



ENUMCLAW FIRE DEPARTMENT

BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

WEDNESDAY, February 12, 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 Heintzinger.

2. FLAG SALUTE

- Led by Commissioner Heintzinger.

3. ATTENDANCE

- Present: Eric Heintzinger-Commissioner, Jim Zoll-Commissioner, Angie Stubblefield-Commissioner, Ben Hayman-Deputy Chief, Sean Penwell-PSF Deputy Chief, Erinn Tinney-Board Secretary, Laura Taylor-Acting Finance & HR Director
- Absent: Amy Trachte-Commissioner, Jenny Jones-Commissioner. Motion made by Commissioner Heintzinger to excuse Commissioner Trachte and Commissioner Jones, seconded by Commissioner Stubblefield. All in favor 3-0.

4. ANNOUNCEMENTS & PRESENTATIONS

- A. Guest Deputy Chief Sean Penwell (Puget Sound Fire)
- B. Temporary Administrative Assistant Jamie Ferguson
- Chief Hayman introduced Deputy Chief Sean Penwell and Jamie Ferguson.

5. APPROVAL OF MEETING MINUTES

- A. Regular Meeting January 15, 2025
 - **Board Action:** Motion made by Commissioner Zoll to approve Regular Meeting Minutes from January 15, 2025, seconded by Commissioner Stubblefield. All in favor 3-0.

6. REGULAR BUSINESS

A. CORRESPONDENCE

- 1) None

B. COMMITTEE UPDATES

- 1) Finance Committee – Commissioner Heintzinger (Chair) and Commissioner Zoll
 - Committees were discussed and will be talked about in New Business.
 - Reviewed vouchers and recommend approval.

C. FINANCIALS

- 1) Approval of Expenditures – Exhibit A
 - a) 2025 General Operating Fund Expenditures - \$615,915.20
 - b) 2025 Capital Outlay Fund Expenditures – \$3,466.22

- **Board Action:** Motion made by Commissioner Zoll to approve 2025 expenditures from the General Operating Fund for \$615,915.20 and the Capital Outlay Fund for \$3,466.22 as presented in Exhibit A, seconded by Commissioner Heintzinger. All in favor 3-0.

2) Cash Balances

a) February 9, 2025

a. General Operating Fund – \$4,104,039.83

b. Capital Outlay Fund - \$6,698,490.38

3) Financial Report – Laura Taylor

D. FIRE DEPARTMENT REPORT

1) Deputy Chief Ben Hayman

E. RESOLUTIONS

1) None

7. MEETINGS

A. Regular Meeting

1) March 19, 2025, at 6:00pm

8. OLD BUSINESS

A. EFD Board of Fire Commissioners Policy Handbook – Commissioner Heintzinger

- The updated Board of Fire Commissioners Policy Handbook was emailed to the Commissioners. A printed copy is available upon request.

9. NEW BUSINESS

A. Board of Fire Commissioners Committee Assignments – Commissioner Heintzinger

- The Finance Committee is the only current committee. Commissioner Heintzinger and Commissioner Zoll are interested in remaining on the committee. Commissioners can let the Board know if they are interested in being on the Finance Committee.
- Deputy Chief Hayman advised that committees can be formed as needed. All active committees will be on the Board of Commissioners Meeting Agenda for updates.

10. EXECUTIVE/EXEMPT SESSION

- None

11. PUBLIC COMMENT

- None

12. GOOD OF THE ORDER

A. 2025 PDC F-1 Filing

- Commissioners will receive an email from PDC with a reminder to complete their F-1 filing by April 15th, 2025.

B. Fire Commissioner Uniform Order

- Commissioners should let Erinn know if they have a uniform order by March 1st.

13. ADJOURNMENT

- **Board Action:** Motion made by Commissioner Heintzinger to adjourn the meeting at 7:00 pm, seconded by Commissioner Zoll. All in favor 3-0.

Approved by:



Jennifer Jones (Apr 8, 2025 19:45 PDT)

Jenny Jones, Chairperson



Erinn Tinney (Apr 9, 2025 08:14 PDT)

Erinn Tinney, Board Secretary



ENUMCLAW FIRE DEPARTMENT

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EXHIBIT A - EXPENDITURES FROM 1-16-2025 THRU 2-12-2025

Date: Wednesday, February 12, 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
	2/3/2025	2025.02.01	Accounts Payable	EFT	\$ 800.00
	2/12/2025	2025.02.03	Accounts Payable	250203001-250203043	\$ 106,348.52
					<u>\$ 107,148.52</u>
General Fund Payroll	Date	Batch	Type	Voucher #s	Amount
	1/31/2025	Career	Direct Deposit	EFTs	\$ 281,301.78
	1/31/2025	2025.01.06	Deductions & Benefits	EFTs	\$ 227,210.81
	1/31/2025	2025.01.07	Deductions & Benefits	250107001	\$ 254.09
					<u>\$ 508,766.68</u>
Capital Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	2/12/2025	2025.02.02	Accounts Payable	250202001-250202004	\$ 3,466.22
					<u>\$ 3,466.22</u>
Voided Vouchers	Date	Batch	Type	Voucher #s	Amount
					<u>\$ -</u>
Interfund Transfer	Date	From	To	Description	Amount
					<u>\$ -</u>
Total General Fund Expenditures					\$ 615,915.20
Total Capital Fund Expenditures					\$ 3,466.22
TOTAL EXPENDITURES					<u>\$ 619,381.42</u>