

Lookingglass Rural Fire District
7173 Lookingglass Road
Roseburg, OR 97471

Regular Board Meeting Minutes

Date: January 8, 2014

Meeting opened at 7 pm.

Pledge of Allegiance - no Invocation

Roll Call: Present - Jerry Harris, Kent Little, Rise Briggs, George Kuntz, Bob Russell
Steve Rhodes, Fire Chief

Old Business:

Past two meetings minutes. Jerry motion to approve both minutes. Kent - 2nd.
Passed.

- A. Rise made a report on the latest information concerning the fire hydrant issue. No response back from UBW for total cost yet. Only preliminary figures around \$6,500. UBW Membership certificate is on Craigslist. George commented he had seen it there. Steve asked how we were going to pay for this - the funds would be from the sale of the 1 ½" meter certificate.
- B. Bob asked how we could do a newsletter by the end of January? We cannot. So a Community Meeting is tentatively scheduled for February. Jerry asked if that might not be late February, as the Community would need two weeks notice.
- C. Bob reported on the independent audit by Susan Shepard. She had sent a letter which he read aloud. Steve pointed out that there is no appropriation in the budget for this. Bob replied that there is time to budget for it - once it is completed.
- D. Bob reported that there are two attorneys that have come highly recommended. The first is Marshal Henault out of Medford (Bruce Epperson said, "That sounds French") and the other is a former State Trooper that Bob did not recall the name of. Kent asked if someone local could be considered. Bob said that no one local seems to be qualified, nor come recommended. The closest one is out of Eugene (Spirit Hoyt). Dave Penicook couldn't find a local attorney to recommend to us.
- E. We still need to find an accountant to have on retainer. Susan Shepard talked with Tom Davidson (Neuner, Davidson & Cooley, LLC) as part of her investigation. Steve asked why we would need/want an accountant? Rise replied that we could use one when we do our Self-Review/Audits each year.
- F. Rise did the Second Reading of the Procedural Policies. Jerry added a new paragraph to the Article II, Section I, B. Kent suggested that the Quartermaster's report be monthly instead of weekly. George responded that he would still check weekly, but make a monthly report.

Kent also wants to wait until Susan Shepard can meet with The Board and set up an easier way for us to use QuickBooks and meet the monthly Treasurer's Report requirements. Mark Briggs questioned why there was no Treasurer's Report for the audience now. Bob remarked that there is a need to do a comparison of bills, to know where we stand.

Kent also suggested that Steve have access to the mailbox, and the Communication's Officer does not have to sign/date the mail. Jerry agree that Steve have access. George disagreed - he said it ruins the Chain of Command.

Also, George asked, "What if there is an issue with tax revenue checks? Only The Board is going to held responsible."

More discussion followed about how the mail would be handled. Yvonne Russell said she agreed with Steve having access, since most of the mail that comes in is for him or the Fire Department. Bruce Epperson said that since there is a constant threat of identity theft, it's best if only one person handle the mail. Steve did not want to feel locked out, but agreed with Bruce about the liability issue and decided it was ok.

George suggested maybe there could be a locking mailbox inside the Fire Station where mail to Steve and the Fire Department could be placed.

Kent suggested changing Article III, Section I, Acquisitions, A and B be \$1,000 to coincide with the Fire Chief's debit card ceiling. Rise remembered that the amount had been lowered to \$500 under a previous Board. George said The Board can always increase it, if necessary at a later time. Jerry asked Steve if it would create a problem and to let The Board know if it was too inconvenient.

Jerry also asked about clarification on the Treasurer's Report, and waiting for Susan Shepard. He asked Kent how he felt about it. Kent would like to wait - Bob said that Susan may suggest a different way to do Profit & Loss. Kent did not want to vote on the Policy document without that section being finished. Mark Briggs commented that many times documents such as minutes are approved with corrections.

