



ENUMCLAW FIRE DEPARTMENT BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES WEDNESDAY, NOVEMBER 19, 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 (virtual), Angie Stubblefield-Commissioner, Amy Trachte-Commissioner, Tony Mills-Commissioner, Ben Hayman-Fire Chief, Kevin Madill-Deputy Chief, Laura Buckley-Finance & HR Director, Erinn Tinney-Board Secretary

4. AGENDA MODIFICATIONS

- None

5. ANNOUNCEMENTS, PROCLAMATIONS, & PRESENTATIONS

- None

6. CORRESPONDENCE

- None

7. MEETINGS

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

8. PUBLIC COMMENT

- None

9. CONSENT AGENDA

A. APPROVAL OF MEETING MINUTES

- 1) Approval of Meeting Minutes from the October 15th, 2025, Regular Meeting
Board Action: Motion made by Commissioner Trachte to approve the Regular Meeting Minutes from October 15th, 2025, seconded by Commissioner Stubblefield. All in favor 5-0.

B. APPROVAL OF EXPENDITURES

- 1) Approval of Expenditures – Exhibit A
 - 2025 General Operating Fund Expenditures - \$770,959.94
 - 2025 Capital Outlay Fund Expenditures - \$44,114.13
 - Board Action:** Motion made by Commissioner Trachte to approve 2025 expenditures from the General Operating Fund for \$770,959.94 and the Capital Outlay Fund for \$44,114.13 as presented in Exhibit A, seconded by Commissioner Stubblefield. All in favor 5-0.

10. COMMITTEE REPORTS

- A. FINANCE COMMITTEE – Commissioner Heintzinger (Chair)
 - Discussed the 2026 Budget.

11. FIRE DEPARTMENT CHIEF REPORT – Chief Hayman and DC Madill

12. FINANCIALS

- A. CASH BALANCES – November 16, 2025
 - 1) General Operating Fund – \$6,903,909.50
 - 2) Capital Outlay Fund – \$4,921,831.49
 - 3) Special Revenue Fund - \$1,619,287.40
- B. FINANCIAL REPORT– Finance/HR Director Buckley

- C. Resolution #2025-11 Additional General Fund Transfer to Capital Outlay Fund
 - **Board Action:** Motion made by Commissioner Trachte to read Resolution by title only, seconded by Commissioner Stubblefield. All in favor 5-0.
 - Commissioner Jones read Resolution #2025-11 by title only.
 - **Board Action:** Motion made by Commissioner Trachte to adopt Resolution #2025-11 Additional General Fund Transfer to Capital Outlay Fund in the amount of \$150,000.00, seconded by Commissioner Heintzinger. All in favor 5-0.
- D. Resolution #2025-12 Designate Additional Reserve Fund Balance for Compensated Absence Liabilities
 - **Board Action:** Motion made by Commissioner Trachte to read Resolution by title only, seconded by Commissioner Stubblefield. All in favor 5-0.
 - Commissioner Jones read Resolution #2025-12 by title only.
 - **Board Action:** Motion made by Commissioner Trachte to adopt Resolution #2025-12 Designate Additional Reserve Fund Balance for Compensated Absence Liabilities in the amount \$200,000.00, seconded by Commissioner Stubblefield. All in favor 5-0.
- E. Resolution #2025-13 Designate Additional Reserve Fund Balance for Salary Savings Plan Liabilities
 - **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 #2025-13 by title only.
 - **Board Action:** Motion made by Commissioner Trachte to adopt Resolution #2025-13 Designate Additional Reserve Fund Balance for Salary Savings Plan Liabilities in the amount of \$50,000.00, seconded by Commissioner Stubblefield. All in favor 5-0.

