTES

##### A. Special Meeting July 17, 2024

- **Board Action:** Motion made by Commissioner Trachte to approve Special Meeting Minutes from July 17, 2024, seconded by Commissioner Stubblefield. All in favor 5-0.

##### B. Special Meeting July 31, 2024

- **Board Action:** Motion made by Commissioner Trachte to approve Special Meeting Minutes from July 31, 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 - \$570,285.09

b) 2024 Capital Outlay Fund Expenditures – \$12,208.37

c) **Board Action:** Motion made by Commissioner Heintzinger to approve expenditures from the 2024 General Operating Fund for \$570,285.09 and Capital Outlay Fund for \$12,208.37 as presented in Exhibit A, seconded by Commissioner Stubblefield. All in favor 5-0.

##### 2) Cash Balances

a) August 18, 2024

a. General Operating Fund – \$4,440,385.36

b. Capital Outlay Fund - \$6,400,704.74

3) Financial Report – Laura Taylor

- FIRE CHIEF'S REPORT

- 1) Deputy Chief Ben Hayman

- RESOLUTIONS

- COMMITTEE UPDATES

- 1) Finance Committee – Commissioner Zoll and Commissioner Heintzinger

- None

## 8. MEETINGS

- Next Regular Meeting

- 1) September 18, 2024, at 6:00pm – CANCELLED

- Rescheduled as **Special Meeting** on September 25, 2024, at 6:00pm – Enumclaw Fire Administration Office

## 9. OLD BUSINESS

- SAO Audit – Laura Taylor

- Data requests have been submitted to SAO for financial and accountability categories of audit, pending review by audit manager. Expect to receive follow-up requests for clarification within the coming weeks.

## 10. NEW BUSINESS

- None

## 11. EXECUTIVE SESSION

- None

## 12. PUBLIC COMMENT

- None

## 13. GOOD OF THE ORDER

- None

## 14. ADJOURNMENT

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

Approved by:

Amy Trachte

Amy Trachte (Oct 18, 2024 13:01 PDT)

Amy Trachte, Chairperson

Laura Taylor

Laura Taylor, Acting 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 7-18-2024 THRU 8-21-2024

**Date:** Wednesday, August 21, 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               |
|---------------------------------|-----------|------------|-----------------------|---------------------|----------------------|
|                                 | 8/1/2024  | 2024.08.01 | Accounts Payable      | EFT                 | \$ 800.00            |
|                                 | 8/21/2024 | 2024.08.04 | Accounts Payable      | 240804001-240804042 | \$ 133,187.29        |
|                                 |           |            |                       |                     | <u>\$ 133,987.29</u> |
| General Fund Payroll            | Date      | Batch      | Type                  | Voucher #s          | Amount               |
|                                 | 7/31/2024 | Career     | Direct Deposit        | EFTs                | \$ 219,242.10        |
|                                 | 7/31/2024 | 2024.07.07 | Deductions & Benefits | EFTs                | \$ 211,694.01        |
|                                 | 7/31/2024 | 2024.07.08 | Deductions & Benefits | 240708001           | \$ 234.09            |
|                                 | 8/15/2024 | Volunteer  | Direct Deposit        | EFTs                | \$ 4,379.48          |
|                                 | 8/15/2024 | 2024.08.02 | Deductions & Benefits | EFT                 | \$ 748.12            |
|                                 |           |            |                       |                     | <u>\$ 436,297.80</u> |
| Capital Fund Vouchers           | Date      | Batch      | Type                  | Voucher #s          | Amount               |
|                                 | 8/21/2024 | 2024.08.03 | Accounts Payable      | 240803001-240803004 | \$ 12,208.37         |
|                                 |           |            |                       |                     | <u>\$ 12,208.37</u>  |
| Voided Vouchers                 | Date      | Batch      | Type                  | Voucher #s          | Amount               |
|                                 | 7/17/2024 | 2024.06.04 | Accounts Payable      | 240604015           | \$ 1,800.00          |
|                                 |           |            |                       |                     | <u>\$ 1,800.00</u>   |
| Interfund Transfer              | Date      | From       | To                    | Description         | Amount               |
|                                 |           |            |                       |                     | <u>\$ -</u>          |
| Total General Fund Expenditures |           |            |                       |                     | \$ 570,285.09        |
| Total Capital Fund Expenditures |           |            |                       |                     | \$ 12,208.37         |
| TOTAL EXPENDITURES              |           |            |                       |                     | <u>\$ 582,493.46</u> |