



Lookingglass Rural Fire District

7173 Lookingglass Road
Roseburg, OR 97471

Special Board Meeting Minutes

November 19, 2014

Meeting opened at 7:00 p.m.

Pledge of Allegiance
No Invocation

Roll Call: r Rise Briggs, r George Kuntz, r Robert Nobriga, r Hank Mast
r Bill Starns, r Steve Rhodes, Fire Chief

George introduced Steve Tuchscherer who gave hand-outs to all Board Members and the Fire Chief, and explained that these were guidelines for developing internal controls for achieving the District's objectives.

He further discussed the limitations of the District (ie. what happens when there is a lack of staff due to funding), and that there were no absolutes. He suggested that perhaps the Board needs to write policies addressing more internal controls; wherein the policies might cover communication and monitoring. The goals need not be specific; but there should be operations objectives, as well as reporting objectives and compliance objectives - all ensuring that the Board meets the criteria necessary to function within the laws of the State as well as its own policies.

There are five elements of Internal Controls:

1. The Control Environment
2. Risk Assessment
3. Control Procedures
4. Communication
5. Monitoring

Steve Tuchscherer covered Account Transactions. Roy Palmer asked the Board to consider having a paid Bookkeeper and Steve concurred - it would be a good idea to have someone outside the District handle this. The Board is to consider this as an option, and get bids as to cost factor. Roy stated that other Districts have turned over their bookkeeping duties to others and it works well for them.

Roy also brought documents to look over for the Fire Chief's evaluation. He suggested that building a good relationship between the Board and the Fire Chief might be a training session (PPS presentation). He explained how to use the forms as tools - and maybe a work session needs to be held to develop some of those tools.

Roy handed out a list of Code of Ethics. He said it should be written as a policy or resolution that the Board can adopt. He asked if the Board would consider making him a "Coach" to sit in at board meetings and make sure everything runs according to the rules....a veritable Sergeant-At-Arms, if you will.

Steve Rhodes also had an evaluation form that he said was used before. And he spoke about the Strategic Plan that was set in motion three years ago. He would like to know where the District is headed; ie. purchasing new vehicles every 25 years to replace older ones.

Other goals are the FEMA Grant that he has begun. Rise asked if he could present a more specific goal for the December 10, 2014 meeting. Yes.

Bill Starns re-visited a concept that was brought up some time ago - namely, having water caches in areas such as Flournoy Valley, to bring the ISO down and lessen fire danger in that area.

Karen Matney said to call Roy Ellis about some other information.

Bill made a motion to adjourn; Robert - 2nd . Passed.

Meeting adjourned at 8:57 p.m.

Approved this _____ day of _____, 2014.

Rise Briggs, Secretary