



LOOKINGGLASS RURAL FIRE DISTRICT

7173 Lookingglass Road, Roseburg OR 97471
541-679-5555

BOARD OF DIRECTORS MEETING MINUTES

Bob Kyle called a Board of Director's business meeting to order at 19:01, at the Fire Station, 7173 Lookingglass Road on the 11th day of January 2012.

ATTENDANCE: Board Members

Gary Hermes X Laurie Leischner X Bob Kyle X Stuart Kramer X
Dave Meador X Dennis Sifford absent Jeanie Smith X Others Present: Rick Holland,
Tom Johnson

Correction and Approval of last meetings minutes:

Correct December 2011 minutes to read the November minutes were approved. Stuart Kramer made a motion to approve the December minutes with corrections, seconded by Jeanie Smith, all ayes, motion passed.

Additions to the agenda:

- a. Rick Holland from Umpqua Insurance was present to discuss insurance rates.

Communications:

- a. None

Treasurer's Report:

- a. See attached for current bills. Dave Meador made a motion to pay bills, seconded by Stuart Kramer, all ayes, motion passed.

Fire Chief's Report:

- a. 108 calls for the year – 14 calls for month of December
12 - Rescue & Emergency Medical
1 - Service Call
1 – Good Intent
- b. All volunteer said “thank you” for the holiday party given at the Fire Chiefs house December 30, 2011.
- c. Fire Chief, Gary Hermes, will write up the results of the I.S.O. testing to be included on our website.
- d. Dennis Sifford, Stuart Kramer, and Gary Hermes will attend the County Board meeting 9:00 AM, February 1, 2012 at the Douglas County courthouse.
- e. A tentative date of Wednesday, April 18, was scheduled for a Town Hall meeting to discuss the upcoming ballot measure.
- f. The Lookingglass Grange has asked the Lookingglass Fire District Volunteers to participate in the pancake breakfast, Tuesday, January 24th, starting at 6:00 AM.

Old Business:

- a. Grants: The Fire Chief will submit a grant request to Three Rivers Casino to purchase an A.E.D.
- b. Goals: No updates

- c. Website: www.Lookingglassfire.org: To add updates to the website contact Greg at webmaster@Lookingglassfire.org.
- d. I.S.O. Ratings: Fire Chief, Gary Hermes, informed the Board of results from the I.S.O. ratings. Lookingglass received a #6 ISO rating within 2/10's of a mile from a fire hydrant and a #8 ISO rating for everything else.

New Business: Rick Holland from Umpqua Insurance was present to discuss insurance rates. Rick recommends we schedule another meeting for September 2012 if we need to cut our coverage.

Public Input: None

Announcements:

- a. Next Board of Directors Business Meeting will be at the Lookingglass Fire Station at 7:00 PM, February 8, 2012

Meeting Adjourned: Bob Kyle adjourned the meeting at 20:09
Minutes by Jeanie Smith, Secretary



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BOARD OF DIRECTORS MEETING MINUTES

Dennis Sifford called a Board of Director's business meeting to order at 19:01, at the Fire Station, 7173 Lookingglass Road on the 8th day of February, 2012.

ATTENDANCE: Board Members

Gary Hermes X Laurie Leischner X Bob Kyle X Stuart Kramer X
Dave Meador -absent Dennis Sifford X Jeanie Smith X Others Present:
Gary Conn, Jim Hooten, Joe Rainville, Kathy Hawley, Mark Briggs, Reesa Briggs, Bill Bowlin, Ford Swauger, Dan Cooper and Rick Matthews.

Correction and Approval of last meetings minutes:

Bob Kyle made a motion to approve the January minutes, seconded by Stuart Kramer, all ayes, motion passed.

Additions to the agenda:

- a. Present Budget calendar

Communications:

- a. Dennis Sifford received a letter from Douglas County stating the new boundaries were approved on February 1, 2012.
- b. Dennis Sifford, Stuart Kramer and Gary Hermes attended the Douglas County Board of Commissioner Public Hearing on February 1, 2012, to give testimony and answer questions referring to the District reformation.

Treasurer's Report:

- a. See attached for current bills. Bob Kyle made a motion to pay bills, seconded by Jeanie Smith, all ayes, motion passed.

Fire Chief's Report:

- a. Alarm Summary: 5 calls for month of January
3 - Rescue & Emergency Medical
2 - Good Intent
- b. First Responder recertifications are coming up in March for nine people at \$40.00 each.
- c. The pump went out on 1031, Fire Chief reported, repairs have been made.
- d. 1031 needs new tires. Lauren Young quoted new tires at \$800.00 each. Fire Chief, Gary Hermes, will get a quote on standard sized rims to replace existing odd sized rims.
- e. The Fire Association agreed to incur to cost of placing an ad in the newspaper to inform the public of a Town Hall meeting to discuss the upcoming ballot measures, scheduled for April 18, 2012.

Old Business:

- a. Grants: Fire Chief, Gary Hermes, informed the Board we did not receive the grant request to Three Rivers Casino to purchase an A.E.D.

- b. Goals: Dennis Sifford read the purpose of the dissolution and reestablishment of the Rural Fire District.
Dennis Sifford informed the Board any district candidate filing must be turned in by March 6, 2012.
- c. Website: www.Lookingglassfire.org: To add updates to the website contact Greg at webmaster@Lookingglassfire.org.

New Business:

- a. Appoint Budget Officer
- b. Bob Kyle nominated Stuart Kramer for Budget Officer, second by Jeanie Smith, all ayes, motion passed.
- c. Stuart Kramer presented the budget calendar.

Public Input:

- a. The reporter from The News Review has not returned calls pertaining to poorly written article published February 6, 2012.
- b. Jim Hooten stated personal concerns due to the fact that the State Fire Marshall wanted to shut down the Lookingglass Store.
- c. Rick Matthews would like to see the board go for a new tax base of \$1.00 per \$1,000 instead of \$1.55 per \$1,000. Much discussion followed.

Announcements:

- a. Next Board of Directors Business Meeting will be at the Lookingglass Fire Station at 7:00 PM March 14, 2012.

Meeting Adjourned: Dennis Sifford adjourned the meeting at 20:45
Minutes by Jeanie Smith, Secretary



LOOKINGGLASS RURAL FIRE DISTRICT

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541-679-5555

BOARD OF DIRECTORS MEETING MINUTES

Dennis Sifford called a Board of Director's business meeting to order at 19:00, at the Fire Station, 7173 Lookingglass Road on the 14th day of March, 2012.

ATTENDANCE: Board Members

Gary Hermes X Laurie Leischner absent Bob Kyle X Stuart Kramer X
Dave Meador X Dennis Sifford X Jeanie Smith X Others Present:
Members of the Lookingglass Volunteer Rural Fire District and Members of the Community

Correction and Approval of last meetings minutes:

Bob Kyle made a motion to approve the February minutes with the correction of Fire Chief's Report item e. to read: The Fire Association agreed to incur the cost of placing an ad in the newspaper to inform the public of a meeting to show support for the upcoming ballot measures, scheduled for April 18, 2012, seconded by Stuart Kramer, all ayes, motion passed.

Additions to the agenda:

- a. none

Communications:

- a.

Treasurer's Report:

- a. See attached for current bills. Bob Kyle made a motion to pay bills, seconded by Jeanie Smith, all ayes, motion passed.
- b. George Day and Gary Conn need to be removed from the Bank account and Dave Meador needs to be added.
- c. Stuart Kramer was added to our Safety Deposit Box.

