



Lookingglass Rural Fire District
7173 Lookingglass Road
Roseburg, OR 97471

Regular Board Meeting Minutes
Date: February 12, 2014

Meeting opened at 7 pm.

Pledge of Allegiance - no Invocation

Roll Call: Present - Jerry Harris, Rise Briggs, George Kuntz, Bob Russell
Steve Rhodes, Fire Chief

No invocation

4. Board received a letter of resignation from Kent Little, Treasurer. Rise made a motion to accept, George - 2nd. Discussion followed. Motion passed.

Jerry Harris turned in his resignation. George made a motion to accept, Jerry - 2nd. Jerry read his letter. Motion passed with 3 yes, 1 no vote.

5. Rise made a motion to approve January minutes. George - 2nd. Passed.

6. Old Business:

A. No activity on sale of water meter. Hydrant issue tabled. Steve mentioned that he is working on the hydrant memorial design.

B. Procedural Policy no complete. Rise read the Treasurer section which is now completed.

C. Susan Shepard was present and made a brief overview of the audit she is conducting. She cautioned on some areas of the budget that need correction for the coming year, and also spoke about discrepancies in the way QuickBooks was done. She will get our District to a level status when she is finished.

D. Bob reported that there were two invoices to be paid for the Fire Department. They were included with the other bills to be paid.

E. Bob said that he had contacted an attorney in Lake Oswego (Eileen Eakins, LLC) who is willing to work with us. She came highly recommended. Bob read her letter. Rise moved to hire her, George - 2nd. Discussion as to why we needed an attorney was asked by Jim Hooten. Bob answered that since David Hatch sent his FOIA request through an attorney, the District would have to now respond with an

attorney. Motion passed.

F. We still need to find an accountant to have on retainer. Susan Shepard talked with Tom Davidson (Neuner, Davidson & Cooley, LLC) as part of her investigation. We should use one when we do our Self-Review/Audits each year. Steve Tuchscherer came on a referral from Greg Marlar with Fire District 2.

G. The Equitable Access Policy was tabled. Steve wants to introduce NFPA standards to the Board.

H. The budget billing for Douglas Electric was discussed. Rise read a letter from the company as to how this will be accomplished, starting in April. Jerry Harris asked if we were going to use Auto-Pay, but it was decided to put that off until Susan Shepard is finished with her audit. George made a motion to start budget billing, Rise - 2nd. Passed.

I. The newsletter was tabled.

7. George gave the Quartermaster's Report. He asked Steve if he knew where all of the fire shelters were. Steve said he would locate them. George also wanted to know if Steve was going to make a new list with the 50/50 Grant items included, as each vehicle needs an updated list.

8/9. No Treasurer's Report. Rise read the list of bills to be paid. George made a motion to pay the bills. Rise - 2nd. Passed. Bob and Rise would meet on Thursday morning and pay the bills.

10. Bob read the Communication's Officer report. He thanked Jerry for doing such a good job with the website as well as the Farmer's Market on Fridays.

Jerry mentioned that there is a Pancake Dinner coming up at the Lookingglass Grange that will be a fund-raiser for both the Grange and the Firefighter's Association. It will be Thursday, February 20 at 6-8 pm. The Grange and Firefighters will split the proceeds.

11. Chief's Report. Steve needs copies of invoices for equipment. Those are in the locked filing cabinet in each month's folder. Dr. Norris has agreed to continue as the District's Physician. Colorcraft said they would re-mix the paint for the building, when we are ready in the spring. Steve asked Susan Shepard about using donation money for equipment, and if we needed a resolution. A check was submitted for purchase of an AED. Susan said to hold the check and pay the invoice at the same time we deposit the check. Steve said that there are FEMA grants, but there are less of them this year - but they are targeting rural fire districts. Jason Jantzi is coming in March (27th) to inspect the District. Steve read a list of qualifying items, such as the bracket being made for the eyewash station. He said there will also be signs for it. Douglas Electric is dropping off some telephone poles to be used for a storage area lean-to for ladders and other equipment. 1080 is due for maintenance. When Steve spoke about the possibility of getting a new rig, Mark Briggs mentioned that Myrtle Creek gets surplus rigs from the Forest Service (Type 2's). Steve said that Tenmile had one built to their own specs with help from Cascade and Douglas High School. Steve is applying for as many grants as he can. Pump tests are due on 1030/1031. And he said two new turnouts will be needed. LN Curtis had the best bid so far. The Air Fill Station needs inspection. And at the last Fire Prevention meeting, he said money was available from Douglas County to help people get closer to DFPA standards for road conditions, landscape maintenance, etc. Fire Cor (?) Donated a couple of dozen smoke detectors that will be handed out. Steve cautioned people using burn barrels to NOT burn plastic, tires, building waste and the like, and to keep a 10' bare soil area around it. The County will handle complaints...and, he received a letter saying that "ObamaCare" is not part of our District.

12. New Business

Jerry Harris asked if he could put the latest call-out log on the web page. As he was no longer a Board Member, Rise moved to allow this. Bob - 2nd. Passed.

A. The Option Levy Balance % was tabled.

B. Dave Penicook wants to set up a work shop for Board Members. All members agreed that any Tuesday at 10 am would work.

C. The letter from David Hatch's attorney was entered into the meeting. Eileen Eakins will handle this matter from this point on.

D. There will be an Annual Evaluation of the Fire Chief. Steve was asked if he wanted this to be public or private. He elected Public.

Good of the Order.

Susan Shepard explained how she got involved with LRFD.

Jerry Harris reminded everyone again of the Pancake Dinner.

George made a motion to adjourn. Rise - 2nd. Passed. Adjourned at 9:19 p.m.