



Lookingglass Rural Fire District

7173 Lookingglass Road
Roseburg, OR 97470

REGULAR BUSINESS MEETING MINUTES

December 10, 2014

Meeting called to order at 7:04 p.m.

George explained that there was an addition to New Business concerning the Ethics Policy. He also asked that everyone turn off their cell phones.

Pledge of Allegiance

No Invocation

Roll Call: George Kuntz, Rise Briggs, Hank Mast, Robert Nobriga, Bill Starns; Fire Chief, Steve Rhodes. All present.

Minutes of both previous meetings (November 12th Regular Meeting, and November 19th , Special Meeting) were discussed. Bill made a motion to approve; Robert - 2nd. Passed with all Ayes.

A motion to pay the bills was made by Robert; Rise -2nd. At this time, ComSpan was paid in advance; and will be paid in advance each July from this point forward; like UBW and Douglas Electric.

Treasurer's Report:

Rise explained about transferring the Equipment Fund to U.S. Bank, and having the Operations Fund at Umpqua Bank. There are several reasons for this: 1) There is better coverage in case of bank failure; 2) There is no co-mingling of funds; 3) The Equipment Fund will have its own checking account for equipment purposes.

Robert made a motion to approve; Rise -2nd. Passed with all Ayes.

Rise updated Steve on the credit card issue - there are still some requirements that have to be met, such as the past two years of Balance Sheets and Income Statements from the District. These will be given to Umpqua Bank as soon as possible.

Steve brought up correspondence and information from Workman's Comp. This is being monitored.

Jane Smith suggested that the minutes include the next board meeting date/time....It was pointed out that this information is already in the Agenda, as well as in the News-Review publication and on the

marquee. It will be on the web page as well, once the web page is up and running again.

Chief's Report:

Steve cited the document for the FEMA grant included some 4,000 word essay. And it is noted that if another vehicle is purchased, it must be new. Some inventory was moved from one vehicle to another, to update the inventory lists. Also, the office inventory has been updated to include the camera and accessories.

SCBA tests are coming up. There have been ongoing medical training classes through UCC.

Dr. Petersen will be attending an upcoming session.

The Chief's Evaluation was discussed. The forms Roy Palmer provided were considered. George explained that the Board can still ask some of their own questions, etc.

Rise made a motion to accept one; Robert - 2nd. Passed with all Ayes.

The date for the Evaluation was set for Wednesday, January 21st, 2015. Robert made a motion to accept this date; Bill - 2nd. Passed with all Ayes.

Steve Tuchscherer was going to do a presentation, but did not show up until after the meeting was adjourned; so his input was tabled.

It was mentioned that the office needs a new calculator; Robert will donate one.

Rise mentioned that Steve's laptop is running on XP and needs to be replaced/updated. Steve will incorporate that into the next budget cycle.

The Board will establish a Web Page Policy. Hank will be in charge of collecting the information that will be included; in conjunction with Robert, Rise and Jerry Harris - who has agreed to continue as Webmaster.

Robert is continuing the inventory and working with Steve on updating the lists.

Hank asked if it was ok if Steve got the mail. Steve replied that the way it's being handled is fine for now.

Rise asked where the Correspondence Folder came from that is in the black filing cabinet. Robert responded that he created it.

George brought forth the Ethics Policy for its first reading. Robert read it to the audience.

Tom Johnson questioned where the Credit Union statements are; and if they are getting into the "right hands." Rise replied that all documents that come for the Firefighters, Steve Rhodes, and the Fire Department go to Steve; either in his mailbox or in the folder marked "Fire Chief" that is in the locked file cabinet.

Steve said that he would watch for the IRS and State Treasury communications; as well as the Secretary of State letter which should be coming in.

Gary Hermes asked if Susan Shepard had been paid. Rise replied, "Yes." Yvonne then asked when Susan's final report will be available to the public - Rise said it might be ready by the next regular board meeting.

Jerry Harris asked which Board members held which positions - and whether or not Bill was going to be Treasurer. Bill responded with, "I'm new. Give me a chance to learn this."

Yvonne then asked when Susan Shepard was paid. Rise said it was during July and was in that Treasurer's Report; and she can have a copy after the meeting.

Tom Johnson asked if Steve's responsibilities were spelled out; Steve replied that certain goals will be spelled out; and that we are all moving forward.

Jerry asked the Board if they would each give a resolution for the New Year. Each had a different comment; most being the desire to learn more, be a better Board Member, survive the coming year.

George announced that the next Regular Business Meeting will be January 14, 2015 at 7 p.m. at the Fire Station.

Rise made a motion to adjourn; Bill - 2nd. Meeting adjourned at 8:10 p.m.

Approved this _____ day of _____

Rise Briggs, Secretary/Treasurer