Fire Chief's Report:

- a. Alarm Summary:
9 calls year to date, 4 calls for February
1 - Rescue & Emergency Medical
2 - Brush Fires
1 - Structure Fire with Mutual Aid
- b. Both pumpers are coming up for yearly inspections along with ladders at an estimated cost of approximately \$1,500.00. Bob Kyle made a motion to approve yearly inspection cost, seconded by Stuart Kramer, all ayes, motion passed.
- c. The three volunteers who attended the classes in Salem reported back to Fire Chief with a lot of good input.
- d. 1031 needs new tires. Fire Chief, Gary Hermes, received a quote from Green Valley Diesel, for new tires at a cost of \$2,406.04 plus mounting and a quote for new wheels with tires at a cost of \$6,906.70. Stuart Kramer made a motion to purchase new wheels with tires at a cost of \$6,906.70, seconded by Bob Kyle, all ayes, motion passed.

Old Business:

- a. Grants: No news
- b. Heating system replacement for vehicle bay: Fire Chief requested three bids with one reply to come in from Mahalo for \$15,439.00 to install an infrared system with additional cost of electrical and boring expenses. More discussion to follow.
- c. Goals:
 1. 2nd hearing on 2/29/12: Reformation has been approved to be on the ballot measure in May.
 2. Information programs: In process
 3. Information meetings: Need to be scheduled. Board agreed one meeting to be held directly after the May 5th clean up parade.
- d. Website: www.Lookingglassfire.org: Website is up to date
To add updates to the website contact Greg at webmaster@Lookingglassfire.org.

New Business:

- a. Equipment:
 1. Turn Out replacements; N.F.P.A. requires turnouts to be replaced every ten (10) years. We have seventeen that need to be replaced at a cost of approximatly \$23,000.00. Bob Kyle made a motion to replace seventeen (17) turnouts now, seconded by Jeanie Smith, all ayes, motion passed.
 2. Hose: Fire Chief reported we are still short of 1,000 foot of hose at a cost of \$2,900.00 for twenty links of fifty foot each. Dave Meador made a motion to purchase 1,000 foot of hose, seconded by Bob Kyle, all ayes, motion passed.
- b. Administrative Assistant contract: A motion was made by Stuart Kramer to not renew Administrative Assistant contract, seconded by Dave Meador, one opposed, motion passed. Roberta Becker volunteered to help Fire Chief with Administrative duties.
- c. Audit of Expenditures: Dave Meador made a motion to have a detail audit of expenditures, seconded by Stuart Kramer, one opposed, motion passed.
- d. Document Requests: The Board agreed requests need to be made in writing.
- e. Budget 2012 / 2013: Stuart Kramer explained the budget process to take place next month. There are five budget members and two alternates.

Public Input:

- a. Volunteers from the Lookingglass Rural Fire District and members from the community voiced questions and concerns for the future of the District.

Announcements:

- a. Next Board of Directors Business Meeting will be at the Lookingglass Fire Station at 7:00 PM April 11, 2012.

Meeting Adjourned: Dennis Sifford adjourned the meeting at 21:02
Minutes by Jeanie Smith, Secretary



LOOKINGGLASS RURAL FIRE DISTRICT

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541-679-5555

BOARD OF DIRECTORS MEETING MINUTES

Dennis Sifford called a Board of Director's business meeting to order at 20:42, at the Fire Station, 7173 Lookingglass Road on the 11th day of April, 2012.

ATTENDANCE: Board Members

Gary Hermes X Bob Kyle X Stuart Kramer absent Dave Meador X

Dennis Sifford X Jeanie Smith X Others Present:

Members of the Lookingglass Volunteer Rural Fire District and Members of the Community

Correction and Approval of last meetings minutes:

Bob Kyle made a motion to approve the March minutes with the correction of Fire Chief's Report item #d. to read: Tires are to be purchased from GSA Tire instead of Green Valley, seconded by Dave Meador, all ayes, motion passed.

Additions to the agenda:

- a. none

Communications:

- a.

Treasurer's Report:

- a. See attached for current bills. Bob Kyle made a motion to pay bills with the addition of \$64.25 to reimburse Jeanie Smith for labels and ink from Staples - \$10.49 to reimburse Dennis Sifford for paper and \$1,250.20 for attorney fees, seconded by Dave Meador, all ayes, motion passed.
- b. \$766.33 check came in for past taxes 2003-2011 to be deposited.

Fire Chief's Report:

- a. Alarm Summary:
19 calls year to date, 10 calls for March
4 - Fire
6 - Medical
- b. The Lookingglass Rural Fire Department will have to pass on the Task Force Drill as it will be during work hours and no volunteers are available.
- c. Bid requests have been sent out for replacement turn outs which are to be turned in by April 13, 21012 5pm.
- d. There will be a 'Learn To Burn' at Winston/Dillard on April 21, 2012 at 8 AM.
- e. The D.F.P.A. can not conduct their school fire prevention due to budget cuts.
- f. The Lookingglass Rural Fire Department had a request to position the fire trucks uptown Lookingglass during the Clean up Parade on May 5, 2012.
- g. Received bid of \$4,375.00 from Sunrise Electric for electrical heat updating for the fire station.

Old Business:

- a. Grants: No news
- b. Audits: Received updated contract results of previous audit and found no misrepresentations.
- c. 1031 Upgrades: Waiting for parts.
- d. Goals: Information meeting dates to be announced.
- e. Bookkeeper and Administrative Assistant duties: Roberta Becker volunteered to help out with the bookkeeping in the interim until we contract out the position. Dave Meador will gather a list of duties for the bookkeepers duties.
- f. Document Requests: All requests are to be in writing and the fee is to be twenty-five cents (.25) a copy for requests by out of district persons. There is a request from Randy Rubin, Attorney at Law for financial documents.
- d. Website: www.Lookingglassfire.org: To add updates to the website contact Greg at webmaster@Lookingglassfire.org.

New Business:

- a.
- b.

Public Input:

- a. Volunteers from the Lookingglass Rural Fire District and members from the community voiced questions and concerns for the future of the District.

Announcements:

- a. Next Board of Directors Business Meeting will be at the Lookingglass Fire Station at 7:00 PM May 9, 2012.

Meeting Adjourned: Dennis Sifford adjourned the meeting at 22:01
Minutes by Jeanie Smith, Secretary



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BOARD OF DIRECTORS MEETING MINUTES

Dennis Sifford called a Board of Director's business meeting to order at 19:31, at the Fire Station, 7173 Lookingglass Road on the 9th day of May, 2012.

ATTENDANCE: Board Members

Gary Hermes X Bob Kyle X Stuart Kramer X Dave Meador absent

Dennis Sifford X Jeanie Smith X Others Present:

Members of the Lookingglass Volunteer Rural Fire District and Members of the Community

Correction and Approval of last meetings minutes:

Bob Kyle made a motion to approve the April minutes, seconded by Stuart Kramer, all ayes, motion passed.

Additions to the agenda:

- a. none

Communications:

- a. Fire Chief, Gary Hermes, received a letter from Umpqua Insurance concerning workman's comp transferring to a new company.
- b. Chairman, Dennis Sifford, received a letter from Ms. Rice volunteering to help out with the Administration and Bookkeeper duties in the interim until the position has been contracted out.