Rise made a motion to approve the Procedural Policies without the Treasurer's Report section. George - 2nd. Three (3) AYES, 1 NO, 1 ABSTAIN. Passed.

G. Community Meeting tabled for now.

George gave the Quartermaster's Report. He asked Steve if he had the latest copies of the 50/50 grant items. Steve said he would get the latest list to George, and that he had sent a copy to Rise via email.

Kent gave the Treasurer's Report and handed out copies of the latest P&L. Then he went over the list of bills to be paid. He wanted to pay the N-R ahead quarterly. Rise said that it's been tried, and doesn't work. The N-R will not take the information about meetings in advance, either. She also mentioned that only monthly Regular Board Meetings are billed - the other Special or Executive Sessions are listed under Events, and are free.

Kent mentioned that the District is getting low on stamps and checks.

Rise made a motion to pay the bills. Jerry - 2nd. Passed.

Bob interjected that Susan Shepard discovered that no budget had been presented correctly. Bob said the Douglas County Assessor had an LB50 form, but the numbers don't add up to the budget we approved. Susan will try to "reverse engineer" the figures to try and match our figures. Then the budget will be re-presented to the County.

Kent asked if we need to revise our budget to match. Bob will call Susan on Thursday. Rise gave Steve her business card, as she needed the Power Point Presentation Steve has on the laptop that was used to show the budget for final approval.

Jerry read the Communication's Officer report and handed out copies to Board members and Fire Chief.

Steve mentioned that there is a Pancake Dinner coming up at the Lookingglass Grange that will be a fund-raiser for both the Grange and the Firefighter's Association. It will be Thursday, February 20 at 6-8 pm. The Grange and Firefighters will split the proceeds.

Bob said that Jason Jantzi wanted to introduce himself to The District. Bob read his letter of introduction. He is from SDAO and does Risk Management as OSHA inspections. Bob was to meet him on Thursday (with Steve).

Steve gave the Chief's Report. He mentioned that DFN was not going to be free after all, but was still cheaper than ComSpan. The District could save \$10/month. Rise moved to go with DFN, George - 2nd. Passed.

There were 133 calls for the year - more medical than fire-related. The graphs are on the website.

Steve said that the Workman's Comp 1099's needed to get to the vendors by February 27th for the IRS. He gave the forms to Kent.

Steve spoke about the two families that W-D School District identified as going to have a difficult Christmas. So the LVFD "adopted" the two families and saw that they had a nice holiday. Jerry asked if the story could go on the web page, and if it needed approval. Yes, and No, respectively.

Bob gave an insurance update. We are current and the new policy is in effect. There was a letter from Umpqua Insurance that needed to be returned with signatures, ending the old insurance contract with them. Rise and Bob signed.

Rise will send an email of the preliminary draft of the Equitable Access Policy.

Jerry suggested that this could be a topic at the Community Meeting. Everyone agreed.

Rise had made peel-and-stick signs to put up around the office/meeting room. There have been several incidences where the lights have been left on, the door has not been secured, and the heat is turned up.

Bob mentioned the Special District's Conference being held in Seaside February 6-9. Most Board Members said they would not be able to attend. Bob read a letter from Kevin Pardy saying that the Conference Registration and fee would be covered. An attendee would have to provide their own travel, room and meals.

George asked that the letter be forward to all Board Members.

Kent asked Steve about out-of-District calls and billing. Steve said he could provide the forms to send to Kent. The District gives the insurance 30 days to pay or respond, then after 60 days it goes to a collection agency. Steve does not have time to do this, but said it does provide revenue.

Bob said the ODF will get the 50/50 Grant information - it was sent.

Jerry asked about the Budget Committee, since the Budget will be coming up in April. Rise explained that there are already Budget Committee members, as they are on a 3-year rotation. Bob mentioned that he spoke with Kathy Hawley, and she was willing to continue this year. Rise will contact Mary

McCright about serving again. George moved to adjourn; Jerry 2nd. Meeting ended 9:37 pm.