

BLACKMAN FIRE DISTRICT MEETING

DATE: 13 July 2024

() REGULARLY SCHEDULED

TIME: 8:00 a.m.

() EMERGENCY

(X) WORKSHOP

ROLL CALL

PRESENT

Chairperson Larry Cunningham	(X) Yes	() No
Commissioner Wade Merritt	(X) Yes	() No
Commissioner Brittney Lehneis	(X) Yes	() No
Commissioner Steve Lawson	(X) Yes	() No
Commissioner Ronnie Miller	(X) Yes	() No

Welcome/Call Meeting to Order at **8:09am**

Pledge of Allegiance

OLD BUSINESS

Discussion and approval on appointing new members to the board to fill open vacancies.

- Seat 3 - Brittney Lehneis Appointment (Position of Secretary/Treasurer)
Brittney Lehneis was nominated for the Seat 3 Secretary/Treasurer Position due to her knowledge in Finance at the July 11th meeting. Brittney was present to accept the position and answered questions by board.

Motion: **Wade Merritt** 2nd: **Steve Lawson** **Motion Passed**

- Administration of Oath of Office
Oath of Office was administered by Notary Public Miranda Sargent to Ronnie Miller and Brittney Lehneis for official appointment to the board.

- Seat 3 - Retirement (Position of Secretary/Treasurer)
Commissioner Jim Lawson Submitted his letter of retirement and resignation from the board. This resignation took effect at 9:00pm 7/11/2024.

Motion: **Ronnie Miller** 2nd: **Wade Merritt** **Motion Passed**

- Administrative Assistant to the Board - Amendment
Commissioner Wade Merritt requested an amendment to clarify the Administrative Assistant to the Board duties and reporting requirements. The person designated as Assistant to the Board will report to the Secretary/Treasurer of the board and assist where needed. A motion was made to appoint Miranda Sargent as Administrative Assistant to the board with financial rights to obtain access to the banking and financial accounts of the department.

Motion: **Wade Merritt** 2nd: **Steve Lawson** **Motion Passed**

NEW BUSINESS

Review and Approval of Administrative Policies and Standard Operating Guidelines

- Standard Billing Items
A list was provided for review of standard billing items. The board reviewed the list and future items would be added as voted on by the board. These items will not require board approval for payment due to being a Standard Billing Item.

Motion: **Wade Merritt** 2nd: **Steve Lawson** **Motion Passed**

- Administrative Policies
The Administrative Policies were reviewed and amended to reflect changes. A motion was made to approve

the policies with changes.

Motion: Ronnie Miller 2nd: Steve Lawson Motion Passed

- Standard Operating Guidelines
The Standard Operating Guidelines were reviewed and amended to reflect changes. A motion was made to approve the policies with changes.

Motion: Wade Merritt 2nd: Ronnie Miller Motion Passed

PUBLIC COMMENT

Open the floor to public comment.

ADJOURNMENT

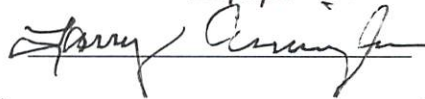
Adjournment of meeting at 11:42am

Motion: Wade Merritt 2nd: Steve Lawson Motion Passed

DATE AND TIME OF NEXT MEETING August 8, 2024 at 7:00 p.m.

These minutes were approved and accepted as read this date 8/8/2024

Larry Cunningham, Chairperson



Brittney Lehneis, Secretary/Treasurer

_____ or

Other Authorized Board Member

 9/15/24