Treasurer's Report:

- a. See attached for current bills. Correction to void check to J.L. Strategies. Bob Kyle made a motion to pay bills with correction, seconded by Stuart Kramer, all ayes, motion passed.

Fire Chief's Report:

- a. Alarm Summary:
26 calls year to date, 7 calls for April
2 - Fire
5 - Medical
- b. Approximately sixty letters for the new I.S.O. ratings for the people affected will be mailed out later this week.
- c. New turnouts have been ordered from L & N and should arrive in about forty five days.
- d. Fire Chief, Gary Hermes, will be accepting volunteer firefighting applications until further notice.

Old Business:

- a. Grants: Gary Hermes received information concerning the V.F.A. grant requirements.
- b. Goals: Dennis Sifford informed the Board that the Ballot Measures vote will be concluded next week.
- c. 1031 Upgrades: Completed

- d. Bookkeeper and Administrative Assistant duties: The draft has been worked up detailing the job duties. Dennis Sifford will present the draft to our attorney to draw up the legal contract.
- e. Website: www.Lookingglassfire.org: To add updates to the website contact Greg at webmaster@Lookingglassfire.org. The application for volunteer firefighter and the 2012 - 2013 budget will be posted on the website.

New Business:

- a. None

Public Input:

- a. Volunteers from the Lookingglass Rural Fire District and members from the community voiced questions and concerns for the future of the District.
- b. Public comments consisted of good reviews for the Fire Department's work at the Lookingglass Clean Up Parade.

Announcements:

- a. Next Board of Directors Business Meeting will be at the Lookingglass Fire Station at following the Budget Committee meeting at 7:00 PM June 13th, 2012.

Meeting Adjourned: Chairman, Dennis Sifford adjourned the meeting at 20:20
Minutes by Jeanie Smith, Secretary

Lookingglass Rural Fire District
7173 Lookingglass Road, Roseburg, OR 97471
541-679-5555

BOARD OF DIRECTORS MEETING MINUTES

Dennis Sifford called the Board of Director's business meeting to order at 7:12 p.m., at the Fire Station, 7173 Lookingglass Road on the 13th day of June, 2012.

ATTENDANCE: Board Members

Gary Hermes – Present	Stuart Kramer - Present
Dennis Sifford – Present	Jeanie Smith - Absent
Bob Kyle – Present	Dave Meador – Present
Others Present: Amy Anderson-Rice	
Members of the Lookingglass Volunteer Fire District and members of the Community	

Approval of last meeting minutes:

Bob Kyle made a motion to approve the May minutes. Stuart Kramer seconded the motion. Board members present were all ayes. Motion carried and passed.

Additions to the agenda:

No additions to the agenda.

Communications:

- a. Dennis Sifford received letter from Lookingglass Recall Committee. He stated the recall board was started on May 23rd.
- b. Dennis Sifford received a letter from Patricia Hitt of the Douglas County Clerk's Office regarding the vote count. The letter will be signed, a copy put in the district administrative files, and the original will be mailed back to the County Clerk's Office.
- c. Dennis Sifford received an agreement from Neuner and Davidson. The agreement was for continuance of audits and reviews. The agreement was approximately \$1,000 less from the prior year. The savings is due to a full audit not being necessary this year.

Treasurer's Report:

- a. Treasurer's report was presented. Dennis stated that the deposit from Randy Rubin's office is not showing on the report submitted to the Committee. Stuart stated that the report presented was from May 19th and forward. Dennis stated that the deposit was made on the 16th for \$504. Stuart noted that he hit the wrong button accidentally and printed the wrong time frame for the treasurer's report. He apologized and will be printing a new report. Bob Kyle made a motion to pay all bills as presented. Stuart Kramer seconded the motion. Board members present were all ayes. Motion carried and passed.
- b. Workers Compensation Policy for July 1, 2012 through June 30, 2012 was presented to Amy Anderson-Rice for district administrative files.

Fire Chief's Report:

- a. Alarm Summary : 13 calls for May, 38 calls year to date
- b. Fire season: The season begins June 16th at 1 a.m.
- c. Burn permits: Permits are issued through D.F.P.A.
- d. Turnouts: Turnouts arrived and have been placed in service. All turnouts fit appropriately. The district will begin having annual inspections of turnouts. It will cost \$100 per set every two years.
- e. Administrative work: Thank you to Amy for volunteering her time to assist with administrative work for the district. She brought to the district's attention that there is record destruction and retention that needs to be done. Amy briefly spoke about the Oregon Revised Statute that covers record retention for districts.
- f. Firefighter positions: Two applications were received for the firefighter positions. Only one application will probably be accepted. The firefighter training will likely be a joint training with Tenmile Fire. All firefighters are required to be age eighteen due to OSHA regulations.
- g. Fire Med: Fire Med is now \$62 per household. Fire Chief Hermes stated that the district has paid the membership for the volunteers in the past and would like to recommend the board continue this practice. The cost would be for twelve volunteers and the total expense would be \$744.00. Fire Chief Hermes stated that the membership renewal fee would need to come out of the current budget and a check would need to be generated tonight so the renewals may be sent in. He also stated that a portion of the fee will go to Douglas County Fire District #2 and the other portion to Winston-Dillard Fire District because the district is covered by two different ambulance agencies. Bob Kyle made a motion to pay the fire med renewal fee for volunteers only. Dave Meador seconded the motion. Board members present were all ayes. Motion carried and passed.

Old Business:

- a. Grants: Dave Meador made a call to Winston-Dillard Fire Chief and Willy from Winston-Dillard Fire District to ask about their recent grant award. He would like to pursue options through a discussion with them to make sure we are not missing some opportunity for grant money. He stated the VFA grant requires you to have matching funds. Board members present asked that he have the discussion with them to see if the grant is worth pursuing.
- b. Document request: Dennis Sifford delivered the requested documents on May 16th.
- c. Boundary adjustment: Dennis Sifford noted that because the ballot measure failed, the district will have to go through the process again with the planning department (for example – Laurel Oaks.) The county took several houses out of the district after conducting a fly over. Surveys are already recorded with the county and are not a new expense or survey. Laurel Oaks was split but DCFD #2 has agreed to let into the Lookingglass district. If you build a new home, then you are in the district unless on the boundary. If on the boundary, you will need to submit a request to be annexed into the district. Dennis Sifford and Fire Chief Hermes have spoken to planning department in the past in attempt to make it

required for new built homes to annex into the fire district as part of the building permit process.

- d. Fiscal budget: Dennis Sifford addressed the comments during the public hearing. He stated that there has not been any money transferred from the equipment fund. He stated an authorization was done just in case the money was needed. As of now, the district is okay and the money has not been needed. If the money is needed, a supplement budget will be needed. He also noted that if we do not have the money to complete building maintenance then the maintenance will not be completed at this time. He stated that the decision to spend this kind of money is usually decided approximately half way through the fiscal year. The money is budgeted in case we receive enough funding. A line item is needed in order to use the funding if received. Bob Kyle made a motion to accept the budget that was presented by the Budget Committee. Dave Meador seconded the motion. Board members present were all ayes. Motion carried and passed. Dennis Sifford directed Stuart Kramer to prepare and print the official report.
- e. Website: Suggestion made to post picture of the volunteers in their new turnouts on the website. Picture will need to be sent to the webmaster.

