

**Seal Rock Rural Fire District  
Board of Directors Meeting – December 12, 2013  
Seal Rock Administration Building**

<b>Directors Present:</b>	John Soltau John Raudsep	Peter Benjamin Karl Kowalski
<b>Director Absent:</b>	Al Anton	
<b>Others Present:</b>	Chief Tracy Shaw Mary Lou Morris	Mel Beery Skip & Susan Smith

**Call to Order**

- Vice President Soltau presided and called the meeting to order at 18:47. There was a quorum.

**Approval of Minutes for November 14, 2013**

- Director Raudsep made the following corrections to the minutes:  
Under New Business – the date of burning Waldport High School should have been the weekend of November 23, 2013 instead of December 2, 2013.  
Under New Business – During the discussion regarding the new Brian Booth State Park sign Director Raudsep asked if a letter should be sent to ODOT about reducing the speed through that area.
- Director Kowalski made a motion to approve the November 2013 minutes as corrected. Director Raudsep seconded the motion. Motion passed with corrections.
- Note – Later in the meeting Chief Shaw stated an additional item should have been listed under Old Business. Chief Shaw had requested forwarding LOSAP to Speer-Hoyt for review after attending the conference.

**Financials (handout)**

- Mel Beery distributed financial reports and discussed each statement.
- Balance Sheet as of November 30, 2013 – summarized Current Assets and Liabilities. The total for Checking/Savings is \$580,672 and the total Accounts Payable is \$14,194.
- Income and Expense November 2013 – The Total Income as of the end of November is \$233,199. Approximately \$30,000 needs to be collected by June 30, 2014 to make the budget for taxes. Under Expense – the amount shown for Chief PERS Benefit is for 2 months and is now current; Capital Equipment was the purchase of a portable propane generator and two compressors.
- Expense Detail November 2013 – Under Vehicle/Equip Repairs and Maintenance there was a charge from Wilson Motors for a water pump that went out on the way to Pendleton.
- Budget vs. Actual July through November 2013 – Under Expense the cost of the Chief's Annual Physical Exam was discussed.

- Director Raudsep made a motion to approve Financials. Director Benjamin seconded the motion. Motion passed.
- Bills to Pay as of December 12, 2013 were reviewed. Mr. Beery pointed out the total on Bills To Pay is \$17,874.71 and Total Accounts Payable on the Balance Sheet as of November 30, 2013 is \$14,194. The difference will be shown on the Financial Report for December. Mr. Beery stated \$10,000 for Workman's Comp. will be due in December. Two credit card totals are listed one for \$3,442.97 and the other for \$2,043.30.
- Credit Card Charges for November 2013 were reviewed.
- Mr. Beery stated \$26,000 has already been transferred for cash requirements.
- Director Benjamin made a motion to approve Accounts Payable. Director Kowalski seconded the motion. Motion passed.

#### **Action Items from November Meeting**

Chief Shaw was supposed to find a contractor for the generator sheds. He is having difficulty finding a contractor.

#### **Action Items**

- Director Benjamin will continue doing PERS.
- Chief Shaw will try to find a contractor for the generator sheds.
- Ask Mr. Beery to investigate credit cards with cash back program.

#### **Old Business**

- Safety Equipment for Volunteers:  
The boots have arrived at Alsea Power Products in a variety of sizes. The boots can be ordered as soon as sizes needed are determined.
- Weather Protection for Generators:  
Not completed.
- Repeater Site:  
Chief Shaw reported the solar panels are one week out. The shed may need brackets to have the panels positioned for exposure to the sun.
- Generators:  
Chief Shaw stated the generators are finished. There were some problems but they have been solved.
- LOSAP Report:  
Chief Shaw said LOSAP has been sent to the law firm of Speer-Hoyt for review.
- Reporting System:  
Chief Shaw reported everyone has their password and after January 1<sup>st</sup> the system can be used by phone, computer or by coming to the office to check messages.
- Chief Shaw also reported that the bottles of air pack have been inventoried. One bottle and one mask are missing.

## New Business

- Chief's Report:  
Run Statistics for November were handed out and gone over. There were 18 calls for November and a total of 236 calls. Most of the calls in November were medical. Response time for 12 of the calls was between five to seven minutes. The average personnel per call have really increased. Chief Shaw pointed out that number 12 on the personnel list has retired.

Chief Shaw asked for input from the Board regarding volunteer recruitment. He suggested placing an ad in the News Time which would cost \$199 for eight publications on Wednesday or \$175 for a full year with publications every other month. The Board was not in favor of placing an ad in the paper. Director Kowalski suggested Facebook. Other suggestions were bill boards, community newsletters and the Pacific Skinny.

Chief Shaw reported the following:

A citizen used the Fire District website to make a \$50 donation on Pay Pal. The burn permit is now like PDF. Karen Ellison has bought a program for this. There is \$903 left on the Radio Grant. Another unit will be needed when the District goes to SIMULCAST.

The Security Grant for Special Districts will be used for cameras.

The Lincoln County Emergency Grant of up to \$3500 is available and could be used to buy shelters. COSTCO has free standing tents that can be used for disasters. Chief Shaw thinks three tents are needed. Water will also be needed either bottled or canned. The District does have a battery powered filter system.

Seal Rock Rural Fire Protection District 3 Year Plan:

Chief Shaw distributed the plan for the Boards' review. The plan covers building and grounds, vehicles, small power equipment, personal protective equipment, medical equipment, district, personnel, training, administration, and radio equipment.

Discussion followed:

The vehicles were discussed at length. Director Kowalski stated the problems with vehicle #6324 need to be investigated since this is a new truck. The problems need to be fixed. Chief Shaw said that someone from the company where the truck was purchased is coming to look at the problems. Guest, Skip Smith, said the truck is a liability issue that needs to get corrected ASAP.

The section on vehicles is thoughts to consider, maybe a 5 – 10 year plan.

Funds from the FEMA Grant could be used for the District addressing program.

Guest, Susan Smith, stated a sprinkler system may be required if personnel stay overnight at the Bayshore Station.

Chief Shaw will add some type of flotation device for the jet ski to the plan. This is needed so the jet ski won't sink.

- Board Member Comments:  
Director Raudsep suggested obtaining credit cards that offer a cash back program. Mr. Beery will be asked to investigate credit cards with cash back program.
- Other Agenda Items:  
Chief Shaw showed the Directors samples of non-shrink T-shirts and work shirt/jackets for medical staff. He also had a sample jacket for Board Members. The Board Members agreed the jackets could be used for public relations.

The SRRFD board meeting was adjourned at 20:26.

Minutes prepared by Mary Lou Morris.