

Mosier Fire District Board Meeting  
Mosier Fire Hall on Washington St.

DATE: October 11, 2012  
7:00 p.m.

BOARD: Ken Hudson, Lee Roy Herman, Vic Hamilton, Glenn Bartholomew  
STAFF: Fire Chief Jim Appleton, Recorder Tracie Hornung  
Absent: Darin Molesworth                      Excused:                      Public: None

CALL TO ORDER – Meeting was called to order by Board Secretary Glenn Bartholomew at 7:15 p.m.

ADDITIONS OR CORRECTIONS – Added to the Board packet were lists of bills and local auditors. (Chief Appleton said he had a list of surplus property to hand out later in the meeting but was called away before he did so.)

BUSINESS FROM THE AUDIENCE – None

CONSENT AGENDA

1. Approval of Minutes – August 9, 2012
2. Review/Approve Bills

**A motion was made by Board Member Hudson to approve the consent agenda as presented. Board Member Herman seconded. There was no discussion. The motion passed unanimously**

BUSINESS

1. Power Bill

Hornung explained that after Pacific Power consolidated three separate bills being sent monthly to the Fire District she learned that one of the meters, for the City Hall/Fire District building, is shared with the City of Mosier. **It was agreed by unanimous consensus that the Fire District will pay the entire bill each month and then bill the City for the remaining 50 percent of that meter.** The Board also directed staff to research the average monthly cost of another meter shared with the City, which is in the Fire District garage, and report back at the next meeting.

2. Report In-Lieu of Audit

Hornung explained that after completing the In-Lieu of Audit report required by the Secretary of State, she learned that the Fire District is required to have a review (not a full audit) for fiscal year 2011-2012. The Secretary of State's office confirmed that information in a phone call. She provided a list of local auditors who meet the state's requirements for conducting municipal audits. The Board directed staff to work on a draft of a Request for Proposals to hire an auditor and present the draft at the next meeting.

Hornung also noted that the instructions for completing the In-Lieu report state that the fidelity bond held by the Fire District must meet or exceed the total money received by the District. Because it does not, the Board directed staff to get advice from the Special Districts Association of Oregon.

3. Self-assessment Guide for Special Districts

Appleton gave examples of the benefits to the Fire District of having this form completed. One portion of it is to be completed by the Board. Appleton said he would begin working on it and turn the rest over to the Board to finish.

4. Report on Bookkeeper/Recorder's 60-Day Review

Appleton reported that earlier that day he gave Hornung her 60-day review as required by her contract with the Fire District. She passed the review. A discussion followed on ways to expedite the signing of checks by the Board.

5. Volunteer membership criteria & service commitment

Just as Appleton was beginning this topic, he had to leave on an EMT call.

After discussion about vehicle maintenance and sales of surplus trucks, Board Member Hudson requested an executive session for the next meeting.

COMMITTEE REPORTS – None

CORRESPONDENCE – None

Meeting adjourned at 8:08 p.m.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2012

Attest:

\_\_\_\_\_  
Board President Darin Molesworth

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Tracie Hornung, Recorder