



ENUMCLAW FIRE DEPARTMENT

BOARD OF FIRE COMMISSIONERS

SPECIAL MEETING MINUTES

Monday, June 16, 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 Administration Office with a virtual option via Zoom.

Zoom Information:

Meeting ID: 862 9375 3323

Passcode: 120706

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, Angie Stubblefield-Commissioner, Amy Trachte-Commissioner, Ben Hayman-Deputy Chief, Erinn Tinney-Board Secretary, Laura Buckley-Acting Finance & HR Director, Brian Carson-PSF Fire Chief (virtual)

4. AGENDA MODIFICATION

- None

5. ANNOUNCEMENTS, PROCLAMATIONS & PRESENTATIONS

- None

6. CORRESPONDENCE

- None

7. MEETINGS

- A. Next Regular Meeting
 - 1) July 16, 2025, at 6:00pm

8. PUBLIC COMMENT

- None

9. CONSENT AGENDA

A. APPROVAL OF MEETING MINUTES

- 1) Approval of Meeting Minutes from the May 21, 2025, Regular Meeting
Board Action: Motion made by Commissioner Heintzinger to approve the Regular Meeting Minutes from May 21, 2025, seconded by Commissioner Trachte. All in favor 4-0.
- 2) Approval of Meeting Minutes from the May 28, 2025, Special Meeting
Board Action: Motion made by Commissioner Trachte to approve the Special Meeting Minutes from May 28, 2025, seconded by Commissioner Heintzinger. All in favor 4-0.

B. APPROVAL OF EXPENDITURES

- 1) Approval of Expenditures – Exhibit A
 - 2025 General Operating Fund Expenditures - \$648,395.90
 - 2025 Capital Outlay Fund Expenditures – \$5,835.02**Board Action:** Motion made by Commissioner Trachte to approve 2025 expenditures from the General Operating Fund for \$648,395.90 and the Capital Outlay Fund for \$5,835.03 as presented in Exhibit A, seconded by Commissioner Heintzinger. All in favor 4-0.

10. COMMITTEE REPORTS

- A. FINANCE COMMITTEE – Commissioner Heintzinger (Chair) and Commissioner Stubblefield
- Reviewed vouchers and recommend approval.
 - Discussed the 2026 budget process.

11. FINANCIALS

- A. CASH BALANCES – JUNE 10, 2025
- 1) General Operating Fund - \$6,375,854.63
 - 2) Capital Outlay Fund - \$3,448,408.11
 - 3) Impact Fee Reserve Fund - \$2,424,362.69

- B. FINANCIAL REPORT – Laura Buckley

12. FIRE DEPARTMENT CHIEF REPORT – Deputy Chief Ben Hayman

13. LOCAL 3931 REPORT – President Hettick

- Nothing to report

14. EXECUTIVE/EXEMPT/CLOSED SESSION

- A. RCW 42.10.110 (1) (g) *To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.*
- Dismissed at 6:38 for 30 minutes, will return at 7:08
 - Extended to 7:40
 - Extended to 7:45
 - Extended to 7:50
 - Extended to 7:57
 - Resumed Regular Session at 7:57

15. UNFINISHED BUSINESS

- A. Fire Commissioner Vacancy – Deputy Chief Ben Hayman/Erinn Tinney
- Board Position #4 was vacated and must be appointed by August 25, 2025.
 - The vacant position opening is posted. Applications are due by July 9, 2025.
- B. Executive Services Contract – Deputy Chief Ben Hayman
- The Executive Services contract with PSF will end on June 30, 2025.
- C. Fire Admin Positions – Deputy Chief Ben Hayman
- Laura Buckley will be appointed as the Finance/HR Director, there will be no change to the job description.
 - Job descriptions for the other admin positions are being worked on.

16. NEW BUSINESS

- A. SAO Comprehensive 2024 Annual Financial Report – Laura Buckley
- The completed report has been submitted to the State Auditor's Office.
 - A copy of the report was emailed to the Commissioners for review.
- B. SAO Audit – Laura Buckley
- The 2023-2024 audit will begin this month.

17. PUBLIC COMMENT

- None

18. GOOD OF THE ORDER

- A. Commissioner Heintzinger thanked the department for participating in the EHS Trade Fair.

19. ADJOURNMENT

- A. **Board Action:** Motion made by Commissioner Heintzinger to adjourn the meeting at 8:02pm, seconded by Commissioner Stubblefield. All in favor 4-0.

Approved by:



Jenny Jones (Jul 21, 2025 10:34 PDT)

Jenny Jones, Chairperson



Erinn Tinney (Jul 21, 2025 11:12 PDT)

Erinn Tinney, Board Secretary