**GILLIAM COUNTY FIRE SERVICES**

**BUDGET COMMITTEE AND**

**BOARD MEETING MINUTES**

**DATE: Monday May 6th 2024**

**TIME: 6 pm Budget Committee/ Board Meeting to follow**

**PLACE: South Gilliam County Emergency Services Building**

**Board Members**: Gary Bettencourt-Chair, Roger Lyda, Dustan Hall- **PRESENT**

Mark Davidson, Kolton Boethin- **Absent**

**Staff-** Casey Zellars, Operations Chief-GCFS

**Budget Committee:**  Tammie Birkeland, Marta Mikkalo, Paul Bates, Cari Wade- **All Present**

Shannon Coppock- Budget Officer

**Budget Committee Meeting Called to order**: **Gary Bettencourt called meeting to order at 6PM**

**Public Comment:** Open for public comment- **NONE**

**Budget Committee:**

1. Elect Budget Committee Chairman

**Marta Mikkalo Motioned Paul Bates as Chair, Roger Lyda 2nd, Motion pass by all**

1. Appoint Budget Committee Secretary

**Paul Bates Appointed Casey Zellars as Secretary**

1. Turn Budget Meeting over to Budget Officer
   1. Budget Message- **Presented and read by Budget Officer Shannon Coppock**
   2. Present proposed budget- **Presented and explained by Shannon Coppock, no other movement of funds by committee.**
2. Motion to approve budget

**Motion to approve the 24/25 FY proposed budget as presented by Marta Mikkalo, 2nd by Tammy Birkeland, no further discussion, Motion passed by all**

**Adjourn Budget Committee Meeting: Paul Bates Adjourned budget meeting at 6:19 PM**

**Regular Board Meeting Called to order**: **at 6:20 by Chair Gary Bettencourt**

**Public comment: NONE**

**Minutes: ­** **Review last minutes and approve- Roger Lyda motioned to approve March 11 2024 minutes as presented, 2nd by Dustan Hall, Motion Passed by all**

**Financial Report:** **Reviewed by Board, Motion to approve financial report as presented by Roger Lyda, 2nd by Dustan Hall, Motion passed by all**

**Unfinished/Old Business:**

1. Discussion on Check Signers for GCFS Banking. Donald willing to stay as signer if approved.

**Board discussed check signers as members are through out the county, Roger Lyda motioned that all board members: Gary Bettencourt, Dustan Hall, Mark Davidson, Roger Lyda and Kolton Boethin be signers along with Donald Jamieson (past board member) and Shannon Coppock (bookkeeper)be signers on GCFS Bank of EO Checking account. 2nd by Dustan Hall, motion passed by all**

**New Business:**

1. OSFM CWRR Grant 1 year reporting due May 31st, **no issues foreseen**.
2. Increase of Vacation accrual from 8.20 hrs. to 10 hrs. per month, In line with Sick Accrual-**Tabled**
3. Discussion on a contract with Kelly Smith as fill in book keeper. (Shannon Coppock)

**Kelly Smith will be assisting with bookkeeping as a fill/relief for Shannon when Shannon is gone. Shannon and Kelly will split the $500 per month payment for book keeping, budget line item will stay the same as proposed.**

**Roger Motioned to accepted the contract for Kelly Smith as a relief/ fill in book keeper, 2nd by Dustan Hall, Passed by all. Contract signed by Gary and Roger.**

1. Discussion on Board Members receiving Bank Statements from BEO- **Gary Bettencourt agreed to have BEO statements and LGIP statements sent to him via mail**.
2. Public Contracting Policy- **Gary will be looking into the counties policy and attorney to come up with a plan my next meeting, this will be work in progress.**

**Next Regular Meeting:** Monday June 3rd Budget hearing and Board Meeting 6pm Via Zoom

**Adjournment: 7:15 PM**