



ENUMCLAW FIRE DEPARTMENT BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES WEDNESDAY, JANUARY 21, 2026 – 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:

Meeting ID: 886 1994 5130

Passcode: 864266

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, Scott Percival-Commissioner, Lane Walthers-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

- A. Oath of Office – Commissioner Scott Percival
- B. Oath of Office – Commissioner Lane Walthers
- C. Oath of Office – Fire Chief Ben Hayman
- D. 2025 Employee of the Year – Firefighter Joe Dines

6. CORRESPONDENCE

- None

7. MEETINGS

- A. Next Special Meeting
 - 1) February 25, 2026, at 6:00 pm

8. PUBLIC COMMENT

- None

9. CONSENT AGENDA

A. APPROVAL OF MEETING MINUTES

- 1) Approval of Meeting Minutes from the December 17, 2025, Regular Meeting
Board Action: Motion made by Commissioner Heintzinger to approve the Regular Meeting Minutes from December 17, 2025, seconded by Commissioner Mills. All in favor 5-0.

B. APPROVAL OF EXPENDITURES

- 1) Approval of Expenditures – Exhibit A
 - 2025 General Operating Fund Expenditures - \$500,557.56
 - 2025 Interfund Transfer from General Fund to Capital Outlay Fund - \$250,000.00
Board Action: Motion made by Commissioner Heintzinger to approve 2025 expenditures from the General Operating Fund for \$500,557.56 and the Interfund Transfer from General Fund to Capital Outlay Fund for \$250,000.00 as presented in Exhibit A, seconded by Commissioner Mills. All in favor 5-0.
 - 2026 General Operating Fund Expenditures - \$268,141.48
 - 2026 Capital Outlay Fund Expenditures - \$1,196.87

Board Action: Motion made by Commissioner Walthers to approve 2026 expenditures from the General Operating Fund for \$268,141.48 and the Capital Outlay Fund for \$1,196.87 as presented in Exhibit A, seconded by Commissioner Heintzinger. All in favor 5-0

10. COMMITTEE REPORTS

A. FINANCE COMMITTEE – Commissioner Heintzinger (Chair)

- The 2025 year-end financial report was reviewed.
- Discussed the Fire Impact Fee calculation formula update to meet state requirements and the Capital Improvement Plan update.
- Discussed the open HR position and upcoming interviews.
- Discussed purchasing a fire engine in 2026.
- The Finance Committee has one vacancy.
- Reviewed vouchers and recommend approval.

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

12. FINANCIALS

A. CASH BALANCES – January 18, 2026

- 1) General Operating Fund – \$5,429,942.64
- 2) Capital Outlay Fund – \$5,302,895.45
- 3) Special Revenue Fund - \$1,609,905.15

B. FINANCIAL REPORT– Finance/HR Director Buckley

13. UNFINISHED BUSINESS

- None

14. NEW BUSINESS

A. Officers of the Board of Commissioner

1) Call for Nominations for Chair.

- Commissioner Heintzinger nominated Commissioner Jones for Chair, seconded by Commissioner Percival.
- **Board Action:** Motion made by Commissioner Heintzinger to elect Commissioner Jones for Chair, seconded by Commissioner Jones. All in favor 5-0.

2) Call for Nominations for Vice Chair.

- Commissioner Jones nominated Commissioner Heintzinger for Vice Chair, seconded by Commissioner Percival.
- **Board Action:** Motion made by Commissioner Jones to elect Commissioner Heintzinger for Vice Chair, seconded by Commissioner Heintzinger. All in favor 5-0.

B. Board of Commissioners Finance Committee Members and Positions

- Commissioner Heintzinger will continue to sit on the committee.
- Commissioner Walthers nominated Commissioner Percival for the Finance Committee, seconded by Commissioner Mills. All in favor 5-0.

