



**Lookingglass Rural Fire District**  
7173 Lookingglass Road  
Roseburg, OR 97471

## Regular Board Meeting Minutes

November 12, 2014

Meeting opened at 7:00 p.m.

Pledge of Allegiance

No Invocation

Roll Call:  Rise Briggs,  George Kuntz,  Robert Nobriga,  Hank Mast,  Bill Starns  
 Steve Rhodes, Fire Chief

Rise made a motion to approve the minutes of the October 8, 2014 meeting; Robert - 2<sup>nd</sup>. Passed unanimous.

Robert made a motion to pass the minutes for the Special Meeting/Training Session held at the Lookingglass Grange on October 17, 2014. Hand - 2<sup>nd</sup>. Passed unanimous.

Rise read the list of bills to be paid, and the amounts in the accounts at the FCCU as of November 12, 2014. Robert made a motion to pay the bills. Rise - 2<sup>nd</sup>. Passed unanimous.

### Correspondence:

Steve shared two letters he had received from District II and the DC Professional Firefighters Local 2091; thanking LRFD for services and attending the memorial for Thomas Weiss.

There was a question from the Public about the camera, and whether or not it was going to be used at future meetings? Yes.

Another questions was asked about the cost of having Special Districts continuing to attend meetings. Roy Palmer explained the cost (so far) is minimal.

### Chief's Report:

Steve said there have been 107 calls so far this year - about average. He also informed the Board that a Firefighter had quit, and that there are now 16 total. He used the Debit Card for purchasing

materials/books for the Emergency Medical Training Class (it still has \$167 left on it). Rise asked Steve about the Annual Report due in January - and if it will include the names of Firefighters and what calls they have attended.

### Old Business:

The building will not be painted this year, due to the weather change. Steve will keep the Board apprised of when the contractor might be able to come back.

After the Board deliberated on whether to change financial institutions, Robert made a motion to switch the finances to Umpqua Bank - partly due to the fact that FCCU will not issue a credit card. Bill - 2<sup>nd</sup>. Passed unanimous.

George Kuntz handed the camera over to Steve Rhodes - it will be signed into the Inventory Log under the Meeting Room inventory.

Steve brought up a question about Resolutions - specifically, the Equipment Fund and the Property Sale proceeds (Resolution No. 3 03-04). The Board deliberated and Robert made a motion to place the funds into the General Fund, and no longer in the Equipment Fund (Resolution No. 2014-06). Rise - 2<sup>nd</sup>. Passed unanimous.

Roy Palmer was asked to clarify a Resolution proceedings vs. an Ordinance or Policy.

Steve said he thought there were other items, such as titles, that he had come across and Rise asked that he place those in the locked safe.

The Physician's Contract was presented (\$1,000/year). Rise made a motion to pay for Dr. Petersen; Robert - 2<sup>nd</sup>. Passed unanimous.

The Vehicle Maintenance Testing Review declared all vehicles maintained for the next year.

### New Business:

FEMA Grant - Steve said he would be applying for one. And he showed the Board two examples of brush rigs; to replace the one that is over 25 years of age. FEMA is giving high priority to wildland fire rigs, so LRFD might have a good chance at getting this grant.

Cascade Fire Equipment might be able to sell the old rig. Steve wanted to consider keeping the chassis, and selling the slide-out unit. This was tabled for further discussion.

It was also explained that any payment to Special Districts will be covered by ORS 294.435.

Steve asked for copies of invoices that come in from suppliers.

Hank said he cannot continue getting the mail; Rise will trade off with George for now.

Steve asked for financial reports for a mid-term budget. There will be a meeting on November 19, 2014 to discuss the financial situation.

Rise will take the latest approved minutes to the Elections Department at the DC Courthouse. There will be four Board positions open in May for the election. Rise Briggs is the only Board member that does not have to run.

It was brought up that Board members should not act independently - and that all members must vote on whether to enter into a contract - even though it is the President of the Board who signs the

contracts.

Rise made a motion that a letter be sent from Eileen Eakins to Susan Shepard requesting the final report that the Board needs. Roy Palmer and Steve Tuchscherer suggested that they contact Susan first, and save the District money on an attorney. Rise withdrew her motion on the recommendation that Roy and Steve be allowed to obtain the information by the November 19th meeting.

Rise will supply Steve Tuchscherer with the FCCU statements for the last fiscal year, as well as all bills that have been paid in the same time frame; for the yearly review.

Steve Tuchscherer recommended that the Special Meeting also include internal control aspects - such as what items should go on the website. All Board members are to bring suggestions.

Robert made a motion to have the meeting on November 19, 2014 at 7 pm at the Fire Station. Bill - 2<sup>nd</sup>. Passed unanimous.

Robert said he needed to learn how the Inventory Book is kept; he and Steve will continue working on that. Rise suggested that the mileage for each vehicle be put on at the beginning/end of each year - and any other changes that need to be made to the Inventory sheets can be done soon.

The Fire Chief's Evaluation is pending some input from Roy Palmer and forms that are used for other District.

Hank suggested that Jerry Harris be Webmaster again. This was tabled until after the November 19th meeting, and the list of guidelines for the web page can be finished.

George asked Hank what his duties are going to be; since he is not doing the web page and not getting the mail. It was suggested that Hank - all ALL Board members try to respond to emails and telephone calls within a timely manner.

Rise made a motion to adjourn; Robert - 2<sup>nd</sup> . Passed unanimous.

Meeting adjourned at 8:46 p.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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Rise Briggs, Secretary