

**Seal Rock Rural Fire Protection District
Board of Directors Meeting – October 8, 2015
Seal Rock Administration Building**

Directors Present: Al Anton
Peter Benjamin
Karl Kowalski
John Soltau
Larry Silverthorn

Others Present: Chief Tom Sakaris
Mel Beery
Paul Highfill
Bill Kenworthy
Lynda Engle
Mary Lou Morris

Call to Order

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

Approval of Minutes for September 10, 2015 Board of Directors Meeting

- President Anton asked if there were any comments or corrections regarding the September 10, 2015 minutes. There were no comments or corrections.
- Director Kowalski made a motion to approve the September 10, 2015 minutes. Director Silverthorn seconded the motion. Motion passed unanimous.

Financials (handout)

- Mr. Beery distributed the financial reports and discussed each statement.
- Balance Sheet as of September 30, 2015 – Summarized Current Assets and Liabilities. The total for Checking/Savings was \$330,373. The total cash for LOSAP was \$76,932. Total Accounts Payable was \$12,586.
- Income and Expense September 2015 – Was not discussed.
- Expense Detail September 2015– Director Silverthorn asked about the \$1300 for Blair Marine Service. President Anton explained a jetski motor was rebuilt. Director Silverthorn questioned the two remote controls from