



Berryhill Fire Protection District

A PUBLIC MEETING of a
Regular Meeting of the Board of Directors will be held at
5911 W 41st Street, Tulsa, OK 74107



2:41 pm, May 25, 2022

Office 1
2021
Beth Cox

Office 2
2025
Terry Jech

Office 3
2024
Frank Mason

Office 4
2023
Russ Harrison

Office 5
2022
Mark Hollie

April 12, 2022, Regular Scheduled Meeting Minutes

Present: Frank Mason, Russ Harrison, Beth Cox, Terry Jech, local President Trey Odam, Chief Michael Hall. Business Manager Tamera Tumleson

1. Call to order, and establish a quorum. **Frank Mason called the meeting to order at 1802.**
2. Open meeting in prayer. **Beth Cox opened the meeting in prayer.**
3. Minutes – Approval of Minutes of March 8, 2022, regular meeting. **Motion made by Terry Jech and Seconded by Russ Harrison to approve the minutes from the March 8, 2022 meeting.**

Frank Mason Acting Chairman
 Beth Cox Yes
 Russ Harrison Yes
 Terry Jech Yes
 Mark Hollie Absent

All in favor, unanimous, motion carried.

4. Financial Issues
 - a. Assessment estimate to be deposited – \$162,123.71
 - b. Financial Status
5. Warrant Review and Approval I need a motion to approve the warrants as presented. **Motion made by Russ Harrison and seconded by Beth Cox to approve the warrants as presented. Motion Passed/ Failed**

Frank Mason Acting Chairman
 Beth Cox Yes
 Russ Harrison Yes
 Terry Jech Yes
 Mark Hollie Absent

All in favor, Unanimous, motion carried.

i. Expenditures -

6. Board Action
 - a. Discussion and possible approval of resolution 20220412-01 parcel number 00003-99-10-05010. **Motion made by Terry Jech to Approve resolution 20220412-01 for Parcel number 00003-99-10-05010 and seconded by Russ Harrison.**

Frank Mason Acting Chairman
 Beth Cox Yes
 Russ Harrison Yes
 Terry Jech Yes
 Mark Hollie Absent



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All in favor, unanimous, motion carried.

- b. Discussion and possible action on Resolution 20220412-02 accepting of FY budget (Partial) from July 1, 2022- December 31, 2022. Motion made by Russ Harrison to accept resolution 20220412-02 accepting FY Budget Partial from July 1, 2022- December 31, 2022. Seconded by Terry Jech to approve a partial budget schedule.

Frank Mason Acting Chairman
Beth Cox Yes
Russ Harrison Yes
Terry Jech Yes
Mark Hollie Absent

All in favor, unanimous, motion carried.

- c. Discussion and possible action to accept resolution 20220412-03 for moving to CY Budget January 1, 2023-December 31, 2023. Motion made by Beth Cox to move to a CY Budget starting January 1, 2023, and going through December 31, 2023. Seconded by Russ Harrison.

Frank Mason Acting Chairman
Beth Cox Yes
Russ Harrison Yes
Terry Jech Yes
Mark Hollie Absent

All in favor, unanimous, motion carried.

- d. Discussion and approval of resolution 20220412-04 for acceptance of changes to the lease agreement with RCB. Motion made by Terry Jech to the approval of resolution 20220412-04 for the acceptance of the lease agreement with RCB.

Frank Mason Acting Chairman
Beth Cox Yes
Russ Harrison Yes
Terry Jech Yes
Mark Hollie Absent

All in Favor, unanimous, motion carried.

7. Executive Session: In accordance with Oklahoma §25-307 Executive Session

Motion made by Beth Cox to enter into and exit Executive session. Seconded by Terry Jech.

Frank Mason Acting Chairman
Beth Cox Yes
Russ Harrison Yes
Terry Jech Yes
Mark Hollie Absent



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All in favor, unanimous, motion carried.

Entered into executive session at 1810 Exit executive session at 1908

- a. Oklahoma §25-307, Section B-2. Discussion and possible action Berryhill Local 5237 contract.

Motion made by Terry Jech and seconded by Beth Cox to approve the Berryhill Local 5237 Contract effective July 1, 2022.

| | |
|---------------|-----------------|
| Frank Mason | Acting Chairman |
| Beth Cox | Yes |
| Russ Harrison | Yes |
| Terry Jech | Yes |
| Mark Hollie | Absent |

All in favor, unanimous, motion carried.

- b. Oklahoma §25-307, Section B-1. Part-time Staffing and leadership

Motion made by Beth Cox to promote volunteer/ part-time staffing. Seconded by Russ Harrison.

| | |
|---------------|-----------------|
| Frank Mason | Acting Chairman |
| Beth Cox | Yes |
| Russ Harrison | Yes |
| Terry Jech | Yes |
| Mark Hollie | Absent |

All in favor, unanimous, motion carried.

- c. Oklahoma §25-307, Section B-1. Discussion and possible action Exempt employee discussion

Motion made by Terry Jech to promote Administrative manager to Business manager with the effective date of April 16, 2022. Seconded by Beth Cox.

| | |
|---------------|-----------------|
| Frank Mason | Acting Chairman |
| Beth Cox | Yes |
| Russ Harrison | Yes |
| Terry Jech | Yes |
| Mark Hollie | Absent |

All in favor, unanimous. Motion carried.

- d. Oklahoma §25-307, section B-2. Discussion and possible action of Changes to Appendix O in the Employee Manual

Motion made by Beth Cox to approve the changes to Appendix O in the employee Manual. Seconded by Terry Jech.

| | |
|---------------|-----------------|
| Frank Mason | Acting Chairman |
| Beth Cox | Yes |
| Russ Harrison | Yes |
| Terry Jech | Yes |
| Mark Hollie | Absent |

All in favor, unanimous, motion carried.



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- e. Discussion and possible action on purchase of property for a second fire station
I need a motion to approve or reject the purchase of land for a second fire station. **Motion made by Russ Harrison to bring back to the table of possible action of purchase of property for the second station**
- | | |
|---------------|-----------|
| Frank Mason | No action |
| Beth Cox | No action |
| Russ Harrison | No action |
| Terry Jech | No action |
| Mark Hollie | Absent |

No second, no action, the motion died.

- f. Grant Status
- FEMA SAFER FY2018 – will submit again on April 19, 2022.
 - Applied for SAFER FY 2021
- g. Fire Chiefs Report\$
- Projects
 - Facility –
 - Apparatus
- h. New Business
- i. Adjourn

Motion made by Terry Jech that we adjourn seconded by Beth Cox. All in favor, unanimous, motion carried.
Adjourn at 1935

Board Chairman

Attest

Notary public

My Commission expires on March 25, 2023.

