



ENUMCLAW FIRE DEPARTMENT

BOARD OF FIRE COMMISSIONERS

SPECIAL MEETING MINUTES

Wednesday, June 25, 2025 – 6:00PM

ENUMCLAW FIRE ADMINISTRATION OFFICE

2884 GRIFFIN AVE #A, ENUMCLAW, WA 98022

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

4. FIRE CHIEF JOB DESCRIPTION

- A. **Board Action:** Motion made by Commissioner Heintzinger to approve the updated Fire Chief Job Description, seconded by Commissioner Stubblefield. All in favor 4-0.

5. EMPLOYMENT CONTRACT – INTERIM FIRE CHIEF/DEPUTY FIRE CHIEF

- A. **Board Action:** Motion made by Commissioner Heintzinger to approve the Employment Contract and appoint Deputy Chief Ben Hayman as the Interim Fire Chief effective July 1st, 2025, seconded by Commissioner Trachte. All in favor 4-0.

6. APPARATUS 2813-QUINT SURPLUS

- A. Resolution #2025-05 Declaring Apparatus Surplus and Authorizing Transfer
 - **Board Action:** Motion to read Resolution by title only made by Commissioner Trachte, seconded by Commissioner Heintzinger. All in favor 4-0.
 - Commissioner Jones read Resolution #2025-05 by title only.
 - **Board Action:** Motion made by Commissioner Heintzinger to adopt Resolution #2025-05 Declaring Apparatus Surplus and Authorizing Transfer, seconded by Commissioner Trachte. All in favor 4-0.

7. FIRE COMMISSIONER APPLICATION EXTENSION

- No applications have been received for the vacant position.
- The application date will be extended to August 6th, 2025.

8. ADJOURNMENT

- **Board Action:** Motion made by Commissioner Heintzinger to adjourn the meeting at 6:11 pm, seconded by Commissioner Stubblefield. All in favor 4-0.

Approved by:

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

Jenny Jones, Chairperson

Erinn Tinney (Jul 21, 2025 11:14 PDT)

Erinn Tinney, Board Secretary