

**Seal Rock Rural Fire District**  
**Board of Directors Meeting – August 14, 2014**

**Seal Rock Administration Building**

**Directors Present:** John Soltau                      John Raudsep  
Peter Benjamin

**Directors Absent:** Al Anton                      Karl Kowalski

**Others Present:** Chief Tracy Shaw              Mel Beery              Susan and Skip Smith  
Laurie Fischer

**Call to Order**

Vice President Soltau presided and called the meeting to order at 18:32. A quorum was present.

**Approval of Minutes for July 10, 2014 Board of Directors Meeting**

Vice President Soltau asked if there were any omissions or corrections noted in last month's meeting minutes. There were none.

Director Benjamin made a motion to approve the minutes as written, Vice President Soltau seconded the motion and the vote in favor carried unanimously.

**Financial Reports**

Mel Beery distributed financial reports and discussed each statement.

- The Balance Sheet as of July 31, 2014 represented the current fiscal year's Assets and Liabilities. The total in Checking/Savings is \$382,587; the total Accounts Payable is \$75,970.
- The Total Income for July 2014 is \$4,800. Insurance Recovery was noted and discussed; Chief Shaw had recovered expenses SRRFD had incurred in providing out of district services. The total Expenses for July 2014 is \$27,238.57.
- Mel Beery invited the group to submit questions about the Expense Detail. Vice President Soltau inquired about the higher cost for septic service. Chief Shaw and Mel Beery had each made note of this increase and had been told that septic servicing fees had risen. Director Benjamin asked stated that he assumed the insurance expenses were one-time costs and was answered in the affirmative.
- The Budget vs Actual report through July 2014 was reviewed. Mel Beery stated that July 2014 was only the first month of the 12 month fiscal year, so there was not much meaning to be gleaned from the report as yet.
- Director Benjamin made a motion to accept the financial reports and was seconded by Director Raudsep. The motion carried unanimously.
- Bills to Pay as of July 31, 2014 was presented and reviewed. There were no questions. Director Benjamin made a motion to approve the Accounts Payable, was seconded by Director Raudsep and the motion passed unanimously.

- Mel Beery presented a Cash Requirements document to outline the need for a transfer of funds in order to reimburse Sea Western for the equipment purchase and to cover August 2014 bills. Director Raudsep made a motion that \$84,000 be transferred from the bank account in order to cover the month's bills and to pay Sea Western. His motion was seconded by Director Benjamin. The motion carried unanimously.

### **Guest Comments**

Skip Smith expressed concerns about transparency regarding the General Manager's role. He asked for clarity about this consultant's involvement and the decision making ability given to the position. Vice President Soltau responded that he and Chief Shaw would be working on an agreement with the consultant, and that a contract had not been negotiated as yet. He expressed his thanks to Skip for bringing the matter up.

### **Action Items**

- Gas Reimbursement – Chief Shaw to work with Mel Beery regarding the gas reimbursement issue. Chief Shaw asked to table this item until next month.
- Bayshore and the Tsunami Alarm Repairs – Chief Shaw sent a letter to the President of the HOA at Bayshore, requesting the HOA pay half the cost of the alarm repair. He has not heard back. Vice President Soltau asked for a status of the alarm; Chief Shaw stated that it was not in working order and the cost to fix it would run approximately \$3,200. Discussions around this matter identified some funds in Capital Equipment (\$8,410) and the suggestion was made to fix the alarm. Director Benjamin made a motion that SRRFD would pay for the tsunami alarm repair. Vice President Soltau seconded the motion, and the motion passed unanimously. Chief Shaw will see that the alarm is repaired and that it be tested monthly vs weekly.
- Dispatch Issues – Chief Shaw played recordings of several dispatches that were difficult to hear and full of static. He outlined the issue and stated that the evaluation as to why reception was so poor was ongoing.

### **Old Business**

- Formalize Past Resolutions – Chief Shaw referred to a handout of resolutions which had been passed by board vote and now required signatures by the Chair and Vice Chair of the Board. Vice President Soltau to sign and Chief Shaw to FAX copies to President Al Anton for his signature and return via mail.
- Proposal for Changing Dispatch Centers – tabled until September 2014.

### **New Business**

- Resolution for Section 4B – A motion was made by Director Raudsep to adopt Resolution 14-03. The motion was seconded by Vice President Soltau and carried by vote unanimously.
- Fire Chief's Contract Renewal – Vice President Soltau made a motion that the Chief's contract be referred to legal counsel. The motion was seconded by Director Benjamin and voted for unanimously.
- Surplus Retired Equipment – The Board will need to see an inventoried list of all equipment thought surplus. Chief Shaw to create an inventory and prepare a presentation to the board.

### **Other Agenda Items**

- None

### **Board of Director Comments**

- Director Benjamin briefly reviewed two reports from Mel Beery: (1) a safe deposit box invoice, and, (2) a letter from OFDDA regarding additional fees required should the group wish to partake of the association's training at discounted rates. This was discussed and deemed unnecessary to renew.
- Director Raudsep wished to personally thank the fire district personnel for the assistance provided at his home.

### **Chief's Report**

- Run Statistics for July 2014 were distributed and discussed. There were 30 calls for the month of July. Personnel averaged 3.5 per call, a slightly fewer number than usual due to summer vacations. Bayshore had the most calls. Chief's hours were 225 with 26 calls in district and 5 calls out of district. Response time between five and seven minutes numbered 13.

### **Other Business**

- Chief Shaw reported that new exterior lighting was being installed that will be cheaper in the long run and in response to complaints by constituents.
- Chief Shaw reported on the status of re-roofing the Bayshore facility.
- Chief Shaw requested funds to purchase 2.5 inch hoses. Director Raudsep made a motion to allow the purchase of 10 sections of 2.5 inch hoses, and was seconded by Director Benjamin. The motion carried with a unanimous vote.
- Chief Shaw outlined an opportunity for Seal Rock to work with Seaside fire district for Forcible Entry training. After discussion, Director Raudsep made a motion to spend a maximum of \$2,000 for the partnered training program. Director Benjamin seconded the motion and the vote carried unanimously.
- Chief Shaw noted frustration with disaster planning meetings.
- Chief Shaw mentioned an opportunity for the purchase of a Zodiac boat. He had discussed the matter with President Anton and suggested the board consider purchasing this type of water craft. Vice President Soltau asked to have the matter brought up at a later date.

Vice President Soltau adjourned the meeting at 20:06

Minutes prepared by Laurie Fischer