



## **Lookingglass Rural Fire District**

7173 Lookingglass Road  
Roseburg, OR 97471

Regular Business Meeting  
November 11, 2015  
7:00pm

The meeting was called to order at 7:00.

Pledge of Allegiance

Jerry Harris read an invocation to pay respect to veterans.

Roll Call: Brenda Epp, Jerry Harris, Hank Mast, Robert Nobriga, Bill Starns, Richard Chitwood instead of the Fire Chief,

Jerry Harris moved and Bill Starns second a motion to approve the October 11, 2015 minutes. All in favor, motion passed.

Bill Starns presented the financial report as prepared by Wheeler Bookkeeping. Hank Mast moved and Jerry Harris second the motion to pay bills including the moving of the \$55,550.73, final funds from US Bank to Umpqua Bank. Robert Nobriga stated the board received an email. A member of the community has filed a complaint about the CPA, Steve Tuchscherer who worked on an audit. The state personnel wanted to verify the work done. The person at the state suggested the heading on the web site should be treasurer's report and financials. There was a motion to change the heading in the web page from budget to financials. Jerry Harris moved and Hank Mast seconds, all in favor, motion passed.

Jerry Harris presented the Communication Report. He covered usage, updates and a proposed change to add expiration dates for each director on the webpage. Jerry Harris communicated with the Douglas County Elections Office on procedure to notify office of director changes. A letter was received from the Oregon Board of Accountancy. Jerry Harris completed SDAO training on Public Meeting Law. The Blotter calls were updated. The DFPA fire season has ended. The draft for the District Operations manual continues to be developed.

The Chiefs Report was presented by Richard Chitwood. The report covered the incidents, ongoing training and the annual school fire prevention day. There are 2 new volunteers and a new

explorer. There was updated information on equipment and inventory. Bids for facility capital projects are ongoing. The accounting with Wheeler Bookkeeping is working well and the office has updated to Windows 10.

Jerry Harris has been added as a signer to the Umpqua Bank account.

Hank Mast asked if the issue with the state inquiry has been addressed. The president is still in contact with the State Office regarding a complaint about fees charged by the Certified Public Accountant. Robert will have more information when the state official calls him back.

Hank Mast talked about the 1060 inventory and the next is 70, things are out of place at times and can be returned to correct location.

The reports from Wheeler bookkeeping is being adjusted to information the board needs and a question was raised does the information reflects the policy as written.

Next Meeting 12/09/15

The firefighters are still waiting selection of the family or families for the Christmas donation.

Meeting adjourned at 8:02, Bill Starns moved and Hank Mast seconds. All in favor, motion passed.

Respectfully submitted, Brenda Epp, Secretary LRFD.

Approved December 9th, 2015.