

HOODLAND FIRE DISTRICT # 74
SPECIAL BOARD MEETING MINUTES
September 24, 2019

Those Present: Board Members: Shirley Dueber, Jacob Rackley, Mary Ellen Fitzgerald,
and Darcy Lais. Staff: Fire Chief John Ingrao and Lt. Scott Kline.

1. Call to Order: By Shirley Dueber at 7:00 PM.

2. Pledge of Allegiance: Led by Mary Ellen Fitzgerald.

3. Persons to be Heard. None.

4. New Business.

A. Response letter to the Secretary of State Oregon Audits Division.

i. The letter to the Secretary of State Oregon Audits Division was
written based on the guidelines from the example letters on their
website. This letter was reviewed by HFD Attorney John Watts.

ii. The Corrective Action Plans for the deficiencies have already been
put into place. We have already made changes including hiring an
outside accountant and switching to Cash Basis Accounting. The
Fire Chief and the Board of Directors already continuously review
and monitor the Budget. The Board members review all of the
expenditures and sign all of the checks that are sent out.

MOTION MADE: By Darcy Lais to approve the letter to the Secretary of State
Oregon Audits Division as written.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

PASSED: Unanimously.

iii. All five Board Members need to sign the letter before it is sent to
the Secretary of State Oregon Audits Division.

B. Resolution No. 2019-06 Transferring funds within the 2019-2020
Operating Budget.

i. This will be discussed under New Business at the October Board
Meeting.

5. Motion to Pay Bills.

A. Bills need to paid to Pacific Office Automation and OFDDA LOSAP Trust.

MOTION MADE: By Mary Ellen Fitzgerald to pay all the bills as submitted.

2ND: By Darcy Lais.

DISCUSSION: None.

PASSED: Unanimously.

6. Adjournment.

MOTION MADE: By Shirley Dueber.

ADJOURNMENT: Meeting adjourned at 7:10 PM

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant