

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

**Date & Time:** October 12, 2017 at 8:05pm

**Called to Order by:** Tom Frey

**Roll Call:**

**Board Members:**

Tom Frey  
Gary Raid  
Phil Wiesner  
Darin Unrein

**Staff:**

Lyn Komp, Office Administrator

**Minutes of Previous Meeting:** Gary Raid moved to approve the minutes as amended, Darin Unrein seconded the motion. The motion passed unanimously.

**Treasurer's Report:**

- Actual vs Budget report; everything is looking good. Personnel Services is a little high at 28% because of the Life Insurance annual payment. Materials and Services is a little high at 32% because of the annual payments for Dispatch and Insurance. Training is also high. Lyn explained that it is due to the annual payment to Target Solutions. On the bottom of the report, it states the amount of conflagration wages that were paid out. The board asked what line item the wages were taken out of. Lyn stated they were taken out of the Conflagration Wages line item in Personnel Services. The board would like to have that moved into Personnel Services in the expended line to get an accurate reading of how much has been expended. Lyn stated she will get it corrected.
- Discussion on checks written. The board had no questions on checks written. Lyn said we have two members taking the EMT Basic course at Clackamas Community College. We paid for both of them to attend the class. Darin asked if there was a contract in case they don't pass the class, if they will have to pay back the money. Lyn stated yes, they sign a contract that states that if they do not pass, they will repay the funds. It also states that they need to serve as an active member for 2 additional years after certification is obtained. If they leave earlier than two years, then there is a percentage that they will have to pay back depending how long they stayed with the district after certification. Lyn stated that we had received the money from the sale of B458. The deposit could be found on page 1 on 9/25/2017 of the register for Columbia Bank.
- Gary presented the property taxes imposed. Last fiscal year we were estimated to receive \$324,258. This year we are estimated to receive \$337,554. This is a 4.1% increase from last fiscal year.

**Public Comment:**

- There was no public comment.

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**New business**

- Kori Sarrett with Accuity presented the 2016-17 fiscal year audit report. Kori explained to the board the difference between an audit and a financial review. This year we were required to have an audit since our expenditures were over \$500,000. Kori reported that everything went great this year. She referenced pages 30-31 regarding compliance and internal control. She stated that nothing came to their attention that would cause them to believe the District is not in substantial compliance. Accuity had no opinion on internal control. Kori then referenced page 5, the Balance Sheet-Modified Cash basis. Kori stated that the General Fund has a great fund balance. We have one year's worth of carryover. Phil asked how much carryover they recommend us having. Kori stated that they like to see one year's worth, but need have a minimum of funds to cover bills from June-November. Darin asked if there was a law about it. Kori stated there is no law or specific requirement. Discussion on segregation of duties. With limited personnel, segregation of duties will always be difficult for the District. Phil asked if there is anything else we can do. Kori said no, we are taking all the steps we can. Kori stated that Lyn was doing a great job with entering everything in QuickBooks in the correct line items, and there were no general journal entries that were needed.

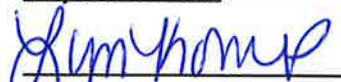
**Old business:**


- There was no old business

**Fire District Report:**

- Discussion on calls. Lyn stated we had a propane leak at one of the booths in front of the Festhalle during Oktoberfest. The crews did a great job controlling the situation. There were a couple of MVA's during Oktoberfest.
- We had graduation for six new recruits. It's the largest group of recruits we have graduated in a while. It is a great group of people.
- We did not receive the SAFER Grant.
- The AFG Grant committee has met with two SCBA dealers and are scheduled to meet with one more.
- We have two members taking an EMT class at Clackamas Community College.
- The easement between the Towers and Grandview has been signed and recorded.
- Oktoberfest went well.
- Craig is working on the Seismic Upgrade Grant.
- The parking lot has been seal coated. They did a good job.

**Adjournment: 20:45**

  
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Recorded By Lyn Komp

  
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Board President or Secretary