



Lookingglass Rural Fire District
7173 Lookingglass Road
Roseburg, OR 97471

Board Meeting Minutes
Date: December 11, 2013

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

Rise moved to approve last month's minutes; George 2nd. Passed.

Old Business:

A. The issue with Neuner, Davidson & Coolley, LLC is finalized. They were absolved from any wrongdoing by the fact they had contracts with the previous Board(s). Jerry made a clarification that even though they were legally clear of any wrongdoing, their ethical behavior was questionable.

B. Rise gave a report on the amounts previously spent on two (2) fire hydrants - and that the additional hydrant for the Fire Station would be around the same price. It was discussed on selling the 1 ½" certificate on Craig's List. George made a motion, Jerry 2nd. Passed.

C. The driveway inspections have been going slower due to inclement weather. Steve said about 15% of the District has been done.

Steve also injected a comment about the Fire Hydrant Memorial. Jerry suggested donations could be taken. Steve said a local citizen was willing to provide a large rock. This was tabled until Steve speaks to the volunteers about which direction they want to take. Rise suggested a sweeping wall that is high enough so the hydrant is not seen from the road, but could be made from interlocking stone, and have a place for a picture, biography, etc. like the park in Prineville has.

E. The 50/50 Grant has been completed. (This is the VFA 2013 Grant) There were several large bills that came in, but the District will be reimbursed. The grant total was \$17,771, but some items cost less, so Steve spent all but \$16.35 - which will be sent back. Steve read the list of items. George will enter these into the Inventory. A discussion followed about what to about older items (turnouts older than 10 years that haven't been used).

Steve asked if the monies will come from the Equipment Reserve Fund, since this grant was approved before the Fiduciary Policy was in place.

F. Should we join OFDDA? Tabled until further information is obtained on other organizations. Then there will be a comparison.

G. Information for the January newsletter and Chief's Annual Report will be due by the next

Regular Business Meeting on January 8, 2014.

H. There was a letter from Susan Shepard read by Bob, wherein she gives the District an estimate and contract for an independent audit. Jerry noted that her quote was quite a bit less than other quotes we had received. Rise commented that even though she is not a CPA, the District already had three (3) CPAs go over the books and it was not satisfactory. Rise also noted that Susan would help the District set up a solid bookkeeping system.

Bruce Epperson asked about where the revenues went. It was explained that most of the oddities began January 11, 2007. Ms. Shepard's audit will start with the Fiscal Year 2005-06 and end with Fiscal Year 2012-13. Yvonne Russell wanted to know if this needed to be in the budget. Bob explained that the Secretary of State needs to have the District spend the monies that were not legally placed in the Equipment Reserve Fund (\$112,000). Rise moved to hire Susan Shepard, George 2nd. Passed.*

*Steve asked if she can just do one year at a time - and the Board agreed to insert a clause to that effect. Passed again.

I. The Safe Deposit Box is going to be closed by Friday, December 14, 2013, and all contents moved to the safe at the Fire Station. The fee for the lost key was waived.

J. The Equipment Reserve Account will undergo a reorganization station. At this time, the transfer of \$112,000.00 will be placed in Account #8 until after Susan Shepard has done the audit.

K. Jerry handed out a comparison sheet for computers and printers. He had spoken with Mark Briggs, and it was decided that the HP Pavilion 500-056 would be the best one for the District. The question of a new monitor is still pending. Rise moved to purchase this computer, George 2nd. The cost discussed was \$479.99, and it was noted that Staples may not carry this computer, so an account needed to be set up with Office Depot - and if they would do a Price Match. Any new software was tabled until it was determined what would still work.

The HP Officejet Pro 8600 Printer seemed to be the favorite. This was going to be bundled in the purchase, if possible. The price was \$199.99 (or \$149.99 on sale). It was discussed on whether or not to get an extended protection package for \$24.00. Kent asked if we could hold the option open for Jerry to purchase this by the weekend - when the sale ends. George made a motion to purchase the Computer/Printer, Rise 2nd. Passed.

L. There has been no firm decision on hiring an attorney. Bill Bowlin asked if the attorney would be local. Rise noted that the one that has been recommended the most, is in Medford. Bob will make calls and report back at the January meeting.