New Business:

- a. Annex request: Steve and Chris Denny are requesting to be annexed into the district. They live at 859 Nandy Drive. They discovered they were not in the district when the ballot measure for the levy was distributed. They have the district endorsement/approval and read it aloud to the group. Approval from DFPA has been received as well. Stuart Kramer made a motion to accept the annexation of Mr. Denny's property located at 859 Nandy Drive into the district. Dave Meador seconded the motion. Board members present were all ayes. Motion carried and passed. Stuart Kramer signed the petition in the absence of the board Secretary.
- b. Option Levy: An option levy will be needed to increase operating expenses. Dennis Sifford would like to create a sub-committee that will determine the need for funding above the fifty-cents currently received. The sub-committee will consist of the treasurer, one district volunteer, and one community member. Dennis Sifford stated the committee will report to the board, their findings, and the board will then make an informed decision. Mike Buckley recommended three property owners be on the committee. Dennis Sifford asked Mr. Robert Russell to serve on the sub-committee. Mr. Russell refused stating he has been out front a lot already. The committee will consist of Ray McLaughlin (community), Bruce Epperson (community), Mike Buckley (community), Steve Rhodes (district volunteer), and Stuart Kramer. Ray McLaughlin stated that he does not believe volunteers should have to participate on the committee because they already volunteer enough of their time. Names of sub-committee members and phone numbers will be given to Stuart Kramer.
- c. Recall effort by LCSG: Dennis Sifford stated that signatures from 15% of the voters within the district that voted during the last Governors election. He noted the board members can put up to a 200 word justification summary on the recall ballot. The district is required to pay for the recall election. If board members are recalled then the County Commissioners will select three new board members. Once the new board members are selected, the new members will choose the remaining two board members. Dennis Sifford reminded those in attendance that three of the board members are up for election in May. Dave Meador read an article from the News-Review from the previous evening's edition. He stated that he agrees with the article and that he respects the vote made by the voters. Audience member stated that \$1.55 is low

compared to other districts within the state. Fire Chief Hermes noted that the letter received from the recall committee asked for his

resignation. He asked the volunteers if they wanted him to leave and not one volunteer wanted him to leave. Dennis Sifford stated that the board's priorities are the volunteers first and the community second.

Public Input:

- a. Mike Buckley suggested the district look into having an older engine to keep in case the computers were to go out of service in the newer engines due to potential effects of solar storms. He also stated that it is a good idea to keep CB radios on hand and noted that the district could have community drills.
- b. Mike Buckley suggested that the district use detailed line items and a zero balance budget. He noted that doing both of these would allow the district to have a detailed expenditure report.

Announcements:

- a. The next Board of Directors meeting will be at the Lookingglass Fire Station at 7 p.m. on July 10th, 2012.

The meeting was adjourned by Chairman Dennis Sifford at 7:45 p.m.

Minutes by Amy Anderson-Rice



LOOKINGGLASS RURAL FIRE DISTRICT

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BOARD OF DIRECTORS MEETING MINUTES

Dennis Sifford called a Board of Director's business meeting to order at 7:00 p.m., at the Fire Station, 7173 Lookingglass Road on the 11th day of July, 2012.

ATTENDANCE: Board Members

Gary Hermes – present Bob Kyle – present Stuart Kramer – present Dave Meador - absent
Dennis Sifford – present Jeanie Smith - present Others Present: Tom and Sherri Hammett,
Members of the Lookingglass Volunteer Rural Fire District and Members of the Community

Correction and Approval of last meetings minutes:

Bob Kyle made a motion to approve the June minutes, seconded by Stuart Kramer, all ayes, motion passed.

Additions to the agenda:

- a. none

Communications:

- a. Fire Chief, Gary Hermes, received a phone call from Rick Holland, our insurance agent, concerning a phone call he received from a resident of Lookingglass requesting information concerning restrictions of a non resident being on the LRFD. Gary responded to those present at the meeting what the requirements are.
- b. The Board received a letter from the Department of Revenue finalizing the request for the Denney property to be annexed into the LRFD District.
- c. Dennis Sifford, received a letter from the Department of Revenue stating regulations we need to abide by for the Budget Hearing:
 1. Financial Summary – Requirements and full time equivalent employees (FTE) by organizational unit or program: if the District does not have organizational units or programs, then the total requirements should be reported on the “non-departmental/non-program line. According to the proposed budget, there are no employees of the District, so the FTE should be reported as “0”.
 2. Statement of changes in activities and sources of financing: the law requires a narrative description of the prominent changes from the current budget period in the activities and financing. According to the proposed budget, a significant increase is planned in the Capital Outlay expenditures and this should be described in the statement of changes.
 3. Statement of indebtedness: if the District does not have any long term (12 months or more) debt, then a simple statement “no long term debt” would satisfy the legal requirements.
 4. There was also a publication error in the Form LB-1 Notice of Budget Hearing, where the amounts for capital outlay and interfund transfers were reported on the incorrect category lines.

These items were addressed and to be corrected for the next budget year.

Treasurer's Report:

- a. See attached for current bills. Bob Kyle made a motion to pay bills, seconded by Jeanie Smith, all ayes, motion passed.

Fire Chief's Report:

- a. Alarm Summary:
50 calls year to date, 12 calls for June
1 – Controlled Burn
1 – Dispatched and cancelled en route
7 – Emergency medical service, incident
1 – Fire in mobile property used as a fixed structure
2 – Wrong location, no emergency found
- b. Dairy Loop has been closed.
- c. Amy Anderson-Rice has 14 hours worked for the month.
- d. At the orientation for new volunteer firefighters, only three of the four showed up.
- e. The propane tank has been replaced as the old tank was in poor condition and Ferrall Gas would not refill it.

Old Business:

- a. Grants: No updates, to be tabled until next meeting.
- b. Option Levy: The committee has met twice and Stuart Kramer recommended they have a report to present at the next Board meeting.
- c. Budget: The Budget has been approved and copies filed.
- d. Administrative Assistant duties: Dennis Sifford and Gary Hermes discussed with Amy Anderson-Rice about contracting her services at a cost of \$500.00 a month.
- e. Boundary Adjustments: The boundaries need to be cleaned up and the resolution of 2010 will need to be updated.
- f. Website: www.Lookingglassfire.org: To add updates to the website contact Greg at webmaster@Lookingglassfire.org. The application for volunteer firefighter and the 2012 - 2013 budget will be posted on the website.

New Business:

- a. Tom and Sherri Hammett were present to request annexation into the Lookingglass Rural Fire District. Stuart Kramer made a motion to accept Hammett's request to annex back to LRFD District, seconded by Jeanie Smith, all ayes, motion passed.
- b. Gary Becker turned in his resignation for his position on the Lookingglass Budget Committee effective July 11, 2012.
- c. Bob Kyle presented the Board with his resignation from the Board of Directors, after more than 25 years of service. His knowledge and wisdom will be greatly missed.

Public Input:

- a. none

Announcements:

- a. Next Board of Directors Business Meeting will be at the Lookingglass Fire Station following the Budget Committee meeting at 7:00 PM August 8th, 2012.

Meeting Adjourned: Chairman, Dennis Sifford adjourned the meeting at 7:46 p.m.
Minutes by Jeanie Smith, Secretary



LOOKINGGLASS RURAL FIRE DISTRICT

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BOARD OF DIRECTORS MEETING MINUTES

Dennis Sifford called a Board of Director's business meeting to order at 7:00 p.m., at the Fire Station, 7173 Lookingglass Road on the 8th day of August, 2012.

