



Lookingglass Rural Fire District

7173 Lookingglass Road
Roseburg, OR 97471

REGULAR BUSINESS MEETING

June 10, 2015

Meeting opened at 7:00 p.m.

Pledge of Allegiance; no invocation

Roll Call: Rise Briggs, George Kuntz, Bill Starns, Hank Mast, Robert Nobriga;

Fire Chief, Steve Rhodes - all present

George made a motion to approve the Budget Resolution for 2015-16; Bill - 2nd. Passed with All Ayes.

There were two sets of minutes in May - one for a Budget Committee Meeting, and one for the Regular Business Meeting (May 4, 2015 and May 13, 2015, respectively). Hank made a motion to approve both sets of minutes; George - 2nd. Passed with All Ayes.

Treasurer's Report:

Bill read through the Bills to Pay for this month. There will be a billing for UBW, but still a credit for Douglas Electric. Rise explained that in July, all bills such as UBW, Douglas Electric and ComSpan would be paid for the year, using an averaged monthly amount.

Rise asked about the \$3/month fee for the paper statement - Bill said he still had not acquired the Debit Card from U.S. Bank to be able to receive e-statements yet. Rise explained a problem with the bills from the News-Review, as they needed to be included in the Bills to Pay, as they had come to her directly, and not to Accounts Payable, so they were not entered by Wheeler Bookkeeping. Rise will contact the News-Review and ask that future bills be sent to the District, and not directly to a Board Member.

Robert and Bill explained that Wheeler Bookkeeping wanted authorization to the District's bank accounts for clarification on deposits and payments. This will be granted so they can "start from scratch." George asked about some voided checks and Bill explained that Wheeler had made out checks for payments, when there was actually a credit, instead. Steve said he would give Wheeler Bookkeeping the QuickBooks discs so they can get up to date.

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

Communications Officer Report:

Hank asked Jerry Harris if he was having email problems, as some emails were not coming through. Jerry said that DFN was working on it, and it should be working now.

The Information Technology Policy was presented for a final reading. Only minor changes had been made, and the Draft had been posted to the webpage for the past month. George made a motion to approve the Resolution to accept the Policy; Hank - 2nd. Passed with All Ayes.

Chief's Report:

He was relieved to see that the Lookingglass District had survived the thunder and lightning storms. Fire level was up to Industrial Level II, and the sign in front of the Fire Station has been changed to reflect this. George and Bill explained the various levels and how they affect outdoor burning, chainsaw activity, lawn mowing, etc. Jerry Harris asked why DFPA had raised their levels, but he wasn't notified to put the change on the webpage. Steve will look into that.

There was a small fire in Happy Valley - and Steve cautioned to be careful.

A small VFA grant came in (\$14k) will be used for turnouts, wildland protective clothes, hoses, miscellaneous tools, etc.

A scene light came in on a trial basis - Steve is waiting to see what it costs to purchase them.

The painting on the building is almost finished - just some touch-up to the logo.

Thanks to Gary Conn and Tom Johnson for mowing the grounds.

Rise asked Steve if he needed Microsoft's Excel Program to be installed on the new computer in the office, as it is available for sale (and not rented) if the Student & Home Version is purchased. It is \$139 online, but Robert said it was \$114 at Costco. Also, if there is a UCC student, they can purchase it for \$99 at the college. This was tabled for future consideration.

Steve thanked Rise for getting a \$500 gift certificate from Foremost Promotions for the District to be able to purchase items for handing out "goodies" for the school children.

Old Business:

Robert had the signed contract with Wheeler Bookkeeping Service; Rise will file it. Bill explained how Wheeler will now give the District a running percentage of each quarter's expenditures. It will be easier to track expenses this way.

There was a resolution to accept SDAO as the Insurer for Workman's Comp now. George made a motion to approve the Resolution; Bill - 2nd. Passed with All Ayes.

There will be a Fiscal Year-end Accounting coming in the next month. Also, a Year-end Inventory update will be presented, as well as a plan to show surplus equipment in the future.

It was again mentioned that Board Members should attend at least one Training Meeting each month. Robert said a calendar can be set up for members to put down which dates they would be attending.

President's Report:

Robert thanked George for his service to the Community and the time he has served on the Board.

Director's Report:

Rise commented on all of the things that George had accomplished in his tenure, and wanted to be sure that he knew he was appreciated for the past several years as a Board Member.

Bill and Hank also thanked George for serving.

Robert said the next meeting will be July 8, 2015. Mark Briggs wanted to thank all of the time the people on the Board have put in, and asked that they make sure they all know their duties and responsibility.

Rise made a motion to adjourn; Bill - 2nd. Passed with All Ayes.

Meeting adjourned at 7:40 p.m.

Approved this _____ day of _____, 2015.

Secretary