



Lookingglass Rural Fire District

7173 Lookingglass Road
Roseburg, OR 97470

REGULAR BUSINESS MEETING MINUTES

January 14, 2015

Meeting called to order at 7:00 p.m.

Pledge of Allegiance

No Invocation

Roll Call: George Kuntz, Rise Briggs, Hank Mast, Robert Nobriga, Bill Starns;
 Fire Chief, Steve Rhodes. All present.

Minutes of the December meeting were discussed - and the date for the Chief's Evaluation date was questioned. Rise explained that due to conflicts, the new date of January 21st had been sent to all Board Members - no one had objected, so the date went into publication at the News-Review. Gary Hermes also questioned the report from Susan Shepard that he thought Rise had received....she explained that the CD that arrived was *not* the Final Report as expected - it was an update to the QuickBooks program for the District. Robert made a motion to pass the minutes as discussed; Bill 2nd. All ayes. Passed.

Hank made a motion to pay the bills; Bill-2nd. All Ayes. Passed.

Treasurer's Report:

Rise explained that the credit card was still being considered, and more information was necessary for Umpqua Bank to approve. Rise was going in the next day with the paperwork. Bill Starns explained that a letter is necessary now in order for Umpqua Bank to approve signatories. All board members will need to re-sign at that time.

Communications Officer's Report:

Hank needs to know if he needs approval to have Jerry Harris update the information on the webpage. For instance, Jerry wants to place the Public Records Policy on there. Hank can just forward the data to Jerry, as it has already approved and voted upon.

Jerry said that the Domain Name for the District was paid by the Debit Card and is guaranteed for the next 5 years. Rise mentioned that the gmail account for the District is also set up now.

Jerry asked about putting ads in the Public Forum instead of paying the News-Review to place them in Legals. Gary Hermes said that the old Board of Directors had even asked an attorney about this problem, and the District *must* pay for the ad to be in Legals, or there is no guarantee that the notices for Public Meetings will be published. Robert even added that he had spoken with the Editor of the paper, and there is not much that can be done.

Chief's Report:

Steve talked about giving call-outs to Jerry for the website. That is an acceptable practice, as it has been done in the past. He also spoke about helping out the Tenmile District on a Mutual Aid in Camas Valley, since most of the Tenmile Firefighters, and all of the Camas Firefighters, were sick with the flu...

There were 148 incidences last year - higher than normal.

One new Firefighter is ready to go. The medical training is proceeding. Steve handed out a Danko Fire Equipment flyer with photos of possible replacement for the brush rig. This one in particular was around \$102,000, but the FEMA Grant would be around \$120K.

Old Business:

Steve Tuchscherer was not present to ask about the Annual Audit/Review. He received all of the necessary documents, so it should be finished for 2013-14.

New Business:

Susan Shepard's Final Report had come in - mailed to Robert Nobriga. Yvonne Russell and Rise Briggs had both presented members of the Board and the Fire Chief with FOIA forms for any communications with Susan Shepard. Steve said he didn't think it was legal - and wanted to contact an attorney before presenting any information or documents. He also said he only had a few pages of her notes - so Rise withdrew her request from Steve. A very long and somewhat heated discussion followed between all present.

Steve Rhodes requested that the discussion on Susan Shepard be part of these minutes: the facts are as follows:

Susan Shepard was contracted by the Board of Directors on December 11, 2013. "Contractor will develop and review expenses for the fiscal years beginning with July 1, 2005 to June 30, 2006 through fiscal year 2012-2013." "Contractor's work will be completed within sixty days of receiving the required documents. If anything should arise that would lead the contractor to believe that this project may take longer the Board President will be notified immediately. Susan Shepard did NOT notify George Kuntz - nor did she ever come before the Board of this District and request an extension to finish her report. She had access to the First Community Credit Union accounts up until September 17, 2014. She had been paid in August of 2014, and her contract was finished at that time. The only request she made was when Steve Rhodes resigned in July, 2014, because the Log In ID and Password was changed at the Credit Union. She called Rise Briggs to request further permission to access the accounts to complete the work on the Debit Card - which she stated was the last section she needed for her report. The access was given to her for that reason. On September 17, 2014, FCCU notified the Treasurer, Rise Briggs, that new security procedures were in place - questions and answers to aid in preventing hacking. On October 2, 2014, Rise Briggs received a notice from FCCU that they had locked the Online Banking access "due to excessive incorrect answers to authentication challenges." This was the second time this occurred within a week. The first time, Rise called FCCU and had them unlock the system. Then, Rise Briggs received another notification from FCCU on October 2, 2014, later in the day - this time someone

had requested a Verification Code to circumvent the security measures. Rise asked FCCU to trace the IP address - it went to Polk County. Subsequent to the July request, Susan Shepard never contacted the Treasurer to ask permission to access the accounts at FCCU. Nor did she contact the President, George Kuntz - nor did she give any progress reports. Rise also called Susan in August, 2014, requesting the necessary documents to give to Steve Tuchscherer for the yearly audit/review. Susan declined - saying she would provide them directly to Mr. Tuchscherer. When asked on several more occasions by President George Kuntz to provide the final report, Susan Shepard ignored the requests - and in December, she mailed the report - but not to the Treasurer, Rise Briggs, nor to the President....she mailed the report to LRFD c/o the Vice-President, Robert Nobriga - without notifying the President of this action.

The Ethics Policy was read for the second time by Hank. There was a motion to accept, but the Policy was tabled because Bill said he had not received a copy; he needed a chance to read it. All Board members had been given a copy on December 11, 2014.

Robert asked why Rise was Position 1....because that is the position that she was elected to by the members of the District. That does not infer that she holds a #1 position on the Board.

Robert asked about members of the board attending training sessions with the Firefighters. Steve said that since it's still medical training, it would be best to postpone until at least March or so.

Robert read a prepared statement (see attached). George Kuntz denied the allegations.

Steve asked Roy Palmer if he was going to fulfill the SDAO's obligations to assist in these matters.

Rise also asked Roy when he was going to keep his promise about having a meeting between her and the Firefighters; she has asked about this twice before over a 6-month period. Roy didn't seem to recall her asking, but was told by an audience member, that she had asked.

George asked Roy what can be done to heal the fracture in the Board. His response was basically, "Just knock it off."

Jerry asked if Steve's evaluation was public. Yes.

George announced that the Special Meeting will be January 19, 2015 at 7 p.m. at the Fire Station. The next Regular Board Meeting will be on February 11, 2015 at 7 p.m. at the Fire Station.

Robert made a motion to adjourn; Bill - 2nd. Meeting adjourned at 9:00 p.m.

Approved this _____ day of _____

Rise Briggs, Secretary/Treasurer