ATTENDANCE: Board Members

Gary Hermes – present Stuart Kramer – present Dave Meador - present
Dennis Sifford – present Jeanie Smith - present Others Present:
Members of the Lookingglass Volunteer Rural Fire District and Members of the Community

Correction and Approval of last meetings minutes:

Jeanie Smith made a motion to approve the July minutes, seconded by Stuart Kramer, all ayes, motion passed.

Additions to the agenda:

- a. none

Communications:

- a. Dennis Sifford received a letter from Douglas County Planning Department, Gayle E. McKillop, confirming the incorporation of the Denny property into the Lookingglass Rural Fire District.
- b.

Treasurer's Report:

- a. See attached for current bills. Jeanie Smith made a motion to pay bills, seconded by Stuart Kramer, all ayes, motion passed.

Fire Chief's Report:

- a. Alarm Summary:
59 calls year to date, 9 calls for July
2 – Dispatched and cancelled en route
3 – Emergency medical service, incident
1 – Public Service Assistance
2 – Unauthorized burning
1 - Wrong location, no emergency found
- b. Amy Anderson-Rice, had fourteen (14) hours worked for the month.
- c. The three (3) new firefighters are doing well with their training. This brings the total number of volunteers to eighteen (18).

Old Business:

- a. Vacant board position: The Board received five (5) letters of interest to fill the vacant position and heard from each applicant. By written vote, Dallas Heard was voted by the board as Bob Kyle's replacement to take effect at the next meeting.
- b. Grants: No updates

- c. Option Levy: Stuart Kramer presented the Planning Committee report and reviewed the report by item. The Planning Committee proposed two alternatives:
 - 1. Short Term vs Long Term – There are only two options to consider at this point, either funds are accumulated slowly over a long time or more rapidly only near the time they are needed. The Board agreed for a supplemental meeting on August 22, 2012 to decide which route to take.
- d. Recall status by LCSG – no updates.
- e. Administrative Assistant duties: The Board reviewed the Administrative Assistant contract. Jeanie Smith made a motion to proceed with the contract awarded to Amy Anderson-Rice, seconded by Dave Meador, all ayes, motion passed.
- f. Officer Elections: Tabled for next month
- g. Annexations: Dennis Sifford contacted the Douglas County Planning Department to discuss annexation of five (5) properties. Letters will be sent to the property owners involved to explain the process and set up a time to meet.
- h. Website: www.Lookingglassfire.org: To add updates to the website contact Greg at webmaster@Lookingglassfire.org.

New Business:

- a. Policy Updates: Dennis Sifford proposed a new resolution regarding Document Requests
- b.

Public Input:

- a. none

Announcements:

- a. Next Board of Directors Business Meeting will be at the Lookingglass Fire Station following the Budget Committee meeting at 7:00 PM September 12, 2012.

Meeting Adjourned: Chairman, Dennis Sifford adjourned the meeting at 8:51 p.m.
Minutes by Jeanie Smith, Secretary



LOOKINGGLASS RURAL FIRE DISTRICT

7173 Lookingglass Road, Roseburg OR 97471
541-679-5555

BOARD OF DIRECTORS MEETING MINUTES

Dennis Sifford called a special Board of Director's business meeting to order at 7:00 p.m., at the Fire Station, 7173 Lookingglass Road on the 22nd day of August, 2012.

Attendance: Board Members

Gary Hermes – present Stuart Kramer – absent Dave Meador - present
Dennis Sifford – present Jeanie Smith - present Others Present:
Members of the Lookingglass Volunteer Rural Fire District and Members of the Community

Old Business:

- a. Option Levy: The Planning Committee gave the Board a long term plan and a short term plan. The long term plan is for a .653 per thousand levy to be reviewed every five years. The short term plan is to do no levy at this time and wait until a purchase is necessary and then go for a levy to support the amount of the purchase. After much discussion with those present the consensus was to hold off on an option levy for the November ballot and reestablish any needs in January 2013 to see if an option levy is needed for the May 2013 election. Jeanie Smith made a motion to hold off on an option levy until and reestablish the station needs in January 2013, seconded by Dallas Heard, all ayes, motion passed.

Public Input and Announcements:

- a. September 12, 2012 7:00 p.m. monthly board meeting at the Lookingglass Fire Station.

Meeting Adjourned: Chairman, Dennis Sifford adjourned the meeting at 7:56 p.m.
Minutes by Jeanie Smith, Secretary



LOOKINGGLASS RURAL FIRE DISTRICT

7173 Lookingglass Road, Roseburg OR 97471
541-679-5555

BOARD OF DIRECTORS MEETING MINUTES

Dennis Sifford called a Board of Director's business meeting to order at 7:00 p.m., at the Fire Station, 7173 Lookingglass Road on the 12th day of September, 2012.

ATTENDANCE: Board Members

Gary Hermes – present Stuart Kramer – present Dave Meador - present
Dennis Sifford – present Jeanie Smith - present Dallas Heard – present

Others Present:

Members of the Lookingglass Volunteer Rural Fire District and Members of the Community

Correction and Approval of last meetings minutes:

Stuart Kramer made a motion to approve the August regular board meeting minutes and the special meeting minutes of August 22, 2012, seconded by Dallas Heard, all ayes, motion passed.

Additions to the agenda:

- a. none

Communications:

- a. none

Treasurer's Report:

- a. See attached for current bills. Jeanie Smith made a motion to pay bills with the addition of \$40.00 payable to Oregon Audit Division, seconded by Dave Meador, all ayes, motion passed., seconded by Stuart Kramer, all ayes, motion passed.

Fire Chief's Report:

- a. Alarm Summary:
68 calls year to date, 9 calls for August
2 – Dispatched and cancelled en route
5 – Emergency medical service, incident
2 – Structure Fire
- b. Amy Anderson-Rice, had twenty (20) hours worked for the month.
- c. The State Fire Marshall cancelled the Fire Prevention Program for this fall. The program is to resume next year.
- d. Fire Chief, Gary Hermes, talked with Winston-Dillard Fire District, and we will no longer be on their first call alarms.
- e. The Lookingglass Fire Association will host an appreciation dinner for Bob Kyle's many years of service to the Lookingglass Rural Fire District, on October 20, 2012 6 pm at the China Palace.

Old Business:

- a. Grants: Beth Young is looking into obtaining a grant for A.E.D.'s.
- b. Recall Status: No updates

- c. Officer elections: To be tabled for the October 10, 2012 meeting.
- d. Annexations: One resident showed up at the August 27, 2012 meeting with interest to annex his property which is currently split between LRFD and Douglas County.
- e. Policy Updates: Dave Meador made a motion to adopt the resolution of the policy concerning document reproduction requests, seconded by Stuart Kramer, all ayes, motion passed.
- f. Website: www.Lookingglassfire.org: To add updates to the website contact Greg at webmaster@Lookingglassfire.org.

New Business:

- a. FY 2012 Audit: The Audit Review Report was presented to the Board with the only request to clear up several outstanding checks. Stuart Kramer will also scan the Audit Review to our website.

Public Input:

- a. Public discussion of problems with 1030 Brush Rig needing transfer case and front tires.

Announcements:

- a. Next Board of Directors Business Meeting will be at the Lookingglass Fire Station at 7:00 PM October 10, 2012.

