



BALD HILLS FIRE PROTECTION DISTRICT 17

Minutes of the Regular Hybrid Meeting of the

Board of Fire Commissioners

January 11, 2024

At 1810 hours Commissioner Harry Miller called the meeting to order. Present at Station 17-1: Commissioners Harry Miller, Gerald Bickett, Diana Anaya McMaster, Fire Chief Mark Gregory, District Secretary Helen Heywood-Mang, and members Lt. David Kleiss-Marvin and Mark Abbott. Attending virtually was member Robert Torrey.

AGENDA: The motion by Commissioner McMaster and seconded to approve the agenda was carried unanimously.

MINUTES: The motion by Commissioner Bickett and seconded to approve the minutes of December 14, 2023, was carried unanimously, and the minutes signed.

PUBLIC COMMENT: None

FIREFIGHTERS ASSOCIATION REPORT:

Monthly meeting: General discussion was held.

Cadet Program: General discussion was held.

Cadet Advisor Mark Abbott made a presentation of the cadet training. The fire commissioners continue to support the program.

OLD BUSINESS

Facilities – Commissioner Miller, POC
Nothing specific.

Public Relations - General discussion held.

Policy Review – Chief's Choice – All
None

NEW BUSINESS

Chief's performance review - Board

The Board went into executive session pursuant to RCW 42.30.110(1)(g) to review the performance of an employee. The executive session was for 15 minutes from 1835 hours until

1850 hours. At 1850 hours the Board returned from the executive session and into the Open Public Meeting.

Instructor Workshop – General discussion held.

DISTRICT SECRETARY'S REPORT

Provided an update regarding distribution of W-2 and 1099 documents; GAMDC survey period is complete, and preparation of the survey results has started; the 2023 annual report preparation will begin following completion of the GAMDC reporting.

FINANCIAL REPORT – Balances as of December 31, 2023

- State of the Petty Cash Account (\$1,250 max): \$1,240.61
- Expense Fund (#6770) \$610,626.50

Approval of Vouchers #240101001 - 240101041 = **Total** \$33,197.69

Approval of Electronic Funds Transfer Notifications for payment of:

Direct deposit of payroll \$15,442.30

Payroll Taxes: \$6,812.79

Retirement: \$1,793.68

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

- Reserve Fund (#6773) \$116,288.25
- Suppression Apparatus Fund (#677) \$92,148.38
- Land and Facilities Fund (#6776) \$16,064.15
- Equipment Replacement (#6777) \$120,599.80

CHIEF'S REPORT: Oral report regarding administration, membership, EMS, training, wildland, apparatus and equipment, responses, and transports was given.

THURSTON COUNTY FIRE COMMISSIONERS' ASSOCIATION MEETING: General discussion.

GOOD OF THE ORDER: General discussion.

LOCAL BOARD OF VOLUNTEER FIREFIGHTERS MEETING – District Secretary
None

ADJOURNED: A motion by Commissioner McMaster and seconded to adjourn the meeting was carried. The meeting was adjourned at 1920 hours.

The next Regular District Meeting is scheduled for Thursday, February 8, 2024, at 1800 hours. Thurston County Fire Commissioners' Association meeting is scheduled for Tuesday, January 16,

2024, at 1800 hours.

Attested to on February 8, 2024

By:


Commissioner Harry W. Miller

By:


Commissioner Gerald L. Bickett

By:


Commissioner Diana Anaya McMaster

By:


District Secretary Helen Heywood-Mang