



ENUMCLAW FIRE DEPARTMENT BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES WEDNESDAY, JULY 16, 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 Regular Meeting at Enumclaw Fire 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 6:00pm by Commissioner Jones.

2. FLAG SALUTE

- Led by Commissioner Jones.

3. ATTENDANCE

- Present: Jenny Jones-Commissioner, Eric Heintzinger-Commissioner (virtual), Amy Trachte-Commissioner (virtual), Ben Hayman-Fire Chief, Erinn Tinney-Board Secretary, Laura Buckley-Finance & HR Director
- Absent: Angie Stubblefield-Commissioner. Commissioner Jones excused Commissioner Stubblefield.

4. AGENDA MODIFICATION

- None

5. ANNOUNCEMENTS, PROCLAMATIONS & PRESENTATION

- A. Moment of silence to recognize the recent passing of former Enumclaw Fire Department Interim Fire Chief Doug Dawson.
- B. Oath of Office – Fire Chief Ben Hayman

6. CORRESPONDENCE

- None

7. MEETINGS

- A. Next Regular Meeting
 - 1) August 20, 2025, at 6:00pm

8. PUBLIC COMMENT

- None

9. CONSENT AGENDA

A. APPROVAL OF MEETING MINUTES

- 1) Approval of Meeting Minutes from June 16, 2025, Special Meeting.
- 2) Approval of Meeting Minutes from June 25, 2025, Special Meeting.

Board Action: Motion made by Commissioner Trachte to approve the Special Meeting Minutes from June 16, 2025, and the Special Meeting Minutes from June 25, 2025, seconded by Commissioner Heintzinger. All in favor 3-0.

B. APPROVAL OF EXPENDITURES

- 1) Approval of Expenditures – Exhibit A
 - 2025 General Operating Fund Expenditures - \$628,801.93

Board Action: Motion made by Commissioner Heintzinger to approve 2025 expenditures from the General Operating Fund for \$628,801.93 as presented in Exhibit A, seconded by Commissioner Trachte. All in favor 3-0.

10. COMMITTEE REPORTS

- A. FINANCE COMMITTEE – Commissioner Heintzinger (Chair) and Commissioner Stubblefield

- No report, there was no Finance Committee meeting this month.

11. FINANCIALS

A. CASH BALANCES – July 13, 2025

- 1) General Operating Fund - \$5,920,588.95
- 2) Capital Outlay Fund - \$3,455,311.96
- 3) Impact Fee Reserve Fund - \$2,433,326.19

B. FINANCIAL REPORT – Laura Buckley

12. FIRE DEPARTMENT CHIEF REPORT – Chief Ben Hayman

13. LOCAL 3931 REPORT

- Nothing to report

14. EXECUTIVE/EXEMPT/CLOSED SESSION

A. None

15. UNFINISHED BUSINESS

A. Fire Commissioner Vacancy – Deputy Chief Ben Hayman/Erinn Tinney

- One application has been received for the vacant position. Applications can be submitted until August 6th, 2025.
- Interviews will tentatively be held at the Board of Commissioner's meeting on August 20th, 2025.
- Discussion on interview questions.

B. Fire Admin Positions – Laura Buckley

- The Administrative Assistant position was reclassified as Administrative Specialist due to additional duties & responsibilities.
- The Human Resource Generalist job posting closed on July 16th, 2025. Interviews will be on July 29th, 2025, with an anticipated start date of September 1st.

C. SAO Audit – Laura Buckley

- The 2023-2024 audit is in process; it should be completed by the end of July.
- All requested data has been submitted and is in review.

16. NEW BUSINESS

A. None

17. PUBLIC COMMENT

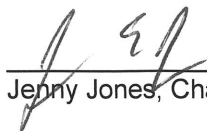
- None

18. GOOD OF THE ORDER

19. ADJOURNMENT

- A. **Board Action:** Motion made by Commissioner Heintzinger to adjourn the meeting at 7:03pm, seconded by Commissioner Trachte. All in favor 3-0.

Approved by:

 8/20/25
Jenny Jones, Chairperson


Erinn Tinney, Board Secretary



ENUMCLAW FIRE DEPARTMENT

1330 Wells Street Enumclaw, WA 98022
Telephone (360) 825-5544 Fax: (253) 856-6541
www.enumclawfire.org – EFD@enumclawfire.org

EXHIBIT A - EXPENDITURES FROM 6-17-2025 THRU 7-16-2025

Date: Wednesday, July 16, 2025

To: Board of Commissioners
From: Laura Buckley, Finance/HR Director

Subject: Recommendation of Approval of Expenditures

General Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	7/1/2025	2025.07.01	Accounts Payable	EFT	\$ 800.00
	7/16/2025	2025.07.04	Accounts Payable	EFT	\$ 93.38
	7/16/2025	2025.07.05	Accounts Payable	250705001-250705033	\$ 63,295.72
					<u>\$ 64,189.10</u>

General Fund Payroll	Date	Batch	Type	Voucher #s	Amount
	6/30/2025	Career	Direct Deposit	EFTs	\$ 267,022.60
	6/30/2025	2025.06.05	Deductions & Benefits	EFTs	\$ 239,520.91
	6/30/2025	2025.06.06	Deductions & Benefits	250606001	\$ 254.09
	7/15/2025	Commissioners/Chaplains	Direct Deposit	EFTs	\$ 2,360.76
	7/15/2025	2025.07.02	Deductions & Benefits	EFT	\$ 421.72
	7/16/2025	2025.07.03	Deductions & Benefits	EFTs	\$ 55,032.75
					<u>\$ 564,612.83</u>

Capital Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
					<u>\$ -</u>

Voided Vouchers	Date	Batch	Type	Voucher #s	Amount
					<u>\$ -</u>

Interfund Transfer	Date	From	To	Description	Amount
					<u>\$ -</u>

Total General Fund Expenditures \$ 628,801.93
Total Capital Fund Expenditures \$ -
TOTAL EXPENDITURES \$ 628,801.93