



ENUMCLAW FIRE DEPARTMENT BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES WEDNESDAY, AUGUST 20, 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, Amy Trachte-Commissioner, Ben Hayman-Fire Chief, Kevin Madill-Deputy Chief, Erinn Tinney-Board Secretary, Laura Buckley-Finance & HR Director
- Absent: Angie Stubblefield-Commissioner. Motion by Commissioner Heintzinger to excuse Commissioner Stubblefield, seconded by Commissioner Trachte. All in favor 3-0.

4. AGENDA MODIFICATIONS

- None

5. ANNOUNCEMENTS, PROCLAMATIONS & PRESENTATION

- None

6. CORRESPONDENCE

- None

7. MEETINGS

- A. Next Regular Meeting
 - 1) September 17, 2025, at 6:00pm

8. PUBLIC COMMENT

- None

9. CONSENT AGENDA

A. APPROVAL OF MEETING MINUTES

- 1) Approval of Meeting Minutes from July 16, 2025, Regular Meeting.
Board Action: Motion made by Commissioner Trachte to approve the Regular Meeting Minutes from July 16, 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 - \$642,511.49
Board Action: Motion made by Commissioner Heintzinger to approve 2025 expenditures from the General Operating Fund for \$642,511.49 as presented in Exhibit A, seconded by Commissioner Trachte. All in favor 3-0.

10. COMMITTEE REPORTS

- A. FINANCE COMMITTEE – Commissioner Heintzinger (Chair)
 - Reviewed vouchers and recommend approval.
 - Discussed GEMT funds.

11. FINANCIALS

- A. CASH BALANCES – August 17, 2025
 - 1) General Operating Fund - \$5,438,383.08

- 2) Capital Outlay Fund - \$3,468,322.67
- 3) Impact Fee Reserve Fund - \$2,473,507.01

B. FINANCIAL REPORT – Finance/HR Director Buckley

12. FIRE DEPARTMENT CHIEF REPORT – Chief Hayman and Deputy Chief Madill

13. LOCAL 3931 REPORT

- No report

14. UNFINISHED BUSINESS

A. Fire Admin Positions – Finance/HR Director Buckley

- Trina McBride has been hired for the HR Generalist position. Her start date is September 3, 2025.

B. SAO Audit – Finance/HR Director Buckley

- All requested data has been submitted and is in final review with the managing auditor.
- The exit interview is scheduled for September 4, 2025. Director Buckley will email invitations to the Commissioners if they would like to attend the exit interview.

15. NEW BUSINESS

A. Resolution # 2025-06 Establishing that Enumclaw Fire Department will not maintain a Public Records Index – Board Secretary Tinney

- **Board Action:** Motion made by Commissioner Trachte to read Resolution by title only, seconded by Commissioner Heintzinger. All in favor 3-0.
- Commissioner Jones read Resolution #2025-06 by title only.
- **Board Action:** Motion made by Commissioner Heintzinger to adopt Resolution #2025-06 Establishing that Enumclaw Fire Department will not maintain a Public Records Index, seconded by Commissioner Trachte. All in favor 3-0.

B. Resolution #2025-07 Authorizing Cost Recovery for Responses into Unprotected Land and Debt Collection – Chief Hayman

- **Board Action:** Motion made by Commissioner Trachte to read Resolution by title only, seconded by Commissioner Heintzinger. All in favor 3-0.
- Commissioner Jones read Resolution #2025-07 by title only.
- **Board Action:** Motion made by Commissioner Trachte to adopt Resolution #2025-07 Authorizing Cost Recovery for Responses into Unprotected Land and Debt Collection, seconded by Commissioner Heintzinger. All in favor 3-0.

C. Fire Commissioner Position #4 Interviews

- Two applicants for Fire Commissioner Position #4 were interviewed. Action will be taken after Executive Session.

D. Policy #1054 Benefits and Compensation for Non-Represented Employees – Chief Hayman

- **Board Action:** Motion made by Commissioner Heintzinger to approve Policy# 1054 Benefits and Compensation for Non-Represented Employees, seconded by Commissioner Trachte. All in favor 3-0

E. 2026 Budget Planning – Patient Transport GEMT Revenues – Chief Hayman

- Presentation with information on the GEMT program and options for allocating GEMT revenue.

F. Recording of Meetings – Chief Hayman

- Chief Hayman suggested not recording the Board of Commissioners' meetings. There is no statutory requirement to record meetings.
- The Zoom option will continue.
- The Board agrees to discontinue the recording of meetings effective September 2025.

16. EXECUTIVE/EXEMT/CLOSED SESSION

A. RCW 42.30.110(h) To evaluate the qualifications of a candidate for appointment to elective office. Board action will be taken in Regular Session.

- Commissioner Vacancy – Position #4
- Commissioner Jones announced that the Board will be in Executive Session until 7:50.
- Resumed Regular Session at 7:50
- **Board Action:** Commissioner Jones made a motion to appoint Tony Mills as Fire Commissioner Position #4, seconded by Commissioner Trachte. All in favor 3-0.

B. RCW 42.30.140(4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings and discussions relating to the interpretation or

application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

- Commissioner Jones announced that the Board will be in Closed Session until 8:07.
- Resumed Regular Session at 8:07.

17. PUBLIC COMMENT

- None

18. GOOD OF THE ORDER

- None

19. ADJOURNMENT

- A. **Board Action:** Motion made by Commissioner Heintzinger to adjourn the meeting at 8:07pm, seconded by Commissioner Trachte. All in favor 3-0.

Approved by:



Jennifer Jones (Sep 18, 2025 13:43:11 PDT)

Jenny Jones, Chairperson



Erinn Tinney (Sep 18, 2025 14:30:31 PDT)

Erinn Tinney, Board Secretary