C. Board of Commissioner Policy Manual Review

- Chief Hayman discussed the annual policy manual review.
- Chief Hayman requested that the commissioners review the policy manual and email any update suggestions to Board Secretary Tinney by February 10th, 2026.
- The suggested updates will be discussed at the February meeting.

D. Proposed Residential Fire Impact Fee Calculation

- Chief Hayman and DC Madill presented the updated Fire Impact Fee calculation formula that is being updated to meet state requirements and the amendment to the Capital Improvement Plan 2016-2035.
 - 1) Resolution #2026-01 Amending the Capital Improvement Plan 2016-2035 and Adopting a Formula for the Calculation of Fire Impact Fees for Residential Housing Units
 - Public Comment: The Department received 0 verbal and 0 written comments on the proposed amendment to the Capital Improvement Plan.
 - **Board Action:** Motion made by Commissioner Heintzinger to read Resolution #2026-01 by title only, seconded by Commissioner Mills. All in favor 5-0.
 - Commissioner Jones read Resolution 2026-01 by title only.
 - **Board Action:** Motion made by Commissioner Heintzinger to adopt Resolution #2026-01, seconded by Commissioner Mills. All in favor 5-0.

E. Commissioner Workshop “Great Board Meetings”

- The workshop is scheduled for February 25th, 2026, 3:30-5:30 at the Administration Office.
- The Regular February Commission meeting will be held after the workshop at 6:00, it will be a Special Meeting due to the date change.

F. Board for Volunteer Firefighters Refund of Credit Balance

- The Department has a credit of \$510.00 with the Board of Volunteer Firefighters from refunds of fees paid for members that didn't complete requirements.
- **Board Action:** Motion made by Commissioner Heintzinger to authorize Board Chairperson Jones to sign the Board for Volunteer Firefighter Invoice Refund Voucher, seconded by Commissioner Percival. All in favor 5-0.

15. LOCAL 3931 REPORT

- None

16. EXECUTIVE/EXEMPT/CLOSED SESSION

- None

17. PUBLIC COMMENT

- None

18. GOOD OF THE ORDER

- Chief Hayman invited the Commissioners to attend the VFW First Responders Awards Ceremony on January 22, 2026, at 7:30. The VFW will present Firefighter Dines with Firefighter of the Year for 2025.
- Commissioner Jones thanked the Department for the work to tighten the budget.
- Director Buckley welcomed Commissioner Walthers and Commissioner Percival.

19. ADJOURNMENT

- **Board Action:** Motion made by Commissioner Heintzinger to adjourn the meeting at 7:40pm, seconded by Commissioner Jones. All in favor 5-0.

Approved by:



Eric Heintzinger, Vice-Chair



Erinn Tinney, Board Secretary



ENUMCLAW FIRE DEPARTMENT

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EXHIBIT A - EXPENDITURES FROM 1-22-2026 THRU 2-25-2026

Date: Wednesday, February 25, 2026

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
	2/2/2026	2026.02.02	Accounts Payable	EFT	\$ 1,600.00
	2/2/2026	2026.02.03	Accounts Payable	EFT	\$ 15.00
	2/11/2026	2026.02.04	Accounts Payable	260204001-260204026	\$ 53,440.73
					<u>\$ 55,055.73</u>
General Fund Payroll	Date	Batch	Type	Voucher #s	Amount
	1/30/2026	Career	Direct Deposit	EFTs	\$ 246,489.38
	1/30/2026	2026.01.06	Deductions & Benefits	EFTs	\$ 234,209.84
	1/30/2026	2026.01.07	Deductions & Benefits	260107001	\$ 254.09
	2/13/2026	Commissioners/Chaplains	Direct Deposit	EFTs	\$ 2,082.90
	2/13/2026	2026.02.05	Deductions & Benefits	EFT	\$ 352.08
					<u>\$ 483,388.29</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					\$ 538,444.02
Total Capital Fund Expenditures					\$ -
TOTAL EXPENDITURES					<u>\$ 538,444.02</u>