



## Lookingglass Rural Fire District

7173 Lookingglass Road  
Roseburg, OR 97471

### Regular Board Meeting Minutes

October 8, 2014

Meeting opened at 6:57 pm.

Pledge of Allegiance

No Invocation

Roll Call: r Rise Briggs, r George Kuntz, r Robert Nobriga

Hank Mast, absent

r Steve Rhodes, Fire Chief

Approve Minutes of September Board Meeting - Rise made a motion to approve, Robert 2<sup>nd</sup>. Passed.

Roy Palmer of Special Districts made a report on the state of the District. He has spent time with the Firefighters and their training. He will meet with Robert on an update to the Inventory; along with Steve Rhodes.

He also mentioned that there be fixed amounts on assets to be included....\$500...\$1,000?

Robert read the list of bills to be paid. The total was \$1682.63. Audience members asked for copies of the Treasurer's Report. Dennis Sifford asked for the most recent amounts in the Operations and Equipment Accounts. Rise read the amounts. Robert made a motion pay the bills - Rise 2<sup>nd</sup>. Passed. Robert said he will make some **Draft** copies at the beginning of each meeting next time.

The audience commented on the video camera situation. Jerry Harris asked about getting the videos back online. Others suggested that another camera be purchased. Rise said she thought the video camera should be purchased from George Kuntz. Robert agreed. The camera at least needs to be made available for training purposes and other business.

Roy was asked how other Districts do their business meetings - so far as video cameras are concerned. He replied that each one decides for themselves. But the Board needs to do things in the public eye, so Roy said perhaps Steve should purchase another camera for the District to use. Robert asked Mark Briggs if the camera was purchased at Amazon...."Yes." Perhaps the District could get the same deal as before. Dennis Sifford asked about just getting the camera from George,

and Rise replied that it was what was feasible - just wait until *after* the meeting to work things out.

#### Chief's Report:

Steve introduced Lindsey Chitwood to make a report on an upcoming fund-raiser for needy families at Christmas. She mentioned several different possibilities, such as a can drive, magnetic ribbons for cars...Fill The Boot, donations, etc. Steve was asked about doing something in conjunction with the Grange or the Farmer's Market. He said he would contact them. Karen Matney said the Farmer's Market would be a great place to take donations - or to have people pay for their blood pressure tests, etc. Jerry Harris agreed that the Farmer's Market would be a good place to take donations.

Robert warned of people who might pilfer collected materials, so it would be better to have an exact date/time for drop-offs. Lindsey said Thursdays would be good since it's Training Night and people are at the Fire Station.

Rise also asked if a Donation Jar might be set up at the Lookingglass Store, and Steve said he would talk to him.

Fire Prevention Week was a success. Steve said there were probably 300 kids that attended.

Steve said the District might have a chance for a FEMA Grant for new equipment this year.

Also, a draft of the OSHA requirements will be done by November...including a HazMat Plan, a Disaster Plan, etc.

He also mentioned that the District could be liable to pay for physicals for the Firefighters. Rise asked Steve to get an invoice from the new Doctor for the District, Dr. Peterson; since Dr. Norris retired.

#### Old Business:

The Board presented an Application Form for approval. It will be given out for anyone who wants to apply for the vacant Board Position. Those who were already interviewed, don't have to fill one out. Robert made a motion to approve the form; Rise - 2<sup>nd</sup>. Passed. Keith Williams asked how many people had applied. Three. Gary Hermes asked whether the application form that some used from Douglas County was viable. No.

The painting of the building was going to cost an additional \$395. Rise made a motion to approve the amount; Robert - 2.<sup>nd</sup> George asked if it still included the prep work. Yes. Passed.

A letter to Susan Shepard is going to be drafted to close the contract with her. Robert asked about the extension she requested at the last meeting - that was for the CPA, Steve Tuchscherer. The District needs her final report. Rise made a motion to send the letter; Robert - 2<sup>nd</sup>. Passed.

#### New Business:

There is an SDIS Trust Agreement that needs updating. Roy Palmer presented the contract to the President. George signed. The District must have this in order to get insurance through them.

The program software for the bookkeeping of the District was tabled pending a discussion with the CPA. He has been unavailable due to a family emergency.

The selection of a Special Meeting Date was made for Friday, October 17 at 7 pm at the Fire Station.

The public will meet the candidates and the Board will make a decision on the Fifth Board Member position (Number 4).

The credit card was discussed. Roy Palmer suggested that a limit of \$2500 be placed on the card, with the Fire Chief limited to \$500 purchases without Board approval. Roy explained how the card should be used and what it should be used for. Robert made a motion to approve; Rise - 2<sup>nd</sup> . Passed. Rise said she would contact Brad at First Community Credit Union to start that process.

Steve asked about the application to Sherm's Thunderbird with a \$100 limit for items such as bottled water, etc. Rise made a motion to approve; Robert - 2<sup>nd</sup> . Passed.

Bob Kyle asked why the word "Protection" kept showing up on documents such as the Treasurer's Report. Rise said it was placed there by others, since that is the actual name, but Roy Palmer explained that even though we can call ourselves LRFD, the State/County recognizes the Districts as Protection Districts. Jerry Harris agreed that the term is used by the County officials. Roy said there is an ORS that covers that topic.

There were comments from the audience on various matters.

The next meeting is November 12, 2014.  
Rise made a motion to adjourn; Robert - 2<sup>nd</sup> . Passed.

Meeting adjourned at 8:39 p.m.

Approved this \_\_\_\_\_ day of  
\_\_\_\_\_, 2014.

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Rise Briggs, Secretary