



ENUMCLAW FIRE DEPARTMENT

BOARD OF FIRE COMMISSIONERS

SPECIAL MEETING MINUTES

WEDNESDAY, DECEMBER 11, 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: 813 1576 6358

Passcode: 331095

Link to Join: <https://us02web.zoom.us/j/81315766358?pwd=4WcSkDWqAH9zzGmm8B5YllxEvaJAPa.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, 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. Special Meeting November 25, 2024

- **Board Action:** Motion made by Commissioner Heintzinger to approve Special Meeting Minutes from November 25, 2024, seconded by Commissioner Zoll. All in favor 4-0.

6. REGULAR BUSINESS

A. CORRESPONDENCE

- 1) 2024 Surplus Item List – Ashley Winter

B. COMMITTEE UPDATES

- 1) Finance Committee – Commissioner Heintzinger (Chair) and Commissioner Zoll
 - Reviewed vouchers and recommend approval.
 - Reviewed 2024 budget positions for revenue and expenditures.
 - Recommend identifying committees and appoint committee members annually at the January meeting.
 - Commissioner Heintzinger will remain as the Finance Committee Chair for 2025.

C. FINANCIALS

- 1) Approval of Expenditures – Exhibit A

a) 2024 General Operating Fund Expenditures - \$724,378.91

b) 2024 Capital Outlay Fund Expenditures – \$110.93

- **Board Action:** Motion made by Commissioner Trachte to approve expenditures from the 2024 General Operating Fund for \$724,378.91 and Capital Outlay Fund for

\$110.93 as presented in Exhibit A, seconded by Commissioner Stubblefield. All in favor 4-0.

2) Cash Balances

a) December 8, 2024

a. General Operating Fund – \$5,183,568.51

b. Capital Outlay Fund - \$6,697,582.12

- Jenny Jones-Commissioner joined the meeting at 6:04pm

3) Financial Report – Ashley Winter

D. FIRE DEPARTMENT REPORT

1) Deputy Chief Ben Hayman

E. RESOLUTIONS

1) None

7. MEETINGS

A. SAO Audit Exit Conference

1) January 6, 2025, at 1:00pm

- Commissioner Heintzinger and Commissioner Stubblefield will attend.

B. Regular Meeting

1) January 15, 2025, at 6:00pm

8. OLD BUSINESS

- None

9. NEW BUSINESS

- None

10. EXECUTIVE/EXEMPT SESSION

- None

11. PUBLIC COMMENT

- None

12. GOOD OF THE ORDER

- The Board extends their congratulations and thank you to Chief Randy Fehr and Ashley Winter.

13. ADJOURNMENT

- **Board Action:** Motion made by Commissioner Heintzinger to adjourn the meeting at 6:28pm, seconded by Commissioner Stubblefield. All in favor 5-0.

Approved by:

Amy Trachte

Amy Trachte (Jan 20, 2025 12:46 PST)

Amy Trachte, Chairperson

Erinn Tinney

Erinn Tinney (Jan 16, 2025 13:56 PST)

Erinn Tinney, Board Secretary



ENUMCLAW FIRE DEPARTMENT

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EXHIBIT A - EXPENDITURES FROM 11-21-2024 THRU 12-11-2024

Date: Wednesday, December 11, 2024

To: Board of Commissioners
From: Ashley Winter, Finance/HR Director

Subject: Recommendation of Approval of Expenditures

General Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	12/2/2024	2024.12.01	Accounts Payable	EFT	\$ 800.00
	12/11/2024	2024.12.03	Accounts Payable	241203001-241203031	\$ 203,756.07
					<u>\$ 204,556.07</u>
General Fund Payroll	Date	Batch	Type	Voucher #s	Amount
	11/29/2024	Career	Direct Deposit	EFTs	\$ 274,766.78
	11/29/2024	2024.11.06	Deductions & Benefits	EFTs	\$ 244,801.97
	11/29/2024	2024.11.07	Deductions & Benefits	241107001	\$ 254.09
					<u>\$ 519,822.84</u>
Capital Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	12/11/2024	2024.12.02	Accounts Payable	241202001-241202002	\$ 110.93
					<u>\$ 110.93</u>
Voided Vouchers	Date	Batch	Type	Voucher #s	Amount
					<u>\$ -</u>
Interfund Transfer	Date	From	To	Description	Amount
					<u>\$ -</u>
Total General Fund Expenditures					\$ 724,378.91
Total Capital Fund Expenditures					\$ 110.93
TOTAL EXPENDITURES					<u>\$ 724,489.84</u>