



Lookingglass Rural Fire District

7172 Lookingglass Rd
Roseburg, OR, 97471

Board Meeting Minutes

March 13, 2013

7pm

Call to Order@6:58pm by Chairman Rich Coffel

Pledge

Roll call

(Fire Chief)

- Position 1: Steve Hammel, Treasurer
- Position 2: Jaynee Germond, Secretary
- Position 3: Rich Coffel, Chairman
- Position 4: Dave Meador
- Position 5: Dallas Heard

Review of minutes from last meeting with corrections and approval- Correction to include Dallas withdrawing nomination for chairman. Dave Meador moved to accept the minutes with the correction, 2nd by Steve Hammel, passed.

There were no additions to the agenda

Public Input-Mark Briggs asked if the gas monitor had been decided on? Yes, purchased.

No communications

Treasurer's report: Steve Hammel moved to close debit account (Hermes debit) and move funds to general account; 2nd by Dallas Heard; passed

Petty cash counted by Dallas for \$50 to be signed as accounted for, passed over to Chief Rhodes

Need to transfer \$1475.15 from equipment savings to equipment fund. Jaynee Germond moved to transfer the funds; Dallas Heard 2nd the motion, passed

Steve Hammel moved that bills be paid; Dallas Heard 2nd the motion, passed

Fire Chief's report- Steve Rhodes volunteered until 7/1, then would like to be reaffirmed by next elected board; maintenance needs to be performed and will push for it. Proposed budget was submitted to the board (Dallas heard has it). Resume and letter of intent presented. Jaynee Germond moved to appoint Steve Rhodes as Fire Chief; Dave Meador 2nd the motion. Passed.

Debit card requested by Dave Meador for Chief Rhodes. Steve Hammel said that it needs to be done later after the current debit account is closed. Chief Rhodes prefers using debit to petty cash; will wait until it is available. A new card will be obtained for the chief after the old account is closed.

FEMA grants cut by 5%; 5% increase in insurance rates; 3% increase in 911 system; Fire report system changed; Lost 2 firefighters; working on recruiting new ones, need driver's license and to be certified. There will be a fire fighting academy in May or June; finishing one academy now.

The new monitor is in; 1st responder training this month; will be trained on the machine as part of First responder training. Pump testing is March 29th; will be invoiced; \$600 decrease from last testing; will be \$700, instead of \$1300.

Investigating maintenance costs and needs; We need a diesel mechanic or certified emergency technician. Bob Banks is getting bids. ASE (American Service Excellence) or CET. Vehicle operation budget is at \$8000, not used.

Old Business

- Threshold limit for requiring 3 bids for procurement of equipment is \$5000
- Activating Budget committee/New budget committee
Need 1 more volunteer for the budget committee
Deadline for filing for ballot access for the board is March 21

New business

- Fire chief position
 - Fiscal Authorizations: None needed; debit card only to keep daily operations (i.e. Toilet Paper, Paper Towels, RoundUp, etc) Dave Meador moved that this discussion be tabled, 2nd by Jaynee Germond, passed
- Annual audit- No audit required; review is done by Tom Davidson in August

Public Input none

Announcements:

Dave Meador resigning at end of this meeting
Steve Hammel announced that his resignation is effective at the end of the meeting to allow New Treasurer to take over prior to budget processing starting. Steve Hammel makes motion that Rise Briggs be appointed to Position #1 and David Hatch appointed to position 4, both effective immediately; Dallas Heard 2nd motion; passed.
Motion made by Dave Meador to elect David Hatch as treasurer, 2nd by Jaynee Germond, Passed. David also accepted bookkeeper duties.
Dallas Heard is resigning effective July 1.

Budget adjustments need to be done.

Liberty Mutual Insurance needs to be notified that Amy was not employed; bill showing \$19 past due \$2200 tax check in office from to be deposited. ✓

Rich Coffel resigned effective immediately.

Adjourned @ 8:18pm