Meeting Adjourned: Chairman, Dennis Sifford adjourned the meeting at 7:31 p.m.
Minutes by Jeanie Smith, Secretary

Board Minutes

October 10, 2012

No minutes are available due to there not being a quorum of Board Members present at the meeting.



LOOKINGGLASS RURAL FIRE DISTRICT

7173 Lookingglass Road, Roseburg OR 97471
541-679-5555

SPECIAL BOARD OF DIRECTORS MEETING MINUTES

Dave Meador called a Special Board of Director's meeting to order at 7:00 p.m., at the Fire Station, 7173 Lookingglass Road on the 5th day of November, 2012.

Attendance:

Board Members

Gary Hermes – present Dave Meador - present Dallas Heard – present

Steve Hammell - present Others Present: Amy Anderson-Rice

Members of the Lookingglass Volunteer Rural Fire District and Members of the Community

Payment and authorization of bills:

- a. See attached for current bills. Steve Hammell made a motion to authorize and pay bills as presented. Motion was seconded by Dave Meador. Motion passed. Balance Sheet was made available to those in attendance for review.
- b. Discussion regarding the bookkeeping needs of the district and the processes that need to be learned.
- c. Meador would like to continue the process of sharing the bills with the public at each Board meeting.

Public input:

- a. Discussion regarding two vacant Board member positions. Current Board members will be reviewing applications provided by the Commissioners and will also be accepting new applications. Those that submitted applications to the Commissioners and were in attendance of this meeting introduced themselves.
- b. Recommendation given to board regarding the interest to see more detail on the Treasurer's report.
- c. Discussion regarding Public Notices versus Legal Notices. Meador stated he wants to continue legal notice to ensure all members of the Community are informed of the meetings.

Announcements:

- a. Next Board of Directors Business Meeting will be at the Lookingglass Fire Station at 7:00 PM on November 14, 2012.

Meeting Adjourned: Dallas Heard adjourned the meeting at 8:10 p.m.
Minutes by Amy Anderson-Rice



LOOKINGGLASS RURAL FIRE DISTRICT

7173 Lookingglass Road, Roseburg OR 97471
541-679-5555

BOARD OF DIRECTORS MEETING MINUTES

Dave Meador called a Board of Director's business meeting to order at 7:02 p.m., at the Fire Station, 7173 Lookingglass Road on the 14th day of November, 2012.

ATTENDANCE: Board Members

Gary Hermes – present Dave Meador – present Amy Anderson-Rice - present
Steve Hammell – present Dallas Heard - present

Others Present:

Members of the Lookingglass Volunteer Rural Fire District and Members of the Community

Correction and Approval of last meetings minutes:

Steve Hammell made a motion to approve the September 12, 2012, regular Board meeting minutes with the addition of Dallas Heard as a Board Member attendee. Dave Meador seconded the motion. Vote taken, all ayes, motion passed.

Dallas Heard made a motion to approve the November 5, 2012, Special Board meeting minutes. Steve Hammell seconded the motion. Vote taken, all ayes, motion passed.

Additions to the agenda:

- a. Paying bills was added to the agenda. This business item was addressed under Treasurer's Report, item b.

Communications:

- a. Gary Hermes received and completed a survey for an updated quote for VIPS insurance through Umpqua Insurance.

Treasurer's Report:

- a. Steve Hammell stated \$4,666.04 was received as tax distribution from the County. He also stated the following account balances, including deposit of tax distribution listed above, for the District are:
 - Checking - \$223.97
 - General Fund - \$14,095.70
 - Equipment Replacement Fund - \$202,546.78
- b. Dallas Heard made a motion to pay the bills. Dave Meador seconded the motion. Vote taken, all ayes, motion passed.

Fire Chief's Report:

- a. Alarm Summary:
 - 86 calls year to date, 11 calls for September, 7 calls for October
 - September calls -
 - 2 – Dispatched and cancelled en route
 - 3 – Emergency medical service
 - 6 – Natural Vegetation Fire

October calls

- 1 – Motor Vehicle Accident
- 2 – Dispatched and cancelled en route
- 3 – Emergency medical service
- 1 – Structure Fire
- b. Department participated in the Veteran's Day Parade.
- c. Three new Firefighters will be participating in their first live burn next month. They will then participate in a simulator at Winston-Dillard in January. He believes all will pass and will be able to go into structure fires once training is completed.
- d. SCBA air packs are due for flow tests. Estimated cost to service them is \$200 per pack. There are twelve packs. MES is the vendor who conducts the testing of the packs and they come to the station to do the testing.
- e. Recommendation to research purchasing gas monitors for the engines. The District cannot currently monitor Co2 levels when responding to calls of this nature. The monitors can also be used at structure fires. The monitors cost approximately \$550 to \$1000.

Old Business:

- a. Grants: Gary Hermes reported that the District was denied a grant from Three Rivers for A.E.D.'s . This grant was applied for by Beth Young.
- b. Recall is official and complete. Nothing further to report.
- c. Steve Hammell made a motion to elect Dave Meador as Chair, Dallas Heard as Vice Chair, and Steve Hammell as Treasurer. Dallas Heard seconded the motion. Vote taken, all ayes, motion passed.
- d. Gary Hermes stated that four outstanding checks were reported during the audit. All four checks have been reconciled. Steve Hammell is going to meet with the auditor to become familiar with everything.

New Business:

- a. Dave Meador stated that the District currently has no bookkeeper and the Board is looking at an option to expand Amy's duties. Steve Hammell noted that it is important to have someone who does not live in the District and is not tied in to the recent happenings. Steve Hammell stated that the bookkeeper needs to be able to work closely with the District Accountant. Steve Hammell commented that the Board members can resign or not be reelected and that leaves the District with nobody to take care of business.
- b. Steve Hammell made a motion to increase Amy's current contract beginning December 12, 2012 by \$300 in exchange for adding the duties of bookkeeping to her contract as well as approving the temporary Services Agreement dated November 14, 2012. Dave Meador seconded the motion. Vote taken, all ayes, motion passed. Dallas Heard asked if Amy's contract included training a new person if she were to leave the position. Amy stated that the contract states that either party is required to give a 30-day notice and she would train a replacement. Steve Hammell stated he would be a back-up to Amy in case of illness or injury.
- c. Steve Hammell made a motion to get a new debit card issued to Gary Hermes. Dallas Heard seconded the motion. Vote taken, all ayes, motion passed. The previous card under Dennis Sifford's name was cancelled. The card will be used for items like batteries, water, etc. The card has a \$1,000 limit.
- d. Dave Meador asked that items d and e be swapped on the agenda. Dave Meador stated that the Board Members after much consideration would like to appoint Ford Swauger as

the fourth Board Member. Ford Swauger stated that he would like to withdraw his application. No Board Member appointed at this time.

- e. Steve Hammell stated that the keys to the safety deposit box are in the binder of the Policy Manual master copy. Dave Meador made a motion to have all current Board Members as signers on the checking account and authorization to access the safety deposit box. Dallas seconded the motion. Vote taken, all ayes, motion passed.

