



BALD HILLS FIRE PROTECTION DISTRICT 17

Minutes of the Regular Meeting of the Board of Fire Commissioners

November 10, 2022

At 1804 hours Commissioner Harry Miller called the meeting to order. Present at Station 17-1: Commissioners Harry Miller and Gerald Bickett, Fire Chief Mark Gregory, Deputy Chief Steven Slater, District Secretary Helen Heywood-Mang, and Lt. Donovan McCartney. Attending remotely: Commissioner Diana Anaya McMaster and member Robert Torrey.

Agenda: The motion by Commissioner Bickett and seconded to approve the agenda was carried unanimously.

Minutes: The motion by Commissioner Bickett and seconded to approve the minutes of October 13, 2022, was carried unanimously.

FIREFIGHTERS ASSOCIATION REPORT

Monthly meeting – Discussion held.

Cadet Program: Discussion held. The fire commissioners continue to support the program.

OLD BUSINESS

Facilities – Commissioner Miller, POC

Station 17-2: Commissioner Miller has received a bid from Worthy Construction to repair the building after reaching out to three contractors. The commissioner has asked the contractor. an owner/operator to re-write the bid with more detail. The commissioner is reaching out to garage door contractors for bids. The insurance company has already provided their assessment and made payment. Further review is set at a special meeting on November 15, 2022, at 1130 hours.

Public Relations - All

A general discussion was held.

Policy Review – Chief's Choice – All

Policies *1.1 Mission Statement, 1.2 Strategic Planning, 2.4.3 Application Process, and 2.4.4 Selection* were reviewed. A motion by Commissioner Bickett and seconded to approve the proposed policies was carried unanimously.

NEW BUSINESS

2023 Budget – Chief Gregory

Chief Gregory presented the draft 2023 Budget. A special public hearing is set for November 15, 2022, at 1130 hours to discuss and approve the budget.

DISTRICT SECRETARY'S REPORT

- Status of SAO three-year audit
The audit of 2019, 2020, and 2021 has been completed. An Exit Conference is scheduled for November 15, 2022, at 1100 hours. The commissioners will receive notice of the conference and their attendance is optional. Notice of a Special Meeting will be posted just in case two or more commissioners decide to attend.

FINANCIAL REPORT – *Balances as of October 31, 2022*

- State of the Petty Cash Account (\$1,250 max): \$1,250.00
- Expense Fund (#6770) \$284,085.12

Approval of Vouchers #221101001 - 221101020 **Total** \$55,600.72

Approval of Electronic Funds Transfer Notifications for payment of:

Direct deposit of payroll \$11,257.50

Payroll Taxes: \$3,784.67

Retirement: \$2,010.88

A motion by Commissioner Bickett and seconded to approve the vouchers and electronic funds transfers was carried and the documents signed.

- Reserve Fund (#6773) \$113,801.32
- Suppression Apparatus Fund (#6775) \$90,177.68
- Land and Facilities Fund (#6776) \$15,720.61
- Equipment Replacement (#6777) \$118,020.66

CHIEFS' REPORTS: Oral reports regarding administration, membership, EMS, training, wildland, facilities, apparatus, and equipment, and responses were given by the chiefs.

THURSTON COUNTY FIRE COMMISSIONERS' ASSOCIATION MEETING REPORT

PUBLIC COMMENT: General discussion.

GOOD OF THE ORDER: General discussion.

LOCAL BOARD OF VOLUNTEER FIREFIGHTERS MEETING – District Secretary
Approved invoices for services rendered to W. Hardesty – wrist injuries

ADJOURNED: A motion by Commissioner Bickett and seconded to adjourn the meeting was carried. The meeting was adjourned at 1905 hours.

The next Regular District Meeting is scheduled for Thursday, December 8, 2022, at 1800 hours. Thurston County Fire Commissioners Association meeting is scheduled for Tuesday, November 15, 2022, at 1800 hours.

Attested to on December 8, 2022:

By:


Commissioner Harry W. Miller

By:


Commissioner Gerald L. Bickett

By:


Commissioner Diana Anaya McMaster

By:


District Secretary Helen Heywood-Mang