

The Regular Board Meeting was called to order at 7 pm by President Bob Russell. The Pledge of Allegiance was recited, no invocation followed. Roll call: all Board Members present, as well as the Fire Chief, Steve Rhodes.

Kent Little motioned to approve minutes of Oct. 2, 2013 meeting. Rise Briggs 2<sup>nd</sup>. Passed.

George Kuntz moved to approve minutes of last Regular Meeting of October 9, 2013. Kent 2<sup>nd</sup>.

Passed with Rise abstaining, as she did not attend that meeting due to illness.

Jerry Harris was sworn in as the 5th Board Member. He will assume the Communications Officer position, while Rise moves to Secretary. This made Item 6 B a moot point.

The Fiduciary Policy was read for the second time. George moved to approve, Jerry 2<sup>nd</sup>. Steve asked how this would affect next year's budget, with the \$1 in the Equipment Fund. The budget will have a separate section for equipment, as prescribed in the Fiduciary Policy. Motion passed.

Bob read the response letter going to Neuner, Davidson & Cooley, LLC. Kent asked where we are going with this, and Bob explained that we need copies of all contracts that N, D & C may have that were signed by any other boards. This will absolve them from any future implications should something arise with an independent audit, for example. Rise moved to approve letter, George 2<sup>nd</sup>. Passed.

Rise reported that she has been in contact with Brad at UBW - he has not come up with the final figures yet for the new hydrant. This is ongoing.

Steve gave an update on the driveway inspections. Since it is dark earlier now, it's going slower. It was agreed that there are only 600 addresses to inspect - not 1200. There are a couple of bridges that cannot be crossed, and the main problems are tree limbs, etc., or the driveways are too narrow. This is ongoing.

The crack seal was completed, but Douglas County is not going to do the slurry coating for free. A bid from others ran around \$8,000. The County may be able to do the coating next year for \$1600.

Steve gave the call status to Jerry for inclusion on the web page. The LVFD responded to an accident on Lookingglass Road involving a vehicle over a bank, at 3 am. Good job! Steve is also looking at bids from insurance carriers and getting quotes from \$7500-\$9000. The Fire Prevention Week was successful with many children from the Lookingglass School learning a lot about fire safety. The Home Depot event was great - with about 2,000 kids in three days. Pacific Power attended one of the events, too. The LVFD also took part in the Veteran's Day Parade in Roseburg on Monday, November 11, 2103. The fire hydrant presently at the Station, is going to be painted another color with a black bonnet - with poles around it and a large boulder. This will signify that the hydrant is "dead." There will also be a plaque for the Former Chief, Don McEwing. It was discussed about putting plaques around the Meeting Room for former Chiefs,

as a Remembrance Wall. Steve also said the future training exercises will include Physical Agility as well as Natural Gas training - Avista is supposed to help with this. And since there are other types of pipelines, the Firefighters need to familiarize themselves with any emergency situations connected with this. Jerry asked if the training schedule could be placed on the website. Steve agreed. There is going to a car wreck training - using the Jaws of Life. And

Steve said he spoke to Douglas Fast Net and we have a static IP address that we don't get charged for - it's a trade. The Firefighters Association is going to incorporate and have their own Tax ID number separate from the LRFD. There were some minor repairs on a couple of the units. There were also new turnouts purchased with the matching grant money - which should be coming from the State. There is a new antennae survey to have better radio coverage in the District.

Kent read the bills for this month, as well as the deposits received - some from past due taxes.

There were "a slew of bills." There will be a new light fixture purchased for the Flag outside. George asked if it was waterproof; it is. The new one will be an LED for longevity. George made a motion for this purchase, Jerry 2nd. Passed. Rise moved to pay the bills, Kent 2nd. Passed.

It was discussed what to put in the next Newsletter. This would be in conjunction with the yearly Chief's annual report. Bob spoke about negative response to the last newsletter, mainly due to the public not being informed. It was generally agreed that there should also be a Town Hall meeting (at the Lookingglass Grange). George motioned to do this, Rise 2nd. Passed

Rise read a letter from Todd Munsey of Douglas Electric Co-op, stating that they would set up an Average Payment Plan. Kent will pursue this to begin in January. He will first get the figures on what our averages payments have been. Steve has the last three years of that information, which was part of this year's budgeting; it's in the PPS in the laptop computer.

There was a long discussion about filing the Self-Review/Audit, as well as the LB-1 form. There was a problem finding the final 2013-14 Budget and it has now been placed in the file, on the computer, as well as the web page. Bob and Rise worked with the Douglas County Clerk's and Assessor's Office, and the Budget is now correct and filed. Copies were passed to Board Members and then placed in the June, 2013 file in the office.

The excess tax monies policy needs to be addressed, and was included in the discussion after Bob read a letter from Xann Culver to Dennis Sifford of June 19, 2012. According to the Secretary of State, we are not in compliance with what the Levy was written for, and where the money has gone. The District cannot co-mingle funds. Every year that the monies are not corrected, the District is misappropriating those funds. There is a major discrepancy in the Equipment Reserve Fund. Jerry asked how the monies will be spent, and if there is a time frame. There is. It was discussed that there should be approximately \$112,000 removed from the Equipment Reserve Fund and put into a separate new account - not account #6. There needs to be an accurate accounting of what tax monies were collected for the Levy, how much was actually spent on Administrative/Operations, and what is left. Kent moved to approve this, George 2nd. Passed.

The Board decided to purchase a replacement computer and printer; the older computer will be turned over to an investigative tech to go through. It was agreed that the computer be user friendly (not necessarily Windows 8), and has USB ports, DVD capabilities, and can download

the video from each meeting. Bruce Epperson said it would be better if he could just take the card directly from the camera to the computer. Jerry said he would work with Steve and Kent to see what programs are being used, and which ones need to be on the new system. George moved to accept this, Jerry 2nd. Passed.

Rise presented the new Inventory Log Book to George, who will be overseeing the sign in/out of equipment, office supplies, computers, etc. The log book also includes a page in which any equipment that goes into surplus, donated or used as a trade-in, will be logged accordingly.

The debit card use policy was tabled to a later date.

Bob asked if we should join the Fire District Director's Association for a fee of \$375/year.

Rise spoke in opposition. Kent asked that we get more information. Item was tabled to a later date.

The Board decided to request an independent audit from 2005 to present - inclusive of the years of the 5-year levy, and the 1-year Special Levy. This is to make sure nothing is amiss, since the trial of Laurie Leischner is still pending. This is precautionary. Estimates will be gathered. Rise motioned to do this, Jerry 2nd. Passed.

The District decided to hire an attorney, but need to find someone reputable. Yvonne Russell asked her son-in-law, but received a text during the meeting, that he didn't have a recommendation. Genoa Ingram had suggested someone; Rise will try to see if she can get that name. Jerry said that he would check with a local attorney about a referral. Rise moved to research this further. George 2nd. Passed

The District decided to table the discussion about hiring an accountant. George mentioned that it should be a CPA. This was tabled until the computer has been gone through.

Bob asked for a meeting with the Firefighters, and it was agreed he and the Firefighters will meet before the December 5, 2013 Training Session at 7 pm for about 20 minutes. Jerry will attend just to learn and observe.

Under Communications, Jerry mentioned that the 2013-14 Budget is now on the web page.

Under Good of the Order, Bruce asked about funds to place standpipes in ponds on Nandy Drive. This would form a drafting station, and Steve said he would look into this - as it would be one of the water cache's already being considered.

Jerry moved to adjourn; George 2nd. Meeting adjourned at 9:34 pm.