



ENUMCLAW FIRE DEPARTMENT

BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

WEDNESDAY, MAY 21ST, 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.

Zoom Information: Meeting ID: 838 1243 3365, Passcode: 390647

1. CALL TO ORDER

- Meeting called to order at 6:02pm by Commissioner Jones.

2. FLAG SALUTE

- Led by Commissioner Jones

3. ATTENDANCE

- Present: Jenny Jones-Commissioner, Angie Stubblefield-Commissioner, Amy Trachte-Commissioner, Eric Heintzinger-Commissioner, Ben Hayman-Deputy Chief, Laura Buckley-Acting Finance & HR Director
- Absent: Jim Zoll-Commissioner. Excused by Commissioner Jones.

4. AGENDA MODIFICATIONS

- DC Hayman amended the agenda to add Fire Department Planning under Unfinished Business to discuss the contract with Puget Sound Fire.

5. ANNOUNCEMENTS, PROCLAMATIONS & PRESENTATIONS

- Operations Presentation – BC John Bloomer

6. CORRESPONDENCE

- None

7. MEETINGS

- A. Next Special Meeting
 - 1) May 28, 2025, at 6:00pm (Enumclaw City Hall)
- B. Next Regular Meeting
 - 1) June 18, 2025, at 6:00pm

8. CONSENT AGENDA

A. APPROVAL OF MEETING MINUTES

- 1) Approval of Meeting Minutes from the April 9, 2025, Regular Meeting
Board Action: Motion made by Commissioner Trachte to approve the Regular Meeting Minutes from April 9, 2025, seconded by Commissioner Heintzinger. All in favor 4-0.
- 2) Approval of Meeting Minutes from the April 21, 2025, Special Meeting
Board Action: Motion made by Commissioner Heintzinger to approve the Special Meeting Minutes from April 21, 2025, seconded by Commissioner Trachte. All in favor 4-0.

B. APPROVAL OF EXPENDITURES

- 1) Approval of Expenditures – Exhibit A

- 2025 General Operating Fund Expenditures - \$568,908.84
 - 2025 Capital Outlay Fund Expenditures - \$19,603.81
- Board Action:** Motion made by Commissioner Heintzinger to approve 2025 expenditures from the General Operating Fund for \$568,908.84 and the Capital Outlay Fund for \$19,603.81 as presented in Exhibit A, seconded by Commissioner Stubblefield. All in favor 4-0.

9. FINANCIALS

A. CASH BALANCES

1) May 18, 2025

a. General Operating Fund - \$6,741,658.60

b. Capital Outlay Fund - \$5,829,243.46

B. FINANCIAL REPORT – Laura Buckley

10. FIRE DEPARTMENT CHIEF REPORT – Deputy Chief Ben Hayman

11. UNFINISHED BUSINESS

A. Fire Impact Fees – Deputy Chief Ben Hayman

- Information and recommendations regarding Fire Impact Fees.

B. Fire Department Planning

- Board discussion on the Fire Department planning process.

12. COMMITTEE REPORTS

A. Finance Committee – Commissioner Heintzinger (Chair)

- Reviewed vouchers and recommend approval.

13. NEW BUSINESS

A. Resolution #2024-02 Establishing Financial Management Policies – Exhibit “A”

Board Action: Motion made by Commissioner Trachte to approve amendments to the Financial Management Policies attached as Exhibit “A” and incorporated within Resolution #2024-02 – Establishing Financial Management Policies, as of May 21, 2025, seconded by Commissioner Heintzinger. All in favor 4-0.

B. Resolution #2025-03 2025 Capital Outlay Fund Budget Amendments

Board Action: Motion made by Commissioner Heintzinger to approve the 2025 Capital Outlay Fund budget amendments in the amount of \$1,117,133.00 as presented in Exhibit “A”, seconded by Commissioner Trachte. All in favor 4-0.

C. Resolution #2025-04 Capital Outlay Fund Transfer to Special Revenue Fund

Board Action: Motion made by Commissioner Trachte to approve the transfer of \$2,377,132.55 plus any additional interest earned on this amount after May 1, 2025, from the Capital Outlay Fund to the Special Revenue Fund to separate Impact Fee Special Revenue funds from the Capital Outlay funds, seconded by Commissioner Stubblefield. All in favor 4-0.

D. 2025 Proposed Special Revenue Fund Budget – Laura Buckley

Board Action: Motion made by Commissioner Trachte to approve the 2025 Special Revenue Fund Budget in the amount of \$500,000, seconded by Commissioner Heintzinger. All in favor 4-0.

E. Board of Volunteer Firefighters 2024 Pension Certification Form

Board Chair Jones will sign the Volunteer Firefighters 2024 Pension Certification Form.

14. EXECUTIVE/EXEMPT/CLOSED SESSION

A. None

15. PUBLIC COMMENT

A. None

16. GOOD OF THE ORDER

A. Enumclaw Firefighters Local 3931 Comment – Local 3931 President Hettick

17. ADJOURNMENT

A. **Board Action:** Motion made by Commissioner Heintzinger to adjourn the meeting at 8:45pm, seconded by Commissioner Trachte. All in favor 4-0.

Approved by:



Jenny Jones (Jun 17, 2025 15:48 PDT)

Jenny Jones, Chairperson



Erinn Tinney (Jun 17, 2025 09:55 PDT)

Erinn Tinney, Board Secretary



ENUMCLAW FIRE DEPARTMENT

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EXHIBIT A - EXPENDITURES FROM 4-10-2025 THRU 5-21-2025

Date: Wednesday, May 21, 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
	5/1/2025	2025.05.01	Accounts Payable	EFT	\$ 800.00
	5/7/2025	2025.05.03	Accounts Payable	250503001-250503024	\$ 55,568.85
	5/21/2025	2025.05.06	Accounts Payable	250506001-250506020	\$ 59,574.16
					<u>\$ 115,943.01</u>
General Fund Payroll	Date	Batch	Type	Voucher #s	Amount
	4/15/2025	Commissioners/Chaplains	Direct Deposit	EFTs	\$ 1,928.78
	4/15/2025	2025.04.05	Deductions & Benefits	EFT	\$ 337.13
	4/30/2025	Career	Direct Deposit	EFTs	\$ 232,247.38
	4/30/2025	2025.04.06	Deductions & Benefits	EFTs	\$ 215,944.85
	4/30/2025	2025.04.07	Deductions & Benefits	250407001	\$ 254.09
	5/15/2025	Commissioners/Chaplains	Direct Deposit	EFTs	\$ 1,918.23
	5/15/2025	2025.05.04	Deductions & Benefits	EFT	\$ 335.37
					<u>\$ 452,965.83</u>
Capital Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	5/21/2025	2025.05.05	Accounts Payable	250505001-250505004	\$ 16,595.77
	5/7/2025	2025.05.02	Accounts Payable	250502001	\$ 3,008.04
					<u>\$ 19,603.81</u>
Voided Vouchers	Date	Batch	Type	Voucher #s	Amount
	2/14/2024	2024.02.05	Accounts Payable	240205015	\$ 255.00
	5/15/2024	2024.05.03	Accounts Payable	240503010	\$ 59.04
	2/12/2025	2025.02.03	Accounts Payable	250203010	\$ 225.00
	4/9/2025	2025.04.04	Accounts Payable	250404003	\$ 225.00
					<u>\$ 764.04</u>
Interfund Transfer	Date	From	To	Description	Amount
					<u>\$ -</u>

Total General Fund Expenditures \$ 568,908.84
Total Capital Fund Expenditures \$ 19,603.81
TOTAL EXPENDITURES \$ 588,512.65