ENUMCLAW FIRE DEPARTMENT
BOARD OF FIRE COMMISSIONERS

SPECIAL MEETING MINUTES
MONDAY, NOVEMBER 25, 2024 – 6:00PM
FIRE ADMINISTRATION OFFICE 2884 GRIFFIN AVE #A, ENUMCLAW

The Board of Commissioners of the Enumclaw Fire Department held a Special 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. Laura Taylor-Finance & HR Specialist

4. **ANNOUNCEMENTS & PRESENTATIONS**
   - None

5. **APPROVAL OF MEETING MINUTES**
   A. Regular Meeting October 16, 2024
   - **Board Action:** Motion made by Commissioner Heintzinger to approve Regular Meeting Minutes from October 16, 2024, seconded by Commissioner Jones. All in favor 5-0.

   A. Special Meeting October 23, 2024
   - **Board Action:** Motion made by Commissioner Heintzinger to approve Special Meeting Minutes from October 23, 2024, seconded by Commissioner Jones. All in favor 5-0.

6. **REGULAR BUSINESS**
   A. CORRESPONDENCE
   B. COMMITTEE UPDATES
      1) Finance Committee – Commissioner Heintzinger (Chair) and Commissioner Zoll
         - Reviewed vouchers and recommend approval.

   C. FINANCIALS
      1) Approval of Expenditures – Exhibit A
         a) 2024 General Operating Fund Expenditures - $549,030.20
         b) 2024 Capital Outlay Fund Expenditures – $469.24
         - **Board Action:** Motion made by Commissioner Jones to approve expenditures from the 2024 General Operating Fund for $549,030.20 and Capital Outlay Fund for $469.24 as presented in Exhibit A, seconded by Commissioner Stubblefield. All in favor 5-0.

      2) Cash Balances
         a) November 17, 2024
            a. General Operating Fund – $5,936,858.70

b. Capital Outlay Fund - $6,437,986.07

3) Financial Report – Ashley Winter

D. **FIRE CHIEF'S REPORT**

1) Fire Chief Randy Fehr

2) Deputy Chief Ben Hayman

E. **RESOLUTIONS**

1) Resolution #2024-05 2025 Property Tax Lavy

- **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 #2024-05 by title only.
- **Board Action:** Motion made by Commissioner Jones to adopt Resolution #2024-05 2025 Property Tax Levy, seconded by Commissioner Trachte. All in favor 5-0.

2) Resolution #2024-06 Appointing Additional Auditing Officers

- **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 #2024-06 by title only.
- **Board Action:** Motion made by Commissioner Heintzinger to adopt Resolution #2024-06 Appointing Additional Auditing Officers, seconded by Commissioner Trachte. All in favor 5-0.

7. MEETINGS

A. Next Meeting – Special Meeting

1) December 11, 2024, at 6:00pm

8. OLD BUSINESS

A. SAO Audit – Laura Taylor

- All information has been submitted and is in final review status at the State Auditor's office.

B. Collaborative Service Agreement Authorization – Deputy Chief Ben Hayman

a. **Board Action:** Motion made by Commissioner Heintzinger to approve the Fire Chief Exit Agreement per the Collaborative Service Agreement, seconded by Commissioner Jones. All in favor 5-0.

b. **Board Action:** Motion made by Commissioner Jones to Authorize Fire Chief to sign a Collaborative Service Agreement with PSF for Executive Services beginning on January 1, 2025, through December 31, 2025, seconded by Commissioner Heintzinger. All in favor 5-0.

9. NEW BUSINESS

A. 2025 Budget Public Hearing – Deputy Chief Ben Hayman and Laura Taylor

• **Board Action:** Motion made by Commissioner Trachte to approve the 2025 General Operating Fund Expense Budget in the amount of $9,211,280, seconded by Commissioner Zoll. All in favor 5-0.

• **Board Action:** Motion made by Commissioner Trachte to approve the 2025 Capital Outlay Fund Expense Budget in the amount of $4,308,100, seconded by Commissioner Zoll. All in favor 5-0.

B. Valley Communications 2025 Fee Schedule and Agreement – Fire Chief Randy Fehr

• **Board Action:** Motion made by Commissioner Heintzinger to authorize Board Chairperson to sign 2025 Valley Communications Fee Schedule, seconded by Commissioner Zoll. All in favor 5-0.

10. EXECUTIVE/EXEMPT SESSION

- None

11. PUBLIC COMMENT

- None

12. GOOD OF THE ORDER

- Commissioner Trachte extends thank you to the firefighters that worked during the recent windstorm.

13. ADJOURNMENT

- **Board Action:** Motion made by Commissioner Heintzinger to adjourn the meeting at 7:10pm, seconded by Commissioner Jones. All in favor 5-0.

Approved by:

Amy Trachte
Amy Trachte (Dec 12, 2024 09:58 PST)

Amy Trachte, Chairperson

Erinn Tinney
Erinn Tinney (Dec 12, 2024 08:35 PST)

Erinn Tinney, Board Secretary

ENUMCLAW FIRE DEPARTMENT

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EXHIBIT A - EXPENDITURES FROM 10-17-2024 THRU 11-20-2024

Date: Monday, November 25, 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
	11/1/2024	2024.11.01	Accounts Payable	EFT	$ 800.00
	11/20/2024	2024.11.03	Accounts Payable	241103001-241103038	$ 70,997.07
					$ 71,797.07

General Fund Payroll	Date	Batch	Type	Voucher #s	Amount
	10/23/2024	Career	Deductions & Benefits	EFTs	$ 43,056.83
	10/31/2024	Career	Direct Deposit	EFTs	$ 214,536.74
	10/31/2024	2024.10.06	Deductions & Benefits	EFTs	$ 214,791.08
	10/31/2024	2024.10.07	Deductions & Benefits	241007001	$ 254.09
	11/15/2024	Volunteer	Direct Deposit	EFTs	$ 3,912.04
	11/15/2024	2024.11.02	Deductions & Benefits	EFT	$ 670.68
	11/19/2024	2024.11.05	Deductions & Benefits	EFT	$ 11.67
					$ 477,233.13

Capital Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	11/20/2024	2024.11.04	Accounts Payable	241104001-241104002	$ 469.24
					$ 469.24

Voided Vouchers	Date	Batch	Type	Voucher #s	Amount
					$ -

Interfund Transfer	Date	From	To	Description	Amount
					$ -

Total General Fund Expenditures	$ 549,030.20
Total Capital Fund Expenditures	$ 469.24
TOTAL EXPENDITURES	**$ 549,499.44**