



ENUMCLAW FIRE DEPARTMENT

BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

WEDNESDAY, OCTOBER 16, 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.

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

- A. RCW 42.30.110 1(g)
 - 1) Fire Chief's Annual Evaluation
- Excused at 6:00pm for 7 minutes.
- Resumed regular session at 6:07pm.

5. ANNOUNCEMENTS & PRESENTATIONS

- None

6. APPROVAL OF MEETING MINUTES

- A. Special Meeting September 25, 2024
 - **Board Action:** Motion made by Commissioner Heintzinger to approve Regular Meeting Minutes from September 25, 2024, seconded by Commissioner Jones. All in favor 5-0.

7. REGULAR BUSINESS

A. CORRESPONDENCE

B. FINANCIALS

1) Approval of Expenditures – Exhibit A

a) 2024 General Operating Fund Expenditures - \$519,387.21

b) 2024 Capital Outlay Fund Expenditures – \$5,559.29

- **Board Action:** Motion made by Commissioner Heintzinger to approve expenditures from the 2024 General Operating Fund for \$519,387.21 and Capital Outlay Fund for \$5,559.29 as presented in Exhibit A, seconded by Commissioner Trachte. All in favor 5-0.

2) Cash Balances

a) October 9, 2024

a. General Operating Fund – \$3,618,861.52

- b. Capital Outlay Fund - \$6,419,891.94
- 3) Financial Report – Ashley Winter
- C. **FIRE CHIEF'S REPORT**
 - 1) Fire Chief Randy Fehr
 - 2) Deputy Chief Ben Hayman
- D. **RESOLUTIONS**
 - None
- E. **COMMITTEE UPDATES**
 - 1) Finance Committee – Commissioner Zoll and Commissioner Heintzinger
 - Reviewed vouchers and recommend approval.

8. MEETINGS

- A. 2025 Budget Workshop
 - 1) October 23, 2024, at 6:00pm
- B. Next Regular Meeting
 - 1) November 20, 2024, at 6:00pm

9. OLD BUSINESS

- A. SAO Audit – Ashley Winter
 - All information has been submitted and is in review status at the State Auditor's office.

10. NEW BUSINESS

- None

11. PUBLIC COMMENT

- None

12. GOOD OF THE ORDER

- Commissioner Heintzinger extends thank you to all Fire and Police agencies that helped at the recent multi-vehicle incident.
- Commissioner Heintzinger extends thank you the Volunteer Firefighters for their service.
- Commissioner Trachte reported that she will not continue as the Board Chair in 2025. The Board of Fire Commissioners Chair and Vice-Chair positions will be voted on at the January 15, 2025, meeting.

13. ADJOURNMENT

- **Board Action:** Motion made by Commissioner Trachte to adjourn the meeting at 6:34pm, seconded by Commissioner Stubblefield. All in favor 5-0.

Approved by:

Amy Trachte
Amy Trachte (Nov 27, 2024 11:48 PST)
Amy Trachte, Chairperson

Erinn Tinney
Erinn Tinney (Nov 26, 2024 14:21 PST)
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 9-26-2024 THRU 10-16-2024

Date: Wednesday, October 16, 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
	10/1/2024	2024.10.01	Accounts Payable	EFT	\$ 800.00
	10/16/2024	2024.10.04	Accounts Payable	241004001-241004028	\$ 77,777.11
					<u>\$ 78,577.11</u>
General Fund Payroll	Date	Batch	Type	Voucher #s	Amount
	9/30/2024	Career	Direct Deposit	EFTs	\$ 221,607.87
	9/30/2024	2024.09.05	Deductions & Benefits	EFTs	\$ 215,713.88
	9/30/2024	2024.09.06	Deductions & Benefits	240906001	\$ 254.09
	10/15/2024	Volunteer	Direct Deposit	EFTs	\$ 2,756.08
	10/15/2024	2024.10.02	Deductions & Benefits	EFT	\$ 478.18
					<u>\$ 440,810.10</u>
Capital Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	10/16/2024	2024.10.03	Accounts Payable	241003001-241003003	\$ 5,559.29
					<u>\$ 5,559.29</u>
Voided Vouchers	Date	Batch	Type	Voucher #s	Amount
					<u>\$ -</u>
Interfund Transfer	Date	From	To	Description	Amount
					<u>\$ -</u>
Total General Fund Expenditures					\$ 519,387.21
Total Capital Fund Expenditures					\$ 5,559.29
TOTAL EXPENDITURES					<u>\$ 524,946.50</u>