

**Mt. Angel Fire District**  
**Board Meeting**  
**Minutes**

**Date & Time:** January 9, 2014 at 7:00pm

**Called to Order by:** Stan Seifer

**Roll Call:**

**Board Members:**

Stan Seifer  
Gary Raid  
Phil Wiesner  
Darin Unrein  
Tom Frey

**Staff:**

Don Seiler, Assistant Chief  
Lyn Komp, Office Administrator  
Greg Boen, Captain

**Audit:**

Kori Sarrett  
Glen Kearns

**Minutes of Previous Meeting:** Phil Wiesner moved to approve the minutes as delivered, Tom Frey seconded. The motion passed.

**Treasurer's Report:**

- Discussion on that all policies need to be reviewed yearly.
- The siren was removed from City Hall by PGE for free. It is now at Woodburn Nursery getting cleaned up.
- Discussed the Actual vs. Budgeted report. Everything is on track.
- The bond payment was late. A form was presented to everyone showing that in the fine print the bond payment has to be paid 30 days before the payment due date. There were no late penalties applied.
- We will be paying out of our operating budget for the bond payment to cover the difference for the monies that have not been collected for taxes. We receive statements monthly for taxes that have been collected. We should collect all taxes needed to cover the bond by the end of the fiscal year. If we haven't collected enough in taxes a resolution will need to be done.
- There was a question regarding checks to Mark Shelton and EFTPS. Mark Shelton teaches the EMS classes and is paid yearly. EFTPS is the federal taxes paid by the department for payroll.

**New business**

- Kori Sarrett & Glen Kearns with Accuity presented the Board with the Audit report. They did a quick overview of the Audit. Given our financial position and overall performance, we would rank amongst the top departments in the state. They covered management's discussion and analysis, basic financial statements, and deficiencies. There was a long discussion on the deficiencies. There were four deficiencies discussed. The first was a "Lack of adequate invoice review and

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### Minutes

approval.” The district has already implemented a procedure correcting this. The Second is a “Lack of adequate documentation for credit card purchases.” This has also been corrected. All receipts for credit card transactions are required. The third is “Segregation of duties.” Due to the limited amount of staff this is not likely to change, but it is important to keep the segregation of duties that do exist. The last is “Preparation of financial statements in accordance with an other comprehensive basis of accounting.” Currently the district lacks personnel with the ability to prepare financial statements. This is most likely not going to change. They also discussed an incident where the District did not get the required 3 competitive bids on a lighting project. Kori and Glen stated that we may receive a letter from the State stating that this will need to be corrected for the future. Kori & Glen gave examples of acceptable forms of getting bids.

- Discussion on that all policies need to be reviewed yearly. Lyn will look up all Board policies and bring them to the next meeting.
- Lyn presented a clerical error on Resolution 10-13, and it has been corrected.
- Discussion on if we need a formal supplemental budget or just a resolution. Lyn will contact Kori with Accuity for her opinion.
- Greg Boen presented a plan to get a Connex box for storage. Discussion on where it will be and what it will look like. There is a concern that it may be an eye sore. The Board would like to get an image of what it will look like. Greg or Lyn will get Tom Frey a picture of the Connex box so Tom’s son can photo shop it into a picture to get an idea of what it will look like.
- Lyn requested that the Board allow her to have access to online banking. It would be read only and no online bill pay or transference of monies would be allowed. It would be to help see if money that had been transferred into checking account had been deposited and available. It would be similar to reading a bank statement. Two people can sign up for online banking. The Board approved for Lyn and Gary to have the online access.

#### **Old business:**

- Sun Valley Painting has started painting the bays. They will be painting the walls up to the hallway, the ceiling, the lockers, the steps going up to the mezzanine, and the rails. The total cost will be approximately \$7000.
- The survey was done and the total cost was \$408. There was a discussion on how to proceed with the fence. The decision was to contact the owner and ask them to move the fence. We will also send the same letter to the realtor for their reference.
- Greg Boen presented a sample picture of what he was looking to get for a MAFD sign. We are still waiting to hear back from the City to see if this sign falls within the Bavarian Theme.

#### **Fire District Report – Asst. Chief Don Seiler:**

- New Engine Report: Assembly is taking place in Bradenton, Florida. They are getting close to being done. The fly out for inspection date is approximately the week of February 10<sup>th</sup>.
- We have applied for the AFG Grant. It is for just under \$866,000. It is a matching grant of 5%. The 5% will be split amongst all departments in our region. The radio signal will help from Aurora to Detroit to Jefferson.

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- The Deputy State Fire Marshal sent us a long report of things that needed to be corrected at the Orchard House. We haven't heard anything since we received the initial report.
- The turnouts and gloves have arrived. Most of the boots have arrived. We sized the new recruits for their turnouts. We have until April 11<sup>th</sup> to spend the money.
- We are going to get started on next year's budget within the next month or two. The Officer's are prioritizing.
- The new recruits had orientation on December 2<sup>nd</sup>. They are doing very well. Captain Hauth was hoping by the end of the month the new recruits will be able to start responding.
- Presented the call/run sheet report.
- Saturday night is the awards banquet.

**Adjournment: 8:45pm**

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Recorded By Lyn Komp

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Board President or Secretary