



ENUMCLAW FIRE DEPARTMENT BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES WEDNESDAY, DECEMBER 17, 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

- A. Chief Hayman thanked the following commissioners for their service as Fire Commissioners and presented them with plaques.
 - Commissioner Trachte: 2016-2025
 - Commissioner Stubblefield: 2013-2025
 - Commissioner Zoll: 2016-2025

6. CORRESPONDENCE

- None

7. MEETINGS

- A. Next Regular Meeting
 - 1) January 21, 2026, at 6:00 pm

8. PUBLIC COMMENT

- None

9. CONSENT AGENDA

A. APPROVAL OF MEETING MINUTES

- 1) Approval of Meeting Minutes from the November 19, 2025, Regular Meeting
Board Action: Motion made by Commissioner Trachte to approve the Regular Meeting Minutes from November 19, 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 - \$739,323.13
 - 2025 Capital Outlay Fund Expenditures - \$61,737.68**Board Action:** Motion made by Commissioner Trachte to approve 2025 expenditures from the General Operating Fund for \$739,323.13 and the Capital Outlay Fund for \$61,737.68 as presented in Exhibit A, seconded by Commissioner Stubblefield. All in favor 5-0.

10. COMMITTEE REPORTS

- A. FINANCE COMMITTEE – Commissioner Heintzinger (Chair)
 - No update.

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

12. RESOLUTIONS – Chief Hayman

A. Resolution #2025-16 2025 Special Revenue Fund Year-End Impact Fee Allocation and Budget Amendment

- **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 #2025-16 by title only.
- **Board Action:** Motion made by Commissioner Heintzinger to adopt Resolution #2025-16 2025 Special Revenue Fund Year-End Impact Fee Allocation and Budget Amendment, seconded by Commissioner Stubblefield. All in favor 5-0.

13. FINANCIALS

A. CASH BALANCES – December 14, 2025

- 1) General Operating Fund – \$6,226,837.89
- 2) Capital Outlay Fund – \$5,310,711.99
- 3) Special Revenue Fund - \$1,663,826.29

B. FINANCIAL REPORT– Finance/HR Director Buckley

14. UNFINISHED BUSINESS

- None

15. NEW BUSINESS

A. 2026 Board of Commissioners Meeting Schedule – Secretary Tinney

- The 2026 Board of Commissioners Meeting Schedule was presented.

B. 2026 EFD Consolidated Fee Schedule – Director Buckley

- The 2026 Consolidated Fee Schedule was presented.

C. Valley Communications 2026 Fee Schedule and Agreement– Chief Hayman

- **Board Action:** Motion made by Commissioner Heintzinger to authorize Board Chairperson Jones to sign the 2026 Valley Communications Fee Schedule, seconded by Commissioner Stubblefield.

16. EXECUTIVE/EXEMPT/CLOSED SESSION

A. RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment.

- Commissioner Jones announced that the Board will be in executive session until 7:00pm.
- Resumed regular session at 7:00pm.
- **Board Action:** Motion made by Commissioner Jones to appoint Interim Fire Chief Ben Hayman to the position of Fire Chief of Enumclaw Fire Department, seconded by Commissioner Stubblefield. All in favor 5-0.

17. LOCAL 3931 REPORT – Vice President Gachen

- Vice President Gachen thanked Commissioner Trachte and Commissioner Stubblefield for their service on behalf of the local.
- Vice President Gachen congratulated Chief Hayman on behalf of the local.

18. PUBLIC COMMENT

- None

19. GOOD OF THE ORDER

- None

20. ADJOURNMENT

- **Board Action:** Motion made by Commissioner Jones to adjourn the meeting at 7:03pm, seconded by Commissioner Stubblefield. All in favor 5-0.

Approved by:



Jennifer Jones (Jan 22, 2026 12:36:59 PST)

Jenny Jones, Chairperson



Erinn Tinney (Jan 23, 2026 08:17:34 PST)

Erinn Tinney, Board Secretary