



BALD HILLS FIRE PROTECTION DISTRICT 17

Minutes of the Regular Hybrid Meeting of the

Board of Fire Commissioners

October 10, 2024

At 1808 hours Commissioner Harry Miller called the meeting to order. Present at Station 17-1: Commissioners Harry Miller, Diana McMaster, Gerald Bickett, Fire Chief Mark Gregory, District Secretary Helen Heywood-Mang, Captain Mark Edwards, and Lt. Donovan McCartney.
AGENDA: The motion by Commissioner McMaster and seconded to approve the agenda was carried.

MINUTES: The motion by Commissioner Bickett and seconded to approve the minutes of September 12, 2024, was carried, and the minutes were signed.

PUBLIC COMMENT: None

FIREFIGHTERS' ASSOCIATION REPORT:

Monthly meeting: A general discussion was held.

Cadet Program: A general discussion was held.

OLD BUSINESS

Facilities – Commissioner Miller, POC
A general discussion was held.

Public Relations – Commissioner Miller attended the Singletree and the Cougar Mountain meetings.
A general discussion was held.

Policy Review – Chief's Choice – All
None

NEW BUSINESS

Ambulance rate adjustment – Chief

The fire chief recommended raising our ambulance transport rate to \$1,200 and \$26.00/a mile effective January 1, 2025. A motion by Commissioner McMaster and seconded to approve the rate adjustment was carried.

DISTRICT SECRETARY'S REPORT – Retirement/Replacement

The draft district secretary job description and recruitment announcement were reviewed, and the fire chief will update the drafts and publish the announcement.

There are administration processes that do not occur monthly or quarterly for which training will be needed. The current district secretary has agreed to return as needed when available as an independent contractor to provide additional training to the new district secretary.

A motion by Commissioner McMaster and seconded to approve the district secretary job description and the recruitment announcement was carried.

FINANCIAL REPORT – The Thurston County Treasurer’s report with account balances as of September 30, 2024, is not available yet from the county.

State of the Petty Cash Account (\$1,250 max): \$1,180.00

- Expense Fund (#6770) Estimate \$659,987.83

Approval of Vouchers #241001001 - 2410010138 = Total \$44,291.36

Approval of Electronic Funds Transfer Notifications for payment of:

Direct deposit of payroll \$14,452.96

Payroll Taxes: \$6,584.15

Retirement: \$2,383.84

The district secretary has determined that the payroll taxes are due to the IRS on the second Friday of the month and that a daily penalty can be assessed if paid late. The monthly fire commissioner’s meeting is held on the second Thursday of the month.

Direct deposit payroll, payroll taxes, and retirement benefit payments are calculated at the beginning of the week of the monthly commissioner’s meeting, and the Electronic Funds Transfer Notifications form is prepared for the county treasurer. This form is due 48 hours before the release of funds. The district secretary is an authorized signer. To meet the two time requirements the district secretary may sign and submit the form to the County Treasurer’s office before the monthly fire commissioner’s meeting. The amounts due will be formally approved at the monthly meeting.

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

- Reserve Fund (#6773) Estimate \$117,787.16
- Suppression Apparatus Fund (#6775) Estimate \$93,336.13
- Land and Facilities Fund (#6776) Estimate \$16,271.20
- Equipment Replacement (#6777) Estimate \$122,154.29

CHIEF’S REPORT: An oral report about administration, membership, EMS, training, wildland, apparatus and equipment, responses, and transports was given.

THURSTON COUNTY FIRE COMMISSIONERS’ ASSOCIATION MEETING: General discussion held.

GOOD OF THE ORDER: General discussion held.

LOCAL BOARD OF VOLUNTEER FIREFIGHTERS MEETING – District Secretary

Approved the invoice for physical exam reimbursement – Dayton, Nichols, Lubic, and the invoice for payment to Olympic Orthopaedic Assoc for evaluation - Hardesty.

ADJOURNED: The motion by Commissioner McMaster and seconded to adjourn the meeting was carried. The meeting was adjourned at 1925 hours.

The next Regular District Meeting is scheduled for Thursday, November 14, 2024, at 1800 hours. Thurston County Fire Commissioners' Association meeting is scheduled for Tuesday, October 15, 2024, at 1800 hours.

Attested to on November 14, 2024.

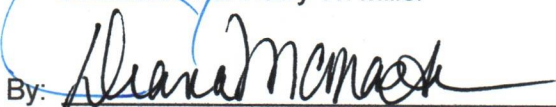
By:


Commissioner Harry W. Miller

By:


Commissioner Gerald L. Bickett

By:


Commissioner Diana Anaya McMaster

By:


District Secretary Helen Heywood-Mang