



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 13th day of February, 2013.

ATTENDANCE:

Gary Hermes – present Dave Meador – present Rich Coffell – present
Steve Hammell – present Jaynee Germond – present Dallas Heard - present
Amy Anderson-Rice - present
Others Present:
Members of the Lookingglass Volunteer Rural Fire District and Members of the Community

Correction and Approval of last meetings minutes:

Jayne Germond made a motion to approve the January 9, 2013, regular Board meeting minutes. Dallas Heard seconded the motion. Vote taken, all ayes, motion passed.

Additions to the agenda:

Board member electoral position numbers

Public Input:

None

Communications:

None

Treasurer's Report:

Steve Hammell stated that the new Board members have gone in to the bank and presented their ID for addition to the accounts as signers. He presented an account signature card for all Board members to sign. He also presented a signature card for the safety deposit box for all Board members to sign.

Steve Hammell stated petty cash will now be reimbursed by writing a check to "Petty Cash" and a Board member will need to cash the check. The cash will then be given to the Administrative Assistant for placement back into the petty cash bag in the front office.

Steve Hammell made a motion to keep the checking account balance, after all bills are paid monthly, at an amount of \$500.00. Rich Coffel seconded the motion. Vote taken, all ayes, motion passed.

Steve Hammell made a motion to transfer any funds above \$500 from the equipment fund savings (share account #1) to the equipment fund (share account #5) once a quarter. Dallas Heard seconded the motion. Vote taken, all ayes, motion passed.

Steve Hammell reported the following account balances:

- Debit card account - \$1,000.00
- Checking account - \$515.00
- General fund account - \$42,193.79
- Chiefs cash account - \$44.25
- Equipment reserve savings account - \$1533.98
- Equipment reserve checking - \$202,623.21
- Total of all accounts is \$247,910.23

Steve Hammell stated that Amy Anderson-Rice will be correcting the \$5.75 bookkeeping error that occurred in August by a previous bookkeeper and the report will show an even \$50 next month for petty cash.

Steve Hammell noted that the Douglas Co-Op statement was not arriving before the Board meeting and therefore is showing as a month behind. The check for this month is for two months of service. He stated that Amy Anderson-Rice contacted Douglas Co-Op and will be accessing the statements online in order to pay the bill at the monthly Board meeting.

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.

Fire Chief's Report:

Alarm Summary:

11 calls for the month of January

Gary Hermes stated that he was looking to purchase a gas monitor for the department. The actual cost of the monitor is \$1,223.00; therefore, he is requesting approval from the Board. The monitor includes a training kit and comes with a two year warranty. Mr. Young questioned the process of deciding which monitor to purchase and suggested using bid process. Rich Coffell made a motion to purchase the gas monitor. Jaynee Germond seconded the motion. Vote, taken, all ayes, motion passed.

Gary Hermes stated that the dispatch center has a new computer aided dispatch system.

Gary Hermes reported that two EMT's are taking recertification classes at Winston-Dillard Fire District. He noted there is no cost to the district. Umpqua Community College waived the fee for the class.

Gary Hermes reported that he worked with Amy Anderson-Rice in securing a physician advisor for the district. The district physician advisor is Dr. Paul Norris. He agreed to be our physician advisor for one year. He noted the district is required to have a physician advisor in order to

respond on medical aid calls. An audience member suggested Mark Smith if a new advisor is needed in the future.

Gary Hermes stated he will be talking about the driveway requirements at the upcoming Douglas County Chief's meeting. Dallas Heard asked about specifics of the requirements. Gary Hermes stated that a 30 ft. turnaround is needed. The driveway needs to be 12 ft. wide and have all year round access.

Old Business:

None

New Business:

Jayne Germond stated that the Board needs to determine the individuals for each electoral Board position. Dallas Heard made a motion to have Steve Hammell as electoral position one, Jaynee Germond as electoral position two, Rich Coffel as electoral position three, Dave Meador as electoral position four, and Dallas Heard as electoral position five. Jaynee Germond seconded the motion. Vote taken, all ayes, motion passed. Jaynee Germond will notify Douglas County Elections office.

Rich Coffel stated that per the District Policy Manual, a Board Secretary needed to be appointed. He noted that the Secretary could also be the Treasurer. Jaynee Germond stated that she would be interested in the position. Dave Meador asked Jaynee Germond if she understood all the responsibilities of the Secretary position and she stated that she did. Dallas Heard made a motion to appoint Jaynee Germond as the Board Secretary. Rich Coffel seconded the motion. Vote taken, all ayes, motion passed.

Jayne Germond read a letter she wrote in response to the letter presented by Keith Williams at the previous Board meeting.

Dave Meador reported that a new Fire Chief or interim has not been appointed.

Dave Meador stated that the Board needs to look at beginning the budget process. Amy Anderson-Rice stated that there are not five Budget Committee members. She noted this is the first item of business that needs to be addressed. She also stated that a budget calendar needs to be created. It was suggested that interested candidates for the Budget Committee could submit a background and resume to the Board.

Steve Hammell stated that action needs to take place on moving forward with making Amy Anderson-Rice an employee of the District. He noted this is at the recommendation of the District's attorney. Much discussion was had regarding the possibility of making Amy Anderson-Rice an employee. Dave Meador recommended that discussion be discontinued until the Board can meet in executive session. Jaynee Germond made a motion to extend the contract for bookkeeping services with Amy Anderson-Rice for an additional month. Dallas Heard seconded the motion. Vote taken, all ayes, motion passed.

Steve Hammell noted that he wants to be as transparent as possible. He stated that he has chosen not to attend any side meetings with individuals or groups because he believes that everyone has the opportunity to bring concerns forward at the Board meeting.

Dave Meador stated that he is stepping down as Board Chair. Richard Coffel and Dallas Heard both noted that they would be interested in the position. Dallas Heard withdrew his nomination. Steve Hammell made a motion to appoint Richard Coffel as the Board Chair. Dallas Heard seconded the motion. Vote taken, all ayes, motion passed.

Public Input:

Tom Johnson read a letter thanking Vicki and Gary Hermes for their years of service with the District.

Rise Briggs stated that she wanted confirmation that the electric bill will not be late in the future. Steve Hammell stated that Amy Anderson-Rice has taken action to ensure we get the statement before the Board meeting.

Rise Briggs wanted to know if the Board would consider placing the video tapes of the Board meetings on the District website. Rich Coffel stated that he will look into the option.

Announcements:

The next Board of Directors Business meeting will be March 13, 2013 at 7:00 p.m. at the Lookingglass Fire Station.

Meeting Adjourned:

Chairman, Rich Coffel adjourned the meeting at 9:49 p.m.
Minutes by Amy Anderson-Rice