



# BALD HILLS FIRE PROTECTION DISTRICT 17

## Minutes of the Regular Hybrid Meeting of the Board of Fire Commissioners

November 13, 2025

At 1806 hours Commissioner Harry Miller called the meeting to order. Present at Station 17-1 were Commissioners Harry Miller, Diana McMaster and Gerald Bickett, Fire Chief Mark Gregory, District Secretary Amanda Stygar and Captain Mark Edwards. Virtual attendance by Rob Torrey.

AGENDA: The motion by Commissioner Bickett and seconded by Commissioner McMaster.

MINUTES: The motion by Commissioner McMaster and seconded by Commissioner Bickett to approve the minutes of October 9, 2025 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 regarding the preliminary cost estimate from Worthy Construction Company regarding carport construction and installation. Due to the projecting cost exceeding \$133,462.00, a formal bidding process will be required when we are ready to proceed with the project.

Public Relations – A general discussion was held.

Policy Review – Chief's Choice – All

No policies to review at this time.

### NEW BUSINESS

None

### DISTRICT SECRETARY'S REPORT

The SAO Audit for 2022-2024 is scheduled to conclude on November 21<sup>st</sup>. The audit is currently ahead of schedule, progressing smoothly, and no issues are expected.

The annual healthcare enrollment paperwork is being completed, and will be ready to sign on our Special Meeting at the end of this month.

We have received paperwork noting the amount due from GEMT to our Department for the 2024 fiscal year. The expected payment from GEMT is anticipated to be deposited next month. Reporting for 2025 is currently in progress and expected to be completed by the end of this month.

The District Secretary is preparing an ADA website compliance report, which is expected to be completed by the next meeting or by the beginning of the new year. The report will outline the steps needed to achieve full ADA compliance by 2027.

The Board received a waiver authorization from Systems Design to waive our fees for an ambulance transport due to limited income. In accordance with policy, the Board has the authority to waive ambulance transport fees, if needed. Commissioner Miler signed the waiver, will now be sent to Systems Design.

## FINANCIAL

State of the Petty Cash Account (\$1,250 max): \$1,100.00

- Expense Fund (#6770) \$700,879.68

Approval of Vouchers #2501101001-251101024 = Total \$129,61.76

Approval of Electronic Funds Transfer Notifications for payment of:

Direct deposit of payroll \$17,310.36

Payroll Taxes: \$5,146.01

Retirement: \$2,637.93

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

- Reserve Fund (#6773) \$122,610.02
- Suppression Apparatus Fund (#6775) \$103,452.61
- Land and Facilities Fund (#6776) \$69,009.01
- Equipment Replacement (#6777) \$127,155.95

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

Vehicles that need to be surplusd are: 1710, 1715 and 1717. Additionally, we have some aged turnout gear and radios that need to be surplusd. The District Secretary will make a resolution and present it to the Commissioners for the Special Meeting scheduled for later this month.

A general discussion regarding meals and expenses for WFCA conference, review of policy and agreement on what expenses were to be covered.

Membership: We have one person interested in EMT class next year. 4 possibly for fire academy. The Fire Recruit Academy is planning 2 classes this next year.

THURSTON COUNTY FIRE COMMISSIONERS' ASSOCIATION MEETING  
General discussion held.

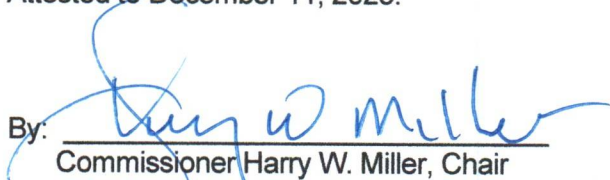
GOOD OF THE ORDER: General discussion held.

LOCAL BOARD OF VOLUNTEER FIREFIGHTERS MEETING – District Secretary  
Remittance for pension/disability – Suver, Erin.  
Remittance for pension/disability – Harrison, Garrett.

ADJOURNED: The motion by Commissioner McMaster and seconded by Commissioner Bickett to adjourn the meeting was carried. The meeting was adjourned at 1921 hours.

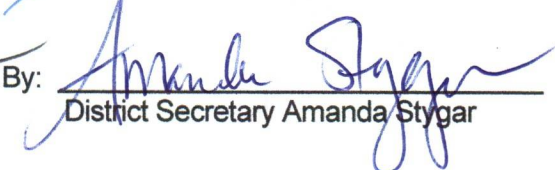
The next Regular District Meeting is scheduled for Thursday, December 11, 2025, at 1800 hours. Thurston County Fire Commissioners' Association meeting is scheduled for Tuesday, December 16, 2025, at 1800 hours.

Attested to December 11, 2025.

By:   
Commissioner Harry W. Miller, Chair

By:   
Commissioner Gerald L. Bickett

By:   
Commissioner Diana Anaya McMaster

By:   
District Secretary Amanda Stygar