



ENUMCLAW FIRE DEPARTMENT

BOARD OF FIRE COMMISSIONERS

SPECIAL MEETING MINUTES

WEDNESDAY, SEPTEMBER 25, 2024 – 6:00PM

ENUMCLAW FIRE ADMINISTRATION OFFICE

The Board of Commissioners of the Enumclaw Fire Department held a Special Meeting at Enumclaw Fire Administration Office with a virtual option via Zoom.

Call-In Information:

Dial: +1 253 215 8782

Meeting ID: 813 1576 6358

Passcode: 331095

Link to Join: <https://us02web.zoom.us/j/81315766358?pwd=4WcSkDWqAH9zzGmm8B5YIIxEvaJAPa.1>

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. ANNOUNCEMENTS & PRESENTATIONS

- A. Interim Fire Chief Presentation – Chief Brian Carson

5. APPROVAL OF MEETING MINUTES

- A. Regular Meeting August 21, 2024

- **Board Action:** Motion made by Commissioner Heintzinger to approve Regular Meeting Minutes from August 21, 2024, seconded by Commissioner Jones. All in favor 5-0.

6. REGULAR BUSINESS

- CORRESPONDENCE

- 1) Email – Fire Chief's Annual Evaluation

- FINANCIALS

- 1) Approval of Expenditures – Exhibit A

- a) 2024 General Operating Fund Expenditures - \$676,756.30

- b) 2024 Capital Outlay Fund Expenditures – \$13,584.65

- **Board Action:** Motion made by Commissioner Heintzinger to approve expenditures from the 2024 General Operating Fund for \$676,756.30 and Capital Outlay Fund for \$13,584.65 as presented in Exhibit A, seconded by Commissioner Jones. All in favor 5-0.

- 2) Cash Balances

- a) September 22, 2024

- a. General Operating Fund – \$4,053,606.72

- b. Capital Outlay Fund - \$6,416,146.58

- 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 – Exhibit “A”
 - Board Action: Motion made by Commissioner Heintzinger to approve amendments to the Financial Management Policies attached as Exhibit “A” and incorporated within Resolution #2024-02 – Establishing Financial Management Policies, as of September 25, 2024, seconded by Commissioner Stubblefield. All in favor 5-0.

- **COMMITTEE UPDATES**

- 1) Finance Committee – Commissioner Zoll and Commissioner Heintzinger
 - Reviewed vouchers and recommend approval.
 - A potential budget cut list was created.

7. MEETINGS

- Next Regular Meeting
 - 1) October 16, at 6:00pm – Enumclaw Fire Administration Office
- 2025 Budget Workshop
 - 1) October 23, 2024, at 6:00pm – Enumclaw Fire Administration Office

8. OLD BUSINESS

9. NEW BUSINESS

- A. Interim Fire Chief Service
 - Motion made by Commissioner Zoll to move forward with Interim Fire Chief Services with Puget Sound Regional Fire Authority as presented by Chief Brian Carson, seconded by Commissioner Heintzinger. All in favor 5-0.

10. EXECUTIVE SESSION

- None

11. PUBLIC COMMENT

- None

12. GOOD OF THE ORDER

- None

13. ADJOURNMENT

- **Board Action:** Motion made by Commissioner Heintzinger to adjourn the meeting at 7:23pm, seconded by Commissioner Trachte. All in favor 5-0.

Approved by:

Amy Trachte

Amy Trachte (Nov 26, 2024 08:18 PST)

Amy Trachte, Chairperson

Erinn Tinney

Erinn Tinney (Nov 19, 2024 15:30 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 8-22-2024 THRU 9-25-2024

Date: Wednesday, September 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
	8/28/2024	2024.08.05	Accounts Payable	EFT	\$ 3,790.32
	9/3/2024	2024.09.01	Accounts Payable	EFT	\$ 800.00
	9/25/2024	2024.09.04	Accounts Payable	240904001-240904037	\$ 223,684.59
					<u>\$ 228,274.91</u>

General Fund Payroll	Date	Batch	Type	Voucher #s	Amount
	8/31/2024	Career	Direct Deposit	EFTs	\$ 229,345.24
	8/30/2024	2024.08.06	Deductions & Benefits	EFTs	\$ 216,660.49
	8/30/2024	2024.08.07	Deductions & Benefits	240807001	\$ 234.09
	9/13/2024	Volunteer	Direct Deposit	EFTs	\$ 1,905.01
	9/13/2024	2024.09.02	Deductions & Benefits	EFT	\$ 336.56
					<u>\$ 448,481.39</u>

Capital Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	9/25/2024	2024.09.03	Accounts Payable	240903001-240903003	\$ 13,584.65
					<u>\$ 13,584.65</u>

Voided Vouchers	Date	Batch	Type	Voucher #s	Amount
					<u>\$ -</u>

Interfund Transfer	Date	From	To	Description	Amount
					<u>\$ -</u>

Total General Fund Expenditures \$ 676,756.30
Total Capital Fund Expenditures \$ 13,584.65
TOTAL EXPENDITURES \$ 690,340.95