



Lookingglass Rural Fire District  
7173 Lookingglass Road  
Roseburg, OR 97471

Regular Board Meeting Minutes  
Date: March 12, 2014

Meeting opened at 7 pm.

Pledge of Allegiance

Carol Heard gave the Invocation

Roll Call: Present - Rise Briggs, George Kuntz, Bob Russell

Steve Rhodes, Fire Chief

4. a) There was an explanation of financial disbursements from Feb. 1 through Feb. 28 of 2014. Susan Shepard explained these. Rise made a motion to accept, George - 2<sup>nd</sup>. Discussion followed. Motion passed.

b) A Financial Report was presented for the month of February, 2014. Steve Rhodes asked about removal of the Equipment Reserve Fund - Susan said it is still the same. George made a motion to approve, Rise - 2<sup>nd</sup>. Passed.

c) There was a motion made by George to approve the January Regular Board Meeting minutes. Rise - 2<sup>nd</sup>. Passed.

d) Rise read the bills. George moved to approve paying the bills under certain conditions. Discussion followed wherein George explained that The Board will no longer approve to pay any bills that do not have an invoice. The Board will not pay off of packing slips nor statements, unless there is an accompanying invoice attached. Rise - 2<sup>nd</sup>. Passed.

Rise made a motion to approve paying the bills. George - 2<sup>nd</sup>. Yvonne Russell asked what our basis is for paying bills. Rise responded with the answer, "Cash." Jerry Harris asked how we had the money in our budget to pay Susan Shepard - Susan said she will be paid after she finishes her work - which will be in next year's budget. Yvonne questioned how she can be paid in a year different from what was started. Susan explained it happens a lot. Passed.

5. A sign-in sheet was introduced and Bob explained that this in no way conflicts

with the “hold up your hand” policy already in place. This is for someone to be able to speak on a topic not on the agenda.

6. a) Susan Shepard went over her review explaining the budget still isn't correct and the Department of Revenue was not pleased. Susan will be our Budget Manager and spoke how the Memo Line must be included on line items. There is a fix and it will be better going forward.

b) Steve Tuchscherer was present. Bob introduced him and he spoke at length of what he can do for the Lookingglass Rural Fire District. He is a CPA and can also help with the budget; such as making sure we have the legal authority to spend tax-payer funds. He will help with the Appropriation Resolution after the budget is approved. He also mentioned supplemental budgets may occur during the Fiscal Year as needed. Bob asked about his hourly rate - Steve responded with “180/hour for tax work.”

Rise made a motion to accept Steve Tuchscherer as the Accountant for LRFD. George - 2<sup>nd</sup>. Passed.

c) Rise had already covered the Budget Billing while reading the bills to pay, concerning Douglas Electric Co-Op. The April bill will be the last one to make sure the account is clear; then, starting with the May billing, it will be an agreed-upon amount each month (\$175).

d) The Board wants to schedule a Town Hall Community Meeting. It will be held at the Lookingglass Grange or Lookingglass School sometime the beginning of April.

e) Dave Pennicook wants to hold a Workshop and The Board is tentatively scheduled for April 22<sup>nd</sup> at 10 am.

f) Bob Russell made a request for two Board Members to fill the vacancies left by the resignations of Kent Little and Jerry Harris.

g) Bob said that The Board is awaiting further response from Roland Johnson - David Hatch's attorney.

7. George said he got a new vehicle inventory update from Steve.

8. Rise said Don Trotter from OFDDA, sent a letter asking us to join their organization. Also, there was a letter from Rachel Carlson with an SCBA fact sheet, which went to Steve Rhodes.

9. Steve reported on the cylinder maintenance tests that are done quarterly, as well as the air compressor that is done annually. There is a \$300 OR OSHA semi-annual requirement...1 SCBA failed and was repaired, and is now back.

There is a new AED on 1030. The Eyewash Station is up and functioning complete with the required signage. Someone on Gem Drive sent in an annex request. Approximately \$280 was made on the Pancake Dinner held at the Lookingglass Grange. L&N Curtis is bidding on turnouts for 1 firefighter. There is a maintenance bid on 1080 - so far, it's below \$500. On March 27<sup>th</sup>, Jason Jantzi from SDAO is going to do a Safety Inspection during a training night.

Grants have been reduced by Congress again - both FEMA and BFA - they have been cut about 5%. There were 7 call-outs, 5 of them medical.

Jerry Harris commented on the firefighters helping with the Pancake Dinner and how grateful The Grange was. Karen Matney said any time the Fire Department needed to use the facility, they just had to ask.

10. a) The Public Records Policy was presented by Bob. George made a motion to approve, Rise - 2<sup>nd</sup>. Bruce Epperson asked what it was for, and Bob explained that it would enhance our by-laws and policies. Passed.

b) The Professional Services Contract Policy was presented. Rise made a motion to approve, George - 2<sup>nd</sup>. Passed.

c) The Auto-Aid Agreement with Douglas County Fire District No. 2 was presented. Rise made a motion to approve, George - 2<sup>nd</sup>. Much discussion followed. It was explained that this was simply an updated version of the previous one and that the Attorney for The District had applied ORS additions to it to make it more legal. Steve Rhodes commented that he was not informed of this prior to the meeting - Bob acknowledged that. Passed.

d) The Auto-Aid Agreement with Winston-Dillard Fire District was presented. Rise made a motion to approve, George - 2<sup>nd</sup>. Passed.

e) Bob said that there was no response yet from David Hatch's attorney. Gary Conn asked what this was about. Bob explained that David Hatch had lied to the Assessor's Office at the Douglas County Courthouse and changed a previously-signed budget document - he misrepresented himself as a Board Member, and the Douglas County Sheriff was involved.

f) It was noted that previous Budget Committee members were never formally appointed or approved. From now on they will be name and approved. The Budget Committee Members for the 2014-15 Budget Committee are as follows:

Kathy Hawley

Pam Dutton

Mike (Buck) Buckley      These 3 are on their last of their 3-year term

Mary McCright

Bruce Epperson      These 3 are on their second year of their 3-year term

George made a motion to approve this policy, Rise 2<sup>nd</sup>. Passed.

There was a discussion as to who would be the Budget Officer. Rise nominated George Kuntz. George made a motion to accept, Bob - 2<sup>nd</sup>. Passed.

g) There will be a Fire Chief Performance Review on Friday, March 21<sup>st</sup>, at 6 pm at the Fire Station. If the public attends, the review will go into an Executive Session and then re-convene.

11. Jerry Harris asked about the website. Bob said that Taj Gombart is willing to be the Webmaster at this time, and will re-vamp the webpage to be more user-friendly. Jerry said that it was the duty of the Communications Officer, and since we didn't have one, was that legal? Any Board Member can assume another position if necessary; such as Secretary/Treasurer. Rise made a motion to approve Taj, George 2<sup>nd</sup>. Passed.

12. Tom Johnson asked about the close-out of last year's budget. Susan Shepard explained that Kent Little did the review and sent it in. Gary Hermes asked if B&B Roads could use the Meeting Room at the LRFD Fire Station for their OSHA Safety Meeting on March 31<sup>st</sup>. George made a motion to approve, Rise - 2<sup>nd</sup>. Passed.

Rise made a motion to adjourn. George - 2<sup>nd</sup>. Passed. Meeting adjourned at 8:48 pm.