M. It was discussed that an accountant needs to be found even if we just need to ask questions sometimes about reviews, audits, etc. Kent would like a source for answers on occasion, regarding the accounts, for example. The District needs to decide what the scope of needs are and what the charges would be for a simple review of our Self-Review/Audit each year. This was tabled for further exploration.

N. Bob did a cursory report on the meeting with the Firefighters. About 12-13 Firefighters were in attendance. Jerry Harris also attended. Bob thought it was a good first step. He also remarked that all members of the District need to work like a Team. Tom Johnson was the only comment - he wanted to ensure the fire hydrant be respected; it is. Jerry started by thanking Steve for setting up the meeting and beginning with a good review of The Board. He had a good rapport with the Firefighters and spoke to many after the meeting; he said he thought he made a good connection. George and Rise will attend the meeting on December 12th.

Chief's Report

Steve said he thought the meeting with Bob, Jerry and Firefighters went well. He spoke about the next training session - cut up cars, regular drill, etc. He also spoke of the Veteran's Day Parade and the upcoming Truck Parade in Riddle, OR, (they have lots of lights). He handed the monthly calls to Jerry. He also mentioned that there will be a demo of a wildland rig and that two of the vehicles still have chains on due to the icy conditions. He mentioned that he talked with DFN to see about getting free telephone service, so we can drop ComSpan.

Treasurer's Report

Kent said that five (5) tax revenue checks have come in. When he brought up the insurance payment, a discussion followed about the supplement covering the Firefighters beyond Fire-Med and Workman's Comp. This is the policy through VFIS. George moved to pay the bills, Jerry 2nd. Passed.

New Business:

A. Jerry Harris needed to be added to accounts and signature cards were passed to the Board Members. Jaynee Gemond's name needed to be removed from the accounts and safe deposit box at First Community Credit Union. Rise moved to do this, Jerry 2nd. Passed.

B. Steve said the account at Staples has been corrected to only show LRFD. Jerry should be able to use the LRFD Account now. The Rewards Card is corrected to come to the District only.

C. Because tax revenue checks come to the mailbox at 7173 Lookingglass Road, there needs to be a locking mailbox. Also, the lock on the filing cabinet needs to be changed, because no one knows how many keys are "out there." Rise moved to correct these issue, Jerry 2nd. Passed.

D. The Treasurer's Report will be placed on the website, after approval each month. This will be left up to Kent to what needs to be included. He will come up with a draft for Board members to peruse.

E. The Procedural Policy was given its first reading by Rise. Some changes and suggestions were discussed. Rise will correct this for the second reading in January, 2014. Bruce Epperson was concerned it didn't contain information about deposits, but the Treasurer's section was re-read, and it was shown to be included.

F. The drug testing issue has been tabled for now.

G. Public appearances and liability issues were discussed. The Firefighters need to coordinate with The Board when attending parades, etc. Steve thought that there was a liability issue only if the Fire Department instigated the project.

H. A community meeting (Town Hall) is tentatively scheduled for the last weekend in January, 2014.

Communications:

There is an ongoing comparison between which insurance policy to accept. Steve and Bob met with a VFIS agent, and it seems that may be the best choice. It was brought up that if the deductibles are raised, the overall costs will be lower. There seems to be a problem with the relationship between Oregon Special Districts and Workman's Comp. Now Workman's Comp is in conjunction with Liberty Mutual. Estimates will be done by next week.

Communications Officer Report

Jerry said that the website is getting more hits and more usage. He handed out a graph depicting this trend. He said that the Contacts page should be working now - but could not explain an odd email sent to Rise....this is an ongoing investigation.

The Treasurer's Report will be included on the web page, after approval by the Board each month. There is a great video of a Christmas tree that catches fire - SCARY!

He spoke with Cindy at the Friday Farmer's and perhaps the District should look into having an informational booth there. It would be Fridays, 3-6 pm, and there is no charge. Steve has a lot of handouts that could be used. Different people would take turns manning the booth.

There is a Calendar on the website now. A Fun Page is in the works. WIFI is working, and Jerry will work with Steve setting up a password.

Good of the Order:

Bruce Epperson suggested that perhaps DFN could give cell phone capabilities to Board members. Thank you Bruce.

No Public Q & A

George moved to adjourn, Jerry 2nd. Meeting ended at 10:16 pm THANK GOD!!