13. UNFINISHED BUSINESS

- A. None

14. NEW BUSINESS

- A. 2026 Budget Public Hearing – Chief Hayman and Finance/HR Director Buckley
 - **Board Action:** Motion made by Commissioner Trachte to approve the 2026 General Operating Fund Expense Budget in the amount of \$9,554,112.00, seconded by Commissioner Heintzinger. All in favor 5-0.
 - **Board Action:** Motion made by Commissioner Trachte to approve the 2026 Capital Outlay Fund Expense Budget in the amount of \$238,650.00, seconded by Commissioner Stubblefield. All in favor 5-0.
 - **Board Action:** Motion made by Commissioner Trachte to approve the 2026 Special Revenue Fund Expense Budget in the amount of \$2,000.00, seconded by Commissioner Stubblefield. All in favor 5-0.
- B. Resolution #2025-14 2026 Property Tax Levy
 - **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 #2025-14 by title only.
 - **Board Action:** Motion made by Commissioner Heintzinger to adopt Resolution #2025-14 2026 Property Tax Levy in the amount of \$7,919,243.00, seconded by Commissioner Stubblefield. All in favor 5-0.
- C. Resolution #2025-15 John Hancock Deferred Compensation Plan Restatement
 - **Board Action:** Motion made by Commissioner Trachte to read Resolution by title only, seconded by Commissioner Heintzinger. All in favor.
 - Commissioner Jones read Resolution #2025-15 by title only.
 - **Board Action:** Motion made by Commissioner Trachte to adopt Resolution #2025-15 John Hancock Deferred Compensation Plan Restatement, seconded by Commissioner Heintzinger. All in favor 5-0.
- D. Policy #1054 Benefits and Compensation for Non-Represented Employees – Chief Hayman
 - **Board Action:** Motion made by Commissioner Heintzinger to approve updates to Policy #1054 Benefits and Compensation for Non-Represented Employees, seconded by Commissioner Stubblefield. All in favor 5-0.

15. LOCAL 3931 REPORT

- No Report

16. EXECUTIVE/EXEMPT/CLOSED SESSION

- A. RCW 42.30.110(1)(g) To review the performance of an employee.
 - Commissioner Jones announced that the Board will be in executive session until 8:15pm.
 - Commissioner Jones extended the executive session until 8:25pm.
 - Resumed regular session at 8:25pm.

17. PUBLIC COMMENT

- None

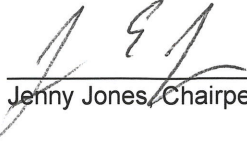
18. GOOD OF THE ORDER

- Chief Hayman reported positive feedback from residents with the change to a no-fee residential burn permit.
- Commissioner Jones thanked Admin for their work in preparing the 2026 budget.
- Commissioner Trachte thanked the crew for providing the send-off for the EHS football team.

19. ADJOURNMENT

- A. **Board Action:** Motion made by Commissioner Trachte to adjourn the meeting at 8:27pm, seconded by Commissioner Stubblefield. All in favor 5-0.

Approved by:



Jenny Jones, Chairperson



Erinn Tinney, Board Secretary



ENUMCLAW FIRE DEPARTMENT

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EXHIBIT A - EXPENDITURES FROM 11-20-2025 THRU 12-17-2025

Date: Wednesday, December 17, 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
	12/1/2025	2025.12.01	Accounts Payable	EFT	\$ 1,600.00
	12/17/2025	2025.12.04	Accounts Payable	251204001-251204033	\$ 244,213.32
					<u>\$ 245,813.32</u>
General Fund Payroll	Date	Batch	Type	Voucher #s	Amount
	11/28/2025	Career	Direct Deposit	EFTs	\$ 261,091.57
	11/28/2025	2025.11.05	Deductions & Benefits	EFTs	\$ 229,897.30
	11/28/2025	2025.11.06	Deductions & Benefits	251106001	\$ 254.09
	12/15/2025	Commissioners/Chaplains	Direct Deposit	EFTs	\$ 1,929.72
	12/15/2025	2025.12.02	Deductions & Benefits	EFT	\$ 337.13
					<u>\$ 493,509.81</u>
Capital Fund Vouchers	Date	Batch	Type	Voucher #s	Amount
	12/17/2025	2025.12.03	Accounts Payable	251203001	\$ 61,737.68
					<u>\$ 61,737.68</u>
Voided Vouchers	Date	Batch	Type	Voucher #s	Amount
					<u>\$ -</u>
Interfund Transfer	Date	From	To	Description	Amount
					<u>\$ -</u>
Total General Fund Expenditures					\$ 739,323.13
Total Capital Fund Expenditures					\$ 61,737.68
TOTAL EXPENDITURES					<u>\$ 801,060.81</u>