



ENUMCLAW FIRE DEPARTMENT BOARD OF FIRE COMMISSIONERS

SPECIAL MEETING MINUTES WEDNESDAY, FEBRUARY 25, 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 Special Meeting at the Enumclaw Fire Administration Office with a virtual option via Zoom.

Zoom Meeting ID: 886 1994 5130

1. CALL MEETING TO ORDER

- Meeting called to order at 6:00pm by Commissioner Heintzinger.

2. FLAG SALUTE

- Led by Commissioner Heintzinger.

3. ATTENDANCE

- A. Present: 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
- B. Absent: Commissioner Jones
 - Motion made by Commissioner Walthers to excuse Commissioner Jones, seconded by Commissioner Mills. All in favor 4-0.

4. AGENDA MODIFICATIONS

- None

5. ANNOUNCEMENTS, PROCLAMATIONS, & PRESENTATIONS

- None

6. CORRESPONDENCE

- None

7. MEETINGS

- A. Next Regular Meeting
 - 1) March 18, 2026, at 6:00 pm

8. PUBLIC COMMENT

- None

9. CONSENT AGENDA

A. APPROVAL OF MEETING MINUTES

- 1) Approval of Meeting Minutes from the January 21, 2026, Regular Meeting
Board Action: Motion made by Commissioner Percival to approve the Regular Meeting Minutes from January 21, 2026, seconded by Commissioner Heintzinger. All in favor 4-0.

B. APPROVAL OF EXPENDITURES

- 1) Approval of Expenditures – Exhibit A
 - 2026 General Operating Fund Expenditures - \$538,444.02
Board Action: Motion made by Commissioner Percival to approve 2026 expenditures from the General Operating Fund for \$538,444.02 as presented in Exhibit A, seconded by Commissioner Heintzinger. All in favor 4-0.

10. COMMITTEE REPORTS

A. FINANCE COMMITTEE – Commissioner Heintzinger (Chair)

- Discussed the purchase of a Fire Engine.
- Discussed the budget projection project.
- Reviewed vouchers and recommend approval.

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

12. FINANCIALS

- A. CASH BALANCES – February 20, 2026
- 1) General Operating Fund – \$4,938,024.98
 - 2) Capital Outlay Fund – \$5,339,590.45
 - 3) Special Revenue Fund - \$1,621,513.57
- B. FINANCIAL REPORT– Finance/HR Director Buckley

13. UNFINISHED BUSINESS

- A. Board of Fire Commissioners Policy Manual Update Review – Chief Hayman
- **Board Action:** Motion made by Commissioner Percival to adopt the proposed updates to the Board of Fire Commissioners Policy Handbook as presented, seconded by Commissioner Walthers. All in favor 4-0.

14. NEW BUSINESS

- A. Board of Commissioners PDC F-1 Form Due April 15, 2026 – Commissioner Heintzinger
- Reminder to the Commissioners to complete the PDC F-1 form by April 15, 2026.
- B. Authorization to purchase one (1) Spartan S-180 Fire Engine – Chief Hayman
- Summary: The Enumclaw Fire Department has identified, through the apparatus replacement schedule, that its oldest fire engine (2805) is at the end of its service life, and fire engine (2815) needs to go into reserve status, and a new fire engine needs to be purchased. Once in service, the new fire engine will respond out of St.41 as the primary response fire engine for the Enumclaw Fire Department. Board approval is requested for the Fire Chief to sign a purchase agreement with True North Emergency Equipment to purchase one (1) Spartan Fire Engine. The fiscal impact is \$1,114,006.00 (excludes applicable sales tax, additional upfitting, and equipment needs or change orders).
- **Board Action:** Motion made by Commissioner Percival to authorize the Fire Chief to sign a purchase agreement with True North Emergency Equipment (Spartan) for the purchase of one (1) Spartan Fire Engine utilizing an HGAC Cooperative purchase agreement, seconded by Commissioner Walthers. All in favor 4-0.
- C. April Board Meeting Date Change to April 29, 2026
- The April meeting will be April 29, 2026 at 6:00pm to accommodate the Great Board Meetings workshop prior to the meeting.

15. LOCAL 3931 REPORT

- None

16. EXECUTIVE/EXEMPT/CLOSED SESSION

- A. RCW 42.30.140(4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.
- Commissioner Heintzinger announced that the Board will be in closed session for 15 minutes until 6:57pm.
 - Resumed regular session at 6:57pm.

17. PUBLIC COMMENT

- None

18. GOOD OF THE ORDER

- None

19. ADJOURNMENT

- **Board Action:** Motion made by Commissioner Heintzinger to adjourn the meeting at 6:57pm, seconded by Commissioner Percival. All in favor 4-0.

Approved by:


Jenny Jones, Chairperson


Erinn Tinney, Board Secretary