



ENUMCLAW FIRE DEPARTMENT BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES WEDNESDAY, SEPTEMBER 17TH, 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. AGENDA MODIFICATIONS

- None

4. ANNOUNCEMENTS, PROCLAMATIONS & PRESENTATION

- Oath of Office – Commissioner Tony Mills

5. ATTENDANCE

- Present: Jenny Jones-Commissioner, Eric Heintzinger-Commissioner (virtual), Tony Mills-Commissioner, Ben Hayman-Fire Chief, Kevin Madill-Deputy Chief, Erinn Tinney-Board Secretary, Laura Buckley-Finance & HR Director, Trina McBride-HR Generalist
- Absent: Angie Stubblefield-Commissioner. Motion by Commissioner Heintzinger to excuse Commissioner Stubblefield, seconded by Commissioner Mills. All in favor 3-0.
- Absent: Amy Trachte-Commissioner. Motion by Commissioner Heintzinger to excuse Commissioner Trachte, seconded by Commissioner Mills. All in favor 3-0.

6. CORRESPONDENCE

- None

7. MEETINGS

- A. Next Regular Meeting
 - 1) October 15, 2025, at 6:00pm

8. PUBLIC COMMENT

- None

9. CONSENT AGENDA

A. APPROVAL OF MEETING MINUTES

- 1) Approval of Meeting Minutes from August 20, 2025, Regular Meeting.
Board Action: Motion made by Commissioner Heintzinger to approve the Regular Meeting Minutes from August 20, 2025, seconded by Commissioner Mills. All in favor 3-0.

B. APPROVAL OF EXPENDITURES

- 1) Approval of Expenditures – Exhibit A
 - 2025 General Operating Fund Expenditures - \$598,629.77
 - 2025 Capital Outlay Fund Expenditures - \$7,173.09**Board Action:** Motion made by Commissioner Heintzinger to approve 2025 expenditures from the General Operating Fund for \$598,629.77 and \$7,173.09 from the Capital Outlay Fund as presented in Exhibit A, seconded by Commissioner Mills. All in favor 3-0.

10. COMMITTEE REPORTS

A. FINANCE COMMITTEE – Commissioner Heintzinger (Chair)

- The audit exit interview went well with no findings. The Auditor had a few recommendations which have already been implemented.
- Discussed our WSRB rating.
- Discussed Burn Permit Fees and Ambulance Transport balance billing. Commissioner Heintzinger is in support of reducing costs to residents.

11. FINANCIALS

A. CASH BALANCES – September 14, 2025

- 1) General Operating Fund - \$4,935,252.55
- 2) Capital Outlay Fund - \$3,481,854.04
- 3) Impact Fee Reserve Fund - \$2,530,570.18

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 Impact Fees & Capital Facilities Plan Update – Chief Hayman

- Working with a consultant and the City of Enumclaw on the Capital Facilities Plan.
- Working with an attorney on the Fire Impact fees and identifying previous purchases that can be expensed to the Impact Fee Reserve Fund. More information will be provided on the amount that can be transferred back to the Capital Outlay Fund.

B. Dept. IT Services Update – Chief Hayman

- Met with PSF IT on the IT breakaway plan and cost.
- Met with an IT systems consultant on a plan for IT service.

C. SAO Audit – Chief Hayman and Finance/HR Director Buckley

- The 2023-2024 audit exit interview was 9/17/2025.
- There were no findings.
- There are a few recommendations for improvement which have already been implemented.
- We saved money by finishing the audit quickly.
- The 2025-2026 audit will be in 2027.
- **Board Action:** Motion made by Commissioner Jones to approve the January 1, 2025, addendum to Deputy Chief Hayman's previous employment contract as presented to formally document the temporary Out-of-Class Pay increase that was previously approved by the Board when the 2025 budget was adopted, seconded by Commissioner Heintzinger. All in favor 3-0.

15. NEW BUSINESS

A. Fees for EFD Services: Burn Permits and Patient Transport Balance Billing – Chief Hayman

- Chief Hayman provided information on possible cost-saving opportunities for Enumclaw residents.
- He suggested not charging for Residential Burn Permits and Patient Transport Balance Billing.
- Burn permits will still be submitted annually to encourage the following of law and burning conditions, but there would be no fee.
- Medical insurance will continue to be billed for ambulance transports. Enumclaw residents would not be billed the amount left after insurance has paid their portion.
- The Commissioners are in support of reducing these costs to residents.

16. EXECUTIVE/EXEMPT/CLOSED SESSION

- None

17. PUBLIC COMMENT

- None

18. GOOD OF THE ORDER

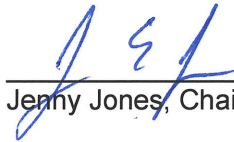
A. Fire Chief Evaluation – Commissioner Jones (Chair)

- The Board of Commissioner's annual agenda includes the Fire Chief evaluation in September.
 - The evaluation will be postponed until December, to follow Chief Hayman's contract that began in July and includes a 6-month evaluation.
- B. Fire Admin Office Hours – Chief Hayman
- Trina McBride was introduced as the HR Generalist. She will cover as the Board Secretary when needed.
 - Fire Admin office hours are Monday-Friday 8:00am-4:00pm.

19. ADJOURNMENT

- A. **Board Action:** Motion made by Commissioner Heintzinger to adjourn the meeting at 7:16pm, seconded by Commissioner Mills. All in favor 3-0.

Approved by:



Jenny Jones, Chairperson



Erinn Tinney, Board Secretary