



ENUMCLAW FIRE DEPARTMENT BOARD OF FIRE COMMISSIONERS

REGULAR MEETING AGENDA WEDNESDAY, JANUARY 15, 2025 – 6:00PM ENUMCLAW FIRE ADMINISTRATION OFFICE 2884 GRIFFIN AVE #A, ENUMCLAW, WA 98022

The Board of Commissioners of the Enumclaw Fire Department will hold a Regular Meeting at Enumclaw Fire Administration Office with a virtual option via Zoom.

Call-In Information:

Dial: +1 253 215 8782

Meeting ID: 838 1243 3365

Passcode: 390647

Link to Join: <https://us02web.zoom.us/j/83812433365>

1. CALL TO ORDER

2. FLAG SALUTE

3. ATTENDANCE

4. OFFICERS OF THE BOARD

- A. Call for Nominations for Chair
- B. Election of Chair
- C. Assumption of Office by the New Chair on February 1, 2025
- D. Call for Nominations for Vice Chair (If Needed)
- E. Election of Vice Chair

5. ANNOUNCEMENTS & PRESENTATIONS

- A. Guest Deputy Chief Aaron Tyerman (Puget Sound Fire) – Deputy Ben Chief Hayman

6. APPROVAL OF MEETING MINUTES

- A. Special Meeting December 11, 2024

7. REGULAR BUSINESS

A. CORRESPONDENCE

- 1) 2025 WFCA Commissioner's Handbook – Erinn Tinney

B. COMMITTEE UPDATES

- 1) Finance Committee – Commissioner Heintzinger (Chair) and Commissioner Zoll

C. FINANCIALS

- 1) Approval of Expenditures – Exhibit A

- a) 2024 General Operating Fund Expenditures - \$569,288.21
- b) 2024 Capital Outlay Fund Expenditures – \$197.65
- c) 2024 Interfund Transfer from General Fund to Capital Outlay Fund - \$250,000.00
 - **Board Action Recommendation:** To approve 2024 expenditures from the General Operating Fund for \$569,288.21, the Capital Outlay Fund for \$197.65 and the Interfund Transfer from General Fund to Capital Outlay Fund for \$250,000.00 as presented in Exhibit A.
- d) 2025 General Operating Fund Expenditures - \$263,529.54
- e) 2025 Capital Outlay Fund Expenditures – \$46,318.24
 - **Board Action Recommendation:** To approve 2025 expenditures from the General Operating Fund for \$263,529.54 and the Capital Outlay Fund for \$46,318.24 as presented in Exhibit A.

- 2) Cash Balances

- a) January 12, 2025

a. General Operating Fund – \$4,407,644.86

b. Capital Outlay Fund - \$6,720,563.87

3) Financial Report – Laura Taylor

a) 2025 Consolidated Fee Schedule

D. FIRE DEPARTMENT REPORT

1) Deputy Chief Ben Hayman

E. RESOLUTIONS

1) Resolution #2025-01 Special Revenue Fund Establishment

8. MEETINGS

A. Next Regular Meeting

1) February 12, 2025, at 6:00pm

9. OLD BUSINESS

A. SAO Audit – Laura Taylor

10. NEW BUSINESS

A. EFD Board of Fire Commissioners Policy Handbook Update Recommendations – Deputy Chief Ben Hayman

1) Section 2.02 – Internal Board Committees

2) Section 5.02 – January Agenda Item

- **Board Action Recommendation:** To adopt revised Policy Section 2.02 – Internal Board Committees of the EFD Board of Fire Commissioners Policy Handbook as presented.

- **Board Action Recommendation:** To adopt revised Policy Section 5.02 – January Agenda Item of the EFD Board of Fire Commissioners Policy Handbook as presented.

3) Other sections for review and consideration

- **Board Action Recommendation:** Discussion Only

11. EXECUTIVE/EXEMPT/CLOSED SESSION

12. PUBLIC COMMENT

A. Email Erinn Tinney at efd@enumclawfire.org by 4:00pm the day of meeting if you would like to be scheduled for Public Comment.

1) *This is an opportunity for the public to address the Board of Commissioners on any subject which is not of a quasi-judicial nature or scheduled for a public hearing. Speakers are asked to stand to have their comments recorded. Speakers should clearly state their name(s) and address for the record. Please limit comments to three (3) minutes per person.*

13. GOOD OF THE ORDER

14. ADJOURNMENT