Public Input:

- a. Members from the community voiced questions and concerns regarding the following items. Much discussion was had.
 - Interest in seeing the monthly bills
 - Disbursed funds regarding an online transfer without approval
 - Wanted to know if Amy has any bookkeeping experience
 - Would like to see public comment added to the beginning of the agenda
 - Would have liked fourth Board Member chosen before Officer Elections
 - Would like to have bookkeeping position put out to bid
 - Disappointment in Board and decisions they made
 - Taxes paid by contractor are not as high as in the past, therefore, the contractor is making more money than the previous contractor
 - Questions regarding public records requests
 - Wanted to know status of website, Amy will be maintaining website after contacting webmaster for assistance
 - Thank you to Amy for her comments and how she conducted herself
 - Interest in creating District newsletter, costly to mail, possibly place on website
 - Future agenda item to address formal Public Records Request and policy, Gary Hermes read resolution to those in attendance; bring copies of policy to next business meeting
- b. Dave Meador apologized to Mr. Briggs for making a comment in reference to dump truck drivers at the previous meeting.

Announcements:

- a. There will be a Special Board meeting on November 28, 2012 at 7:00 p.m. at the Lookingglass Fire Station. This meeting will be open forum for the public to voice their concerns regarding the future of the department. Suggestion was made to find bigger venue for the meeting.
- b. The next Board of Directors Business meeting will be December 12, 2012 at 7:00 p.m. at the Lookingglass Fire Station.

Meeting Adjourned: Chairman, Dave Meador adjourned the meeting at 8:33 p.m.
Minutes by Amy Anderson-Rice



LOOKINGGLASS RURAL FIRE DISTRICT

7173 Lookingglass Road, Roseburg OR 97471
541-679-5555

SPECIAL BOARD OF DIRECTORS MEETING MINUTES

Dave Meador called a Special Board of Director's meeting to order at 7:01 p.m., at the Lookingglass Grange Hall, Lookingglass Road on the 28th day of November, 2012.

Attendance:

Board Members

Gary Hermes – present Dave Meador - present Dallas Heard – present

Steve Hammell - present Others Present: Amy Anderson-Rice

Members of the Lookingglass Volunteer Rural Fire District and Members of the Community

Public input:

- ❖ Dave Meador – He stated that public input will be limited to three minutes per person and each person will be allowed to speak more than once. He also stated the meeting will be adjourned no later than 8:30 p.m.
- ❖ Dave Meador – He reported that the department is working on getting a written policy and request form for public information records requests. He stated that individuals will be able to pick up the form at Board meetings or make other arrangements to get a copy of the form. All records requests will need Board approval.
- ❖ Bruce Epperson - He would like to see two of the three following individuals appointed to the Board; Rise Briggs, Bob Russell, and Dennis Young.
- ❖ George Kuntz – He would like to see some of those who voted appointed to the Board.
- ❖ Bruce Epperson – The vote George is referring to was the May vote to reform the District.
- ❖ Mark Briggs – He commented that the response from the community during the May election was a valid response.
- ❖ Dennis Sifford – It is up to the current Board members to choose the other two Board members and to follow the legal system.
- ❖ Dallas Heard – He asked if Ford Swauger was on the ballot for the May election. It was noted that he was on the ballot and his opponent was Dave Meador.
- ❖ Mardi Radway – She stated the Board is not taking sides.
- ❖ Bruce Epperson – He would like to know how the Board decided to select Ford Swauger as the potential next Board member. Dave Meador stated that he interviewed him and also knew of his experience in the fire service while Ford worked for the City of Roseburg. Dallas noted that Ford had previous experience in the fire service and showed previous fiscal responsibility.
- ❖ Dallas Heard – He is here to do the right thing and is not taking sides. He wants proof to support what the department is doing. He stated he will vote for whom he feels is the best person for the Board position.
- ❖ George Kuntz – He wanted to know if the bills were open to the public. Steve Hammell stated that the Board will be having the bills present at the Board meetings in the future. He

also noted that if the meeting attendees wanted further detail on the bills that it could be provided. Steve also discussed the process of paying bills off of statements versus invoices.

- ❖ Dave Meador – The new credit card for the Chief will have a \$1,000 limit. He stated the card is used for purchasing water, office supplies, batteries, training, etc. Steve Hammell noted that the card amount can be reduced immediately online if the Board chooses to do so.
- ❖ David Hatch – He stated that he was involved with the past audit and commented that receipts with detailed transactions listed need to be provided for any credit card purchase. He noted that there had been purchases in the past that were questionable because detailed receipts were not provided. He stated that a credit card statement alone is not adequate documentation.
- ❖ Richard Germond – He stated that a receipt needs to be provided when charging on a credit card.
- ❖ Gary Hermes – He asked David Hatch if receipts were received during the audit he conducted. David Hatch stated that only statements and checks were received. Gary stated that the Toys R Us purchase was years ago and was for a family in need (from our community) during the holiday season.
- ❖ David Hatch – He asked if previous volunteer George Day was being paid for his services. Gary Hermes stated that George was the Treasurer and he was not paid. He noted that the bookkeeping became overwhelming and that is when Laurie took over the duties and was paid for her services. David asked how much Amy Anderson-Rice is going to be paid. Amy stated she will receive \$500 for administrative services and \$300 for bookkeeping services once her contract is modified.
- ❖ Karen Matney – She asked who submits the incident reports. Gary Hermes stated that the volunteer completes a paper report and Amy Anderson-Rice enters the report into the State Fire Marshal's web based reporting system. Karen questioned why the Chief was not entering the reports.
- ❖ Steve Hammell – He stated that the Commissioners do not like dealing with recalls. He also noted that the Commissioners choose him because they want somebody that will help the community get back to a positive light and will do what is in the best interest of the District. He stated he has been approached by several community members and wants everyone to know that he choose not to speak with anyone before the meeting and meant no disrespect by his decision to not meet before the meeting.
- ❖ Carol Heard – She stated that ranker was not discussed by attendees at the last Board meeting. She commented that she does not like comments being made to her friends that are about her. She noted that she was upset that the volunteers would not pull her mom's vehicle out during a call they responded on during this past summer. She noted that she feels there is ranker from the firefighters. Steve Hammell commented that he would like everyone to agree to move forward.
- ❖ Lindsey Simshauser – She stated that the firefighters do take it personally when the Chief and Board members are not being supported by the community. She noted that she would like the community to give the new Board a chance to make changes and would like to see a fresh start.
- ❖ Dallas Heard – He stated that it is possible to support volunteers and not the board. He also commented that the firefighters should not feel loyal to the board. He noted that it is the Board members job to have to best interest of all. He also stated that he is a big supporter of having good turnouts but not necessarily the biggest and best vehicles.
- ❖ Rise Briggs – She stated that she believes the problems started when the levy was put out to the voters to reform the district.
- ❖ Mr. Germond – He stated he has observed both sides. He believes in order to heal that people need to be held accountable and if there is conflict then it needs to be communicated.

- ❖ Steve Rhodes – The firefighters should never treat anybody badly. George Kuntz stated that Gary and Keith treated him badly at an incident this past summer.
- ❖ Steve Hammell – He noted that in order to move forward we need to have trust and verify.
- ❖ David Hatch – He asked if the district has cash forward for this year and a detailed budget. Steve Hammell stated that he and Amy are working on getting detailed categories lined out.
- ❖ Rise Briggs – She stated that she believes the district should use Excel spreadsheets for the budget and bills and that there are no spreadsheets in QuickBooks.
- ❖ Carol Heard – She would like to see public input before and after approval of agenda items. Steve Hammell agreed with this idea but stated that we have to limit public input time.
- ❖ Steve Hammell – He commented that Mr. Hatch has experience and qualifications to work with the board and would like his guidance.
- ❖ Karen Matney– She wanted to know when the last audit was conducted. Dave Meador noted that he believes the last audit was done in the spring. Mr. Hatch stated that he worked with Neuner and Davidson on the audit.
- ❖ Mark Briggs – He stated that trust is earned.
- ❖ Karen Matney– She thanked the board for having the special meeting.

