

**Seal Rock Rural Fire District
Board of Directors Meeting – October 10, 2013
Seal Rock Administration Building**

Directors Present: Al Anton John Soltau
 John Raudsep Karl Kowalski
 Peter Benjamin

Others Present: Chief Tracy Shaw Mel Beery
 Mary Lou Morris Ned Brittain

Call to Order

- President Anton presided and called the meeting to order at 18:30. There was a quorum.

Approval of Minutes for September 12, 2013

- Director Raudsep made the following correction to the minutes:
Under “Old Business - Generators” the second sentence should be “concrete” instead of “concert”.
- Director Benjamin made a motion to approve the September 2013 minutes as corrected. Director Soltau seconded the motion. Motion passed with correction.

Financials (handout)

- Mel Beery distributed financial reports and discussed each statement.
- Balance Sheet as of September 30, 2013 – summarized Current Assets and Liabilities. A \$10,000 CD was cashed in for back payment to volunteers. What’s left in LOSAP is enough to make payments until June 30, 2014.
- Income and Expense September 2013 – Under Income, Insurance Recovery, was for the damaged jet ski. Under Expense, Building Maintenance, \$1,800 needs to be added for tree service.
- Expense Detail September 2013 – Under Dispatch Services, Mr. Beery stated the credit for the first quarter of this year was deducted. Under Water Rescue, it was explained that one jet ski was damaged beyond repair, one jet ski needed repairs, and the third jet ski is in good working order. Under SmallTools/Equipment, Chief Shaw explained additional tools needed to be purchased to have extras in case of loss or damage.
- Budget vs. Actual July through September 2013 – Under Expense the following items were discussed:
Workers Comp/Life/AD&D, the high percentage was questioned. The original budgeted amount was just for Workers Comp. The Accidental Death Policy was not included.
Hydrant Maintenance, Chief Shaw stated two more hydrants need to be ordered.
- Director Benjamin made a motion to approve Financials. Director Raudsep seconded the motion. Motion passed.

- Unpaid Bills Detail as of October 8, 2013 was reviewed.
- Credit Card Charges by Vendor for September 2013 were reviewed.
- Cash Requirements for October 2013 was discussed.
- Director Raudsep made a motion to approve Accounts Payable. Director Benjamin seconded the motion. Motion passed.
- Mr. Berry stated \$18,000 will be transferred on October 11, 2013.
- Chief Shaw stated a check for \$965.99 was received from the State of Oregon for surplus sale.

Action Items from September Meeting

Notifying the accounting service of changes is done.

Director Benjamin's credit card has been replaced.

Chief Shaw has ordered the fuel tank for the generator at the Bayshore location.

Action Items

- Chief Shaw explore cost of boots for volunteers and locate local vendor.
- Chief Shaw draft a policy for a limited time to assist people in need, i.e. helping person from home to vehicle.

Old Business

- Repeater Site:
Chief Shaw reported the building permit has been obtained. Locates are being completed and then the pad and pole will be installed. Mike Burt is doing the building plans and will help with the installation. The pole will cost approximately \$2026.
- Generators:
Chief Shaw stated the pump has arrived and the tank has been ordered.
- LOSAP Report:
Chief Shaw said there was a meeting today, October 10th. There is a board representative and Russ Engel is the member at large. The meeting included setting the agenda, financials and projections. The group will need to decide whether to go with a defined benefit plan or annuity. A spread sheet is being prepared for the liability when an employee retires. A question was asked if an employee has to separate from the District to draw from LOSAP. The answer is no. More information needs to be obtained regarding a defined benefit plan for younger employees.
- Reporting System:
Chief Shaw has received training. The training is every Thursday for one hour. Runs, training and inventory are now loaded. Everything should be in by the end of the year.
- Mapping Progress:
Chief Shaw reported the mapping is almost done.

New Business

- Safety Equipment for Volunteers:
Chief Shaw stated something is bought annually for volunteers. This year he's suggesting T-shirts and maybe boots. He is getting the costs and will try to find a

local vendor for the boots. Director Soltau suggested the board members also get an item, maybe a new jacket.

- Weather Protection for Generator:
Chief Shaw said the weather protection is getting done.
- Accounting Changes:
President Anton and Director Benjamin stated the notification went fine. Mr. Beery may be willing to take over payroll next year.
- Other Agenda Items:
Dispatching services with Toledo is still being discussed. Dennis Bartoldus thinks it's possible to get out of the dispatching contract early. Chief Shaw explained Simulcast uses all sites and blankets the area. The repeater site is needed to talk back with Simulcast.
Director Raudsep asked who is on the review committee for ASA. Director Benjamin is the representative. Director Benjamin stated there is a problem with response times. The committee will look at all the companies responding, just not one company.
- Chief's Report:
Run Statistics for September were handed out and gone over. There were 34 calls for September and a total of 204 calls. Most of the calls in September were medical. There was a helicopter rescue in Waldport for a hand glider accident. Chief Shaw pointed out that the personnel list of responders has grown. There are now 16. Saturday and Sunday were the busiest days of the week.
Chief Shaw reviewed financials from the LOSAP committee.
The jet ski truck is finished and ready for use.
Pump testing on #6301 at Bayshore has revealed problems with two valves and the head gasket. The radiator also needs repair. The Board agreed to move forward with the repairs.
Fuel Reimbursement - Chief Shaw stated the minimum requirement has been met. He wants to give another quarter to get everyone on board. He was given the approval to go ahead with the reimbursements.
There will be an insurance meeting tomorrow, Oct. 11th, and Director Benjamin will be attending.
Lincoln County is having a meeting on Oct. 12th for Special Districts, especially Road Districts.
Chief Shaw told the Board about a person that had injured her ankle, called for assistance and has repeatedly called for assistance since the injury. The person is in a wheel chair and needs assistance from her home to her vehicle. Chief Shaw feels the numerous calls for assistance is becoming a problem because of liability and taking away business from those that provide this service. Chief Shaw plans to draft a policy for limited time to assist.

The SRRFD board meeting was adjourned at 19:43.
Board Executive Session followed.

Minutes prepared by Mary Lou Morris.

