



ENUMCLAW FIRE DEPARTMENT

BOARD OF FIRE COMMISSIONERS

SPECIAL MEETING MINUTES

WEDNESDAY, March 26, 2025 – 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: 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 Jones.

2. FLAG SALUTE

- Led by Commissioner Jones

3. ATTENDANCE

- Present: Jenny Jones-Commissioner, Eric Heintzinger-Commissioner, Jim Zoll-Commissioner, Angie Stubblefield-Commissioner (virtual), Amy Trachte-Commissioner (virtual), Ben Hayman-Deputy Chief, Erinn Tinney-Board Secretary, Laura Taylor-Acting Finance & HR Director (virtual), Brian Carson-PSF Fire Chief (virtual), Dan Conroy-PSF Assistant Chief (virtual), Hank Glass-PSF Finance Director (virtual)

4. ANNOUNCEMENTS & PRESENTATIONS

- A. Fire Chief Brian Carson and Finance Director Hank Glass (Puget Sound Fire) – Enumclaw Fire Department Financial Analysis and Budget Projections.

5. APPROVAL OF MEETING MINUTES

- A. Regular Meeting February 12, 2025
 - **Board Action:** Motion made by Commissioner Heintzinger to approve Regular Meeting Minutes from February 12, 2025, seconded by Commissioner Zoll. All in favor 5-0.

6. REGULAR BUSINESS

A. CORRESPONDENCE

- 1) None

B. COMMITTEE UPDATES

- 1) Finance Committee – Commissioner Heintzinger (Chair) and Commissioner Zoll
 - The Finance Committee meeting schedule was discussed.
 - Vouchers were reviewed and recommended for approval.

C. FINANCIALS

- 1) Approval of Expenditures – Exhibit A
 - a) 2025 General Operating Fund Expenditures - \$671,979.77
 - b) 2025 Capital Outlay Fund Expenditures – \$27,657.39

- **Board Action:** Motion made by Commissioner Trachte to approve 2025 expenditures from the General Operating Fund for \$671,979.77 and the Capital Outlay Fund for \$27,657.39 as presented in Exhibit A, seconded by Commissioner Stubblefield. All in favor 5-0.
- 2) Cash Balances
 - a) March 23, 2025
 - a. General Operating Fund – \$3,815,015.90
 - b. Capital Outlay Fund - \$6,719,725.11
- 3) Financial Report – Laura Taylor
- D. FIRE DEPARTMENT REPORT
- 1) Deputy Chief Ben Hayman
- E. RESOLUTIONS
- 1) Resolution #2025-02 Appointing Additional Auditing Officers
 - **Board Action:** Motion to read Resolution by title only made by Commissioner Heintzinger, seconded by Commissioner Zoll. All in favor 5-0.
 - Commissioner Jones read Resolution #2025-02 by title only.
 - **Board Action:** Motion made by Commissioner Heintzinger to adopt Resolution #2025-02 Appointing Additional Auditing Officers, seconded by Commissioner Zoll. All in favor 5-0.

7. MEETINGS

- A. Regular Meeting
- 1) April 9, 2025, at 6:00pm

8. OLD BUSINESS

- None

9. NEW BUSINESS

- None

10. EXECUTIVE/EXEMPT SESSION

- None

11. PUBLIC COMMENT

- None

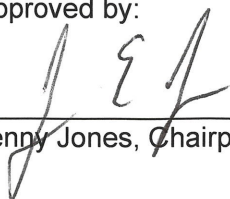
12. GOOD OF THE ORDER

- Commissioner Heintzinger thanked the crews that attended to his father that was in a vehicle accident.

13. ADJOURNMENT

- **Board Action:** Motion made by Commissioner Heintzinger to adjourn the meeting at 7:27 pm, seconded by Commissioner Zoll. All in favor 5-0.

Approved by:



Jenny Jones, Chairperson



Erinn Tinney, Board Secretary



ENUMCLAW FIRE DEPARTMENT

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EXHIBIT A - EXPENDITURES FROM 2-13-2025 THRU 3-26-2025

Date: Wednesday, March 26, 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
	3/3/2025	2025.03.01	Accounts Payable	EFT	\$ 800.00
	3/19/2025	2025.03.04	Accounts Payable	250304001-250304042	\$ 210,275.62
	3/19/2025	2025.03.05	Accounts Payable	250305001	\$ 225.00
					<u>\$ 211,300.62</u>
General Fund Payroll	Date	Batch	Type	Voucher #s	Amount
	2/14/2025	Commissioner/Chaplains	Direct Deposit	EFTs	\$ 1,916.36
	2/14/2025	2025.02.04	Deductions & Benefits	EFT	\$ 335.37
	2/28/2025	Career	Direct Deposit	EFTs	\$ 233,481.19
	2/28/2025	2025.02.05	Deductions & Benefits	EFTs	\$ 222,409.73
	2/28/2025	2025.02.06	Deductions & Benefits	250206001	\$ 254.09
	3/14/2025	Commissioner/Chaplains	Direct Deposit	EFTs	\$ 1,943.26
	3/14/2025	2025.03.02	Deductions & Benefits	EFT	\$ 339.15
					<u>\$ 460,679.15</u>
Capital Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	3/19/2025	2025.03.03	Accounts Payable	250303001-250303002	\$ 27,657.39
					<u>\$ 27,657.39</u>
Voided Vouchers	Date	Batch	Type	Voucher #s	Amount
	2/12/2025	2025.02.03	Accounts Payable	250203010	\$ 225.00
					<u>\$ 225.00</u>
Interfund Transfer	Date	From	To	Description	Amount
					<u>\$ -</u>

Total General Fund Expenditures \$ 671,979.77
Total Capital Fund Expenditures \$ 27,657.39
TOTAL EXPENDITURES \$ 699,637.16