



ENUMCLAW FIRE DEPARTMENT BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES WEDNESDAY, OCTOBER 15, 2025 – 6:00 PM 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 the Enumclaw Fire Administration Office with a virtual option via Zoom.

Zoom Information:

Dial: +1 253 215 8782

Meeting ID: 838 1243 3365

Passcode: 390647

1. CALL MEETING 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, Tony Mills-Commissioner (virtual), Ben Hayman-Fire Chief, Laura Buckley-Finance & HR Director, Trina McBride-Acting Board Secretary

4. AGENDA MODIFICATIONS

- None

5. ANNOUNCEMENTS, PROCLAMATIONS, & PRESENTATIONS

- None

6. CORRESPONDENCE

- None

7. MEETINGS

- A. Next Regular Meeting
 - 1) November 19, 2025, at 6:00 pm

8. PUBLIC COMMENT

- None

9. CONSENT AGENDA

A. APPROVAL OF MEETING MINUTES

- 1) Approval of Meeting Minutes from the September 17th, 2025, Regular Meeting
Board Action: Motion made by Commissioner Trachte to approve the Regular Meeting Minutes from September 17th, 2025, seconded by Commissioner Stubblefield. All in favor 5-0.
- 2) Approval of Meeting Minutes from the September 29th, 2025, Special Meeting
Board Action: Motion made by Commissioner Heintzinger to approve the Special Meeting Minutes from September 29th, 2025, seconded by Commissioner Jones. All in favor 5-0.

B. APPROVAL OF EXPENDITURES

- 1) Approval of Expenditures – Exhibit A
 - 2025 General Operating Fund Expenditures - \$625,130.19
 - 2025 Capital Outlay Fund Expenditures - \$49,364.69**Board Action:** Motion made by Commissioner Heintzinger to approve 2025 expenditures from the General Operating Fund for \$625,130.19 and the Capital Outlay Fund for \$49,364.69 as presented in Exhibit A, seconded by Commissioner Trachte. All in favor 5-0.

10. COMMITTEE REPORTS

- A. FINANCE COMMITTEE – Commissioner Heintzinger (Chair) and Commissioner Stubblefield
 - No meeting on October 15th, 2025.
 - Discussed the 2026 Budget Workshop.

11. FIRE DEPARTMENT CHIEF REPORT – Chief Hayman

12. RESOLUTIONS – Chief Hayman

- A. Resolution #2025-09 2025 Special Revenue Fund Impact Fee Allocation and Budget Amendments

- **Board Action:** Motion made by Commissioner Trachte to read Resolution by title only, seconded by Commissioner Heintzinger. All in favor 5-0.
- Commissioner Jones read Resolution #2025-09 by title only.
- **Board Action:** Motion made by Commissioner Trachte to adopt Resolution #2025-09 authorizing the 2025 Special Revenue Fund Impact Fee Allocation and Budget Amendments, seconded by Commissioner Stubblefield. All in favor 5-0.

B. Resolution #2025-10 Invoicing for BLS Transport Services

- **Board Action:** Motion made by Commissioner Heintzinger to read Resolution by title only, seconded by Commissioner Stubblefield. All in favor 5-0.
- Commissioner Jones read Resolution #2025-10 by title only.
- **Board Action:** Motion made by Commissioner Heintzinger to adopt Resolution #2025-10 To Update the Invoicing Process for BLS Transport Services, seconded by Commissioner Stubblefield. All in favor 5-0.

13. FINANCIALS

A. CASH BALANCES – October 12, 2025

- 1) General Operating Fund – \$4,557,452.75
- 2) Capital Outlay Fund – \$3,474,680.95
- 3) Impact Fee Reserve Fund - \$2,593,723.12

B. FINANCIAL REPORT– Finance/HR Director Buckley

14. 2026 BUDGET WORKSHOP – Chief Hayman and Finance/HR Director Buckley

15. LOCAL 3931 REPORT

- None

16. UNFINISHED BUSINESS

A. Local 3931 Contract Negotiations – Chief Hayman

- 1) **Board Action:** Motion made by Commissioner Heintzinger to approve a 1-year contract extension to the current January 1, 2023 – December 31, 2025, Local 3931 CBA with the agreements as presented, effective January 1, 2026, seconded by Commissioner Stubblefield. All in favor 5-0.

17. NEW BUSINESS

- None

18. EXECUTIVE/EXEMPT/CLOSED SESSION

- None

19. PUBLIC COMMENT

- None

20. GOOD OF THE ORDER

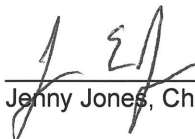
A. Chief Hayman

- October is Breast Cancer Awareness Month, Chief Hayman recognized Commissioner Stubblefield for completing her treatment.
- Highway 169 bridge is now open.
- Burn Ban has been lifted as of October 15, 2025.

21. ADJOURNMENT

- A. **Board Action:** Motion made by Commissioner Heintzinger to adjourn the meeting at 7:33pm, seconded by Commissioner Stubblefield. All in favor 5-0.

Approved by:


Jenny Jones, Chairperson


Erinn Tinney, Board Secretary