Meeting Adjourned: Dave Meador adjourned the meeting at 8:31 p.m.
Minutes by Amy Anderson-Rice



LOOKINGGLASS RURAL FIRE DISTRICT

7173 Lookingglass Road, Roseburg OR 97471

541-679-5555

BOARD OF DIRECTORS MEETING MINUTES

Dave Meador called a Board of Director's business meeting to order at 7:00 p.m., at the Fire Station, 7173 Lookingglass Road on the 12th day of December, 2012.

ATTENDANCE:

Gary Hermes – present Dave Meador – present Amy Anderson-Rice - present

Steve Hammell – present Dallas Heard - present

Others Present:

Members of the Lookingglass Volunteer Rural Fire District and Members of the Community

Correction and Approval of last meetings minutes:

Steve Hammell made a motion to approve the November 28, 2012, special Board meeting minutes. Dallas Heard seconded the motion. Vote taken, all ayes, motion passed.

Steve Hammell made a motion to approve the November 14, 2012, regular Board meeting minutes. Dallas Heard seconded the motion. Vote taken, all ayes, motion passed.

Additions to the agenda:

None

Public Input:

Bob Russell discussed his beliefs of why ranker exists and how to eliminate it in order to move forward. During his comments, he referenced News-Review articles and referenced statements made at prior Board meetings.

Dave Meador stated that this is the second regular Board meeting since the recall and he hopes that we can build trust and move forward. He noted that the Board is trying to work together and he believes the spending of tax dollars is very important.

Communications:

None

Treasurer's Report:

Steve Hammell noted that a balance sheet report and transaction detail report will be available to the public at every Board meeting. He stated that the invoices will be attached to every check at the Board meeting for Board members to review as well as the public if requested.

Steve Hammell reported the following account balances:

Debit card account - \$1,000

Checking account - \$301.52 (this is remaining balance after bills are approved tonight)

General fund account - \$50,017.25
Chiefs cash account - \$44.25
Equipment reserve savings account - \$767.59 (this is account where Amerititle deposits
payments from sale of old station property)
Equipment reserve checking - \$202,592.23
Total of all accounts is \$254,722.84
Total of tax deposits since the last Board meeting is \$21,580.72

Steve Hammell made a motion to approve financials and disbursement of bills as presented. Dallas Heard seconded the motion. Vote taken, all ayes, motion passed.

Jayne Germond asked how transfers occur. Steve Hammell explained that Amy prepares the bills and then finds out the total amount needed to pay the bills. After she has a total, that amount is then transferred from the general fund account into the checking account.

Carol Heard asked about how electronic fund transfers are presented to the Board for payment. Amy Anderson-Rice stated that at this time she has chosen not to use electronic fund transfers until she can have further discussions with the Board. She reported that all bills presented to the Board tonight were hand written checks.

Bob Russell wanted to know why the last audit showed the equipment fund having \$228,006 and now we are reporting \$202,000. Gary Hermes stated that seventeen turnouts were purchased out of that fund for approximately \$26,000.

Fire Chief's Report:

Gary Hermes stated that one of the three new firefighters has resigned and decided it wasn't for him. Two are still being trained.

Gary Hermes stated that they took an engine down to the funeral in Riddle for a firefighter killed in a truck accident.

Gary Hermes reported that he would like to offer a community class in the spring on driveway accessibility and defensible space.

Alarm Summary:

94 calls year to date

8 calls for November – 6 medical, 1 structure fire, and 1 public assist

Rise Briggs asked for a breakdown of all the calls for year to date. Gary Hermes stated that he would provide her a report showing the breakdown at the end of the meeting.

Gary Hermes noted that firefighters responded to a bad accident on Happy Valley on Saturday that included one fatality.

Gary Hermes reported that Amy Anderson-Rice worked 23.25 administrative hours for the month of November.

Gary Hermes offered an open invitation to all Board members and Amy to join the department for their annual dinner. The dinner will be December 28th at 6 p.m. at Gary's house.

Old Business:

None

New Business:

Dave Meador noted that there is now a "Public Records Request" form available in the front office and at all Board meetings for anyone wanting to request records from the District.

Steve Hammell stated that Amy Anderson-Rice contacted the News-Review and they informed her that we can print a meeting notice in the "Public Agenda" section of the newspaper for free but they cannot guarantee print. The Board agreed they would like to have Amy request the additional printing for free.

Steve Hammell made a motion to have Amy Anderson-Rice submit legal notices for the District's Board meetings for January through June 2013 to the News-Review. Dallas Heard seconded the motion. Vote taken, all ayes, motion passed.

Steve Hammell made a motion to approve the extension to bookkeeper services agreement until contract can be modified. Dallas Heard seconded the motion. Vote taken, all ayes, motion passed. The extension agreement was signed by all Board members.

Dallas Heard made a motion to appoint Jaynee Germond as the fourth Board member. Steve Hammell seconded the motion. Vote taken, all ayes, motion passed. Dallas Heard stated that he has worked with Jaynee on other boards. He also noted that she has great attention to detail and has a pleasant demeanor.

Steve Hammell made a motion to appoint Richard Coffel as the fifth Board member. Dallas Heard seconded the motion. Vote taken, all ayes, motion passed. Steve Hammell stated that he wants to round out the board and that he is not buddies with Richard. Dave Meador stated that he knows Richard's brother who is a Fire Chief at Tenmile Rural Fire District.

Bob Russell stated that four of the five Board members will be up for re-election in May. He noted that Dave Meador's position will not be up for re-election.

Steve Hammell made a motion to table the website agenda item until the next Board meeting. Dallas Heard seconded the motion. Vote taken, all ayes, motion passed. Gary Hermes reported that Amy Anderson-Rice did receive an e-mail back from the webmaster and he is willing to continue helping us with the website.

Public Input:

Bob Russell stated that he thought the last two meetings were run well but he hopes that Richard Coffel does not act like he did at the last meeting while he is a Board member.

Rise Briggs stated that she would like the Board Chair to ensure that he will keep the Board meetings under control if Board members pull ranker. Dave Meador stated that he will keep the meeting under control but it will go both ways with the Board members and the public.

Bruce Epperson stated that the previous Board members were rude to the public and he hopes to not see that again. Steve Hammell noted that he will not tolerate anyone being rude. He also stated that everyone can be emotional at times but there is no reason to be mean. He commented he would also hope there would be not personal attacks.

Steve Hammell noted that public input is now being added to the beginning of the agenda as well as the end. This is an effort to try and improve the meetings.

Dallas Heard wanted to know when the budget is approved each year. Gary Hermes stated it is usually approved in May. He also noted the budget committee is appointed in the early spring.

Announcements:

The next Board of Directors Business meeting will be January 9, 2012 at 7:00 p.m. at the Lookingglass Fire Station.

Meeting Adjourned:

Chairman, Dave Meador adjourned the meeting at 8:06 p.m.

Minutes by Amy Anderson-Rice