



## **Lookingglass Rural Fire District**

7173 Lookingglass Road

Roseburg, OR 97471

November 14, 2018

7:00pm

The meeting was called to order at 7:00 with the pledge of allegiance. Roll Call: Brenda Epp, Jerry Harris, Robert Nobriga, Allan Smith, and Chief Steve Rhodes.

Jerry Harris moved and Allan Smith seconds a motion to approve the October 10, 2018 Minutes. All in favor, motion passed.

Allan Smith presented the Financial Report. Jerry Harris moved and Allan Smith seconds a motion to pay the bills including an additional \$487.00 check to WHA Insurance. All in favor, motion passed

Jerry Harris presented the Communication Report.

Steve Rhodes presented the Chiefs Report.

Brenda Epp moved and Jerry Harris seconds a motion to bring Patricia Nelson on as an independent contract Office Assistant at six hours per month as per our 2018-2019 Budget. All in favor, motion passed. There will be a contract signed with the office assistant and a standard operating procedures manual compiled.

Donations may be accepted as long as the items are included in the inventory log.

Douglas County Roads Maintenance has been given a Property-Facilities Use Agreement. Signed documents have not been returned as yet. Knife River is to also be given the Agreement.

Jerry Harris gave the second reading of the proposed changes to the Procedural Policies, including the Policy for Property Facility Agreement and Policy for Preventative Maintenance.

Jerry Harris moved and Allen Smith seconds a motion to approve the amendments to the Policy for Property Facility Agreement and Policy for Preventative Maintenance. All in favor, motion passed.

There are no additional bids for the security cameras as yet. The grant request was submitted. Secret Santa is to be discussed at December meeting.

The next meeting is December 12, 2018. Jerry Harris moved and Alan Smith seconds a motion to adjourn the meeting at 7:43. All in favor, motion passed.

Respectfully submitted Brenda Epp