



LOOKINGGLASS RURAL FIRE DISTRICT

7173 Lookingglass Road, Roseburg OR 97471

541-679-5555

BOARD OF DIRECTORS MEETING MINUTES

Dave Meador called a Board of Director's business meeting to order at 7:00 p.m., at the Fire Station, 7173 Lookingglass Road on the 9th day of January, 2013.

ATTENDANCE:

Gary Hermes – present Dave Meador – present Rich Coffell – present
Steve Hammell – present Jaynee Germond – present Dallas Heard - absent
Amy Anderson-Rice - present

Others Present:

Members of the Lookingglass Volunteer Rural Fire District and Members of the Community

Correction and Approval of last meetings minutes:

Steve Hammell made a motion to approve the December 12, 2012, regular Board meeting minutes with the correction of Hammell's last name in several locations. Jaynee Germond seconded the motion. Vote taken, all ayes, motion passed.

Additions to the agenda:

None

Public Input:

None

Communications:

Gary Hermes received correspondence from Douglas County Dispatch stating they are scheduled to go live with their new radio and dispatching system by February.

Dave Meador stated that the District received a letter from the Office of the County Clerk regarding upcoming elections. The letter stated that four of the five Board positions will be up for election in May. Gary Hermes reminded the current Board members that they have to file if they are interested in running for the Board positions or they will not be on the ballot.

Treasurer's Report:

Steve Hammell shared an example of a balance sheet of the budget that could be used in the future at Board meetings.

Steve Hammell stated that all receipts for the debit account will get attached to the bank statement and brought to the Board meeting for approval.

Steve Hammell stated that the District Accountant has a back-up of our QuickBooks data and Amy Anderson-Rice is doing a monthly back-up on an external hard drive that was purchased.

Steve Hammell stated that new Board members Jaynee Germond and Rich Coffell need to be added as signers on the checking account.

Steve Hammell reported the following account balances:

Debit card account - \$1,000.00
Checking account - \$304.89
General fund account - \$45,277.99
Chiefs cash account - \$44.25
Equipment reserve savings account - \$1,150.81
Equipment reserve checking - \$202,607.72
Total of all accounts is \$250,385.66

Steve Hammell made a motion to approve financials and disbursement of bills as presented. Richard Coffell seconded the motion. Vote taken, all ayes, motion passed.

Fire Chief's Report:

Alarm Summary:

104 calls for the year of 2012
10 calls for the month of December

Gary Hermes noted that the Douglas County Fire Chiefs are working on a letter for new property owners regarding approved driveways. The Chiefs are working in conjunction with the County Planning department. He stated that new properties will be required to follow the new policy regarding turn-a-rounds, etc. He stated that he will bring a copy of the letter to the next Board meeting. He noted that our District Chief would be approving the road for grade, width, etc. and mentioned that the County no longer comes out to approve the roads in relation to new properties. Our standard for the District is 18% grade.

Gary Hermes stated that there are some land owners that need to be annexed back into the District. The land owners have to contact us to be annexed back into the district. There is no fee to annex back into the District if they are in the recent batch taken out incorrectly by the County. There are only two land owners remaining out of the recent batch that need to be annexed back in.

Gary Hermes stated that the air packs have all been serviced. All air packs passed and are recertified for two years. One pack needed parts and was repaired. He noted that one air pack costs approximately \$2700 without a bottle. Rich Coffell asked if anybody on the department was certified to repair them. Gary Hermes stated that they can only be certified by a company that specializes in that type of equipment. Dave Meador inquired in regards to how often the packs have to be tested. Gary Hermes stated that the packs have to be tested every two years, hydro tested every five years, and the life of the pack is fifteen years.

Old Business:

None

New Business:

Dave Meador read a letter of resignation from Chief Gary Hermes dated January 6, 2013. The letter stated Gary was resigning due to health reasons and at the recommendation of his doctor. Dave Meador stated he would reluctantly accept the resignation. Steve Hammell noted that the Board will need to scramble to find a replacement as soon as possible since the resignation is effective at the end of February. Gary Hermes stated that he approached three possible replacements that currently work for the department and all three declined.

Amy Anderson-Rice stated that Greg Kramer is willing to continue assisting us with the District website. Steve Hammell noted that he would like to see us maintain the website in house. Dave Meador would like to continue to have the website updated with the assistance of Greg Kramer. Dave Meador noted he would like an idea of how many hits the website is getting to see how much we want to spend to maintain it. Yvonne Russell stated that Douglas FastNet could host the website for \$10 to \$15 a month. Steve Hammell made a motion to allow Amy Anderson-Rice to work with Greg Kramer to get the training necessary to keep the website updated with no spending of funds. Jaynee Germond seconded the motion. Vote taken, all ayes, motion passed.

Steve Hammell stated that the District will need to sign an extension agreement with Amy Anderson-Rice for bookkeeping services until a decision is made to move forward with bringing Amy Anderson-Rice on board as an employee with the District. Steve Hammell stated that BOLI frowns on independent contractors and the District's attorney recommended bringing her on as an employee. Steve Hammell made a motion to extend the contract for bookkeeping services with Amy Anderson-Rice for thirty days. Rich Coffell seconded the motion. Vote taken, all ayes, motion passed.

Public Input:

Assistant Chief Keith Williams read a letter addressed to the Board in regards to Gary Hermes's letter of resignation. Keith's letter stated that he is willing to continue serving the department in his present capacity but is unable to serve in the position of chief in any way.

Dave Meador and Amy Anderson-Rice commented regarding the letter Keith read aloud to those in attendance, the departure of Gary Hermes, and the future of the department.

Announcements:

The next Board of Directors Business meeting will be February 13, 2013 at 7:00 p.m. at the Lookingglass Fire Station.

Meeting Adjourned:

Chairman, Dave Meador adjourned the meeting at 8:34 p.m.
Minutes by Amy Anderson-Rice