



ENUMCLAW FIRE DEPARTMENT

BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

WEDNESDAY, January 15, 2025 – 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: 838 1243 3365

Passcode: 390647

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

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, Ben Hayman-Deputy Chief, Aaron Tyerman-PSF Chief, Erinn Tinney-Board Secretary, Laura Taylor-Acting Finance & HR Director

4. OFFICERS OF THE BOARD

- A. Call for Nominations for the Board Chair
- B. Commissioner Zoll nominated Commissioner Jones for Board Chair, seconded by Commissioner Heintzinger. All in favor 5-0.
- C. Commissioner Jones assumes position as Board Chair effective immediately per Commission Policy Handbook Section 3.01.
- D. Call for Nominations for Board Vice Chair.
- E. Commissioner Zoll nominated Commissioner Heintzinger for Board Vice Chair, seconded by Commissioner Stubblefield. All in favor 5-0.

5. ANNOUNCEMENTS & PRESENTATIONS

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

6. APPROVAL OF MEETING MINUTES

- A. Special Meeting December 11, 2024
 - **Board Action:** Motion made by Commissioner Heintzinger to approve Special Meeting Minutes from December 11, 2024, seconded by Commissioner Zoll. All in favor 5-0.

7. REGULAR BUSINESS

A. CORRESPONDENCE

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

- Erinn will email the 2025 WFCB Commissioner's Handbook to the Commissioners. A printed copy will be provided upon request.

B. COMMITTEE UPDATES

- 1) Finance Committee – Commissioner Heintzinger (Chair) and Commissioner Zoll
 - Reviewed final budget numbers from 2024, the year was ended without deficit spending.
 - Reviewed vouchers and recommend approval.

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:** Motion made by Commissioner Heintzinger 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, seconded by Commissioner Stubblefield. All in favor 5-0.
 - d) 2025 General Operating Fund Expenditures - \$263,529.54
 - e) 2025 Capital Outlay Fund Expenditures – \$46,318.24
 - **Board Action:** Motion made by Commissioner Trachte 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, seconded by Commissioner Stubblefield. All in favor 5-0.
- 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

D. FIRE DEPARTMENT REPORT

- 1) Deputy Chief Ben Hayman

E. RESOLUTIONS

- 1) Resolution #2025-01 Special Revenue Fund Establishment
 - **Board Action:** Motion to read Resolution by title only made by Commissioner Trachte, seconded by Commissioner Heintzinger. All in favor 5-0.
 - Commissioner Jones read Resolution #2025-01 by title only.
 - **Board Action:** Motion made by Commissioner Heintzinger to adopt Resolution #2025-01 Special Revenue Fund Establishment, seconded by Commissioner Trachte. All in favor 5-0.

8. MEETINGS

- A. Regular Meeting
 - 1) February 12, 2025, at 6:00pm

9. OLD BUSINESS

- A. SAO Audit – Laura Taylor
 - The 2020-2022 Accountability and Financial Audit is complete with no findings.
 - Thank you to Commissioner Stubblefield and Commissioner Heintzinger for attending the exit interview with the Auditor.
 - The 2023-2024 audit will be starting soon.

10. NEW BUSINESS

- A. EFD Board of Fire Commissioners Policy Handbook Update Recommendations – Deputy Chief Ben Hayman
 - 1) Section 2.02 – Internal Board Committees
 - **Board Action:** Motion made by Commissioner Trachte to adopt revised Policy Section 2.02 – Internal Board Committees of the EFD Board of Fire Commissioners Policy Handbook as presented and discussed, seconded by Commissioner Stubblefield. All in favor 5-0.
 - 2) Section 5.02 – January Agenda Item
 - **Board Action:** Motion made by Commissioner Trachte to adopt revised Policy Section 5.02 – January Agenda Item of the EFD Board of Fire Commissioners Policy Handbook as presented and discussed, seconded by Commissioner Stubblefield. All in favor 5-0
 - 3) Other sections for review and consideration

- **Board Action:** Motion made by Commissioner Jones to adopt updates and changes to the EFD Board of Fire Commissioners Policy as presented and discussed, seconded by Commissioner Trachte. All in favor 5-0.

11. EXECUTIVE/EXEMPT SESSION

- None

12. PUBLIC COMMENT

- Public comment at 7:32 for 2 minutes.

13. GOOD OF THE ORDER

- None

14. ADJOURNMENT

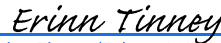
- **Board Action:** Motion made by Commissioner Heintzinger to adjourn the meeting at 7:34pm, seconded by Commissioner Stubblefield. All in favor 5-0.

Approved by:



Jenny Jones (Feb 14, 2025 15:50 PST)

Jenny Jones, Chairperson



Erinn Tinney (Feb 14, 2025 13:59 PST)

Erinn Tinney, Board Secretary



ENUMCLAW FIRE DEPARTMENT

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www.enumclawfire.org – EFD@enumclawfire.org

EXHIBIT A - EXPENDITURES FROM 12-12-2024 THRU 1-15-2025

Date: Wednesday, January 15, 2025

To: Board of Commissioners
From: Laura Taylor, Acting Finance/HR Director

Subject: Recommendation of Approval of Expenditures

General Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	12/23/2024	2024.12.06	Accounts Payable	241206001-241206021	\$ 47,655.01
	12/23/2024	2024.12.07	Accounts Payable	EFT	\$ 1,825.95
				2024 Voucher Total	\$ 49,480.96
	1/2/2025	2025.01.01	Accounts Payable	EFT	\$ 145,000.00
	1/2/2025	2025.01.02	Accounts Payable	EFT	\$ 800.00
	1/15/2025	2025.01.04	Accounts Payable	250104001-250104032	\$ 72,170.38
				2025 Voucher Total	\$ 217,970.38
General Fund Payroll	Date	Batch	Type	Voucher #s	Amount
	12/13/2024	2024.12.04	Deductions & Benefits	EFT	\$ 340.82
	12/13/2024	Commissioners/Chaplains	Direct Deposit	EFTs	\$ 1,928.04
	12/31/2024	Career	Direct Deposit	EFTs	\$ 272,671.52
	12/31/2024	2024.12.08	Deductions & Benefits	EFTs	\$ 244,612.78
	12/31/2024	2024.12.09	Deductions & Benefits	241209001	\$ 254.09
				2024 Payroll	\$ 519,807.25
	1/15/2025	2025.01.05	Direct Deposit	EFT	\$ 43,777.13
	1/15/2025	Commissioners/Chaplains	Direct Deposit	EFTs	\$ 1,782.03
				2025 Payroll	\$ 45,559.16
Capital Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	12/23/2024	2024.12.05	Accounts Payable	241205001	\$ 197.65
				2024 Voucher Total	\$ 197.65
	1/15/2025	2025.01.03	Accounts Payable	250103001	\$ 46,318.24
				2025 Voucher Total	\$ 46,318.24
Voided Vouchers	Date	Batch	Type	Voucher #s	Amount
					\$ -
Interfund Transfer	Date	From	To	Description	Amount
	12/4/2024	General Fund 100280010	Capital Fund 100283010	Capital Funding	\$ 250,000.00
					\$ 250,000.00

2024 General Fund Expenditures	\$ 569,288.21
2024 Capital Fund Expenditures	\$ 197.65
2024 Interfund Transfer	\$ 250,000.00
2024 Total	\$ 819,485.86

2025 General Fund Expenditures	\$ 263,529.54
2025 Capital Fund Expenditures	\$ 46,318.24
2025 Total	\$ 309,847.78

TOTAL EXPENDITURES	\$ 1,129,333.64
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