

Sheridan Fire District  
Board of Directors  
Special Meeting – Held Via Zoom  
02/02/2023

Meeting called to order at 6:33 p.m.

Members Present: Harry Cooley, Ray Bottenberg, Gary Giddings, Tammy Heidt (Pete joined at 6:35 p.m.)

Others Present: Fire Chief Les Thomas, Marguerite Alexander

Order of Business:

**Bank Authorizations:** Harry made a motion to add Gary Giddings as a signer on the account at First Federal Savings & Loan and remove Carol Van Wert as a signer, and giving Marguerite Alexander access to the accounts at First Federal and US Bank. Ray seconded the motion. The motion carried.

**Discussion of the CPA Contract as presented by Bryan P. Fitzsimmons, CPA of Lincoln City, Oregon**

The Board reviewed the contract which has been tentatively approved by the District's attorney. The attorney did note one correction that needs to be made: Changing the name Nestucca Fire District to Sheridan Fire District on page two of the document. Pete added a second correction of changing the name of Sheridan Fire Department to Sheridan Fire District or Sheridan Rural Fire Protection District.

The contract is for financial services and oversight of accounts payable. The cost is to be based upon 15 to 24 hours a month at a discounted rate of \$125/hour with an estimated annual cost of \$25,000 to \$36,000 – a significant savings over what the District is currently paying.

Tammy encouraged the Board to approve the financial role of the firm of Bryan P. Fitzsimmons as presented with that service provided by accountant Kathleen Gordon-Brooks, but then to simplify things by pursuing the possibility of turning over the District's payroll to the same firm.

The fire district continues to have problems with the company it has contracted to handle payroll, GNSA. In addition to inaccurate figures, the company is not easily accessible. Each month Division Chief Phill Riggs has spent an excessive amount of time attempting to connect with people at GNSA to correct the payroll errors. Chief Thomas stated that the contract with GNSA requires a 60 or 90-day termination notice.

The Board discussed the need to have a payroll company that is more easily approached, accessible and more professional. The firm of Bryan P. Fitzsimmons, CPA has a payroll specialist, Dorothy Kowarko, who would be available to come to our office to help out as needed.

The Board asked Marguerite Alexander to contact Kathie Gordon-Brooks and talk to Dorothy about taking over the District's payroll at the end of the current contract.

Harry Cooley made a motion, which was seconded by Gary Giddings, to move forward with the contract to hire Bryan P. Fitzsimmons, CPA to handle the District's financials authorizing Chief Les Thomas to sign the contract, and giving Kathie Gordon-Brooks and Dorothy Kowarko access to the bank accounts. The motion carried.

Gary Giddings made a motion to instruct Chief Thomas to have a discussion with the firm of Bryan P. Fitzsimmons, CPA about the cost of adding payroll services to the contract. Harry Cooley seconded the motion. The motion carried.

Gary Giddings made a motion to adjourn the meeting. Ray seconded the motion. The motion carried.

The meeting was adjourned at 7:04 p.m.

Respectfully submitted,

Marguerite Alexander  
Administrative Assistant