

**Board of Directors
Minutes**

Special Meeting

October 4, 2011

Pursuant to the proper public notice, a special meeting of the Board of Directors of Klamath County Fire District No. 1 was held at Klamath County Fire District No. 1 Administration, 535 Market Street, Klamath Falls, OR 97601

Members Present: Gloria Storey, President
Bill Gourley, Vice President
Mike Jones, Director
Tom Ludlow, Director

Members Absent: Rod Green, Secretary-Treasurer

1. Call Meeting to Order

President Storey called the meeting to order at 5:30pm.

2. Pledge of Allegiance

President Storey led the Board and attendees in the Pledge of Allegiance.

3. Approval of the Agenda

Vice President Gourley made a motion to approve the agenda, seconded by Director Jones, carried unanimously.

4. Public Comment

There were no public comments.

5. Financial Reports

a. 2009-2010 Audit Process

Andy Peterson with Molatore, Scroggin, Peterson, & Co. presented the 2009-2010 Audit to the Board of Directors. The Board had several questions regarding Ending Balances and Beginning Balances. Mr. Peterson indicated that he was not comfortable answering all of questions without researching with his office staff.

In addition, the Board had questions on the "Material Weaknesses" and the "Significant Deficiencies" listed in the audit. Mr. Peterson clarified that he recommends Phil Hull attend additional training on the software to be able to use it to the full potential. Phil commented that he is coordinating training with the software company, Caselle. Mr. Peterson did say that he feels that the Caselle program is adequate for the Fire District's needs. Mr. Peterson also added that some of the statements in this section refer to the fact that the Fire District does not have additional personal trained in the financial reporting side of the Fire District. He said that this was understandable in an organization the size of the Fire District, and that he does not expect anything different. The Board talked about additional training for the Directors regarding budgeting and budgeting laws. Phil will notify the Board of Directors when this training becomes available.

Mr. Peterson reported that the 2010-2011 audit is well underway. He expects to have this audit complete prior to the deadline of December 31, 2011. He will provide the Board with a timeline for completion of this audit at the next regular Board meeting on October 18.

6. Action Items

a. Approval of the 2009-2010 Klamath County Fire District No. 1 Audit

Vice President Gourley made a motion to table this item until the next regular Board of Directors meeting when Mr. Peterson can provide answers to the Board questions, seconded by Director Ludlow, carried unanimously.

7. Adjourn

The Board of Directors adjourned at 6:20pm.

The next regularly scheduled meeting of the Klamath County Fire District No. 1 Board of Directors will be at The Center for Occupational Health, 2621 Crosby Ave., on Tuesday, October 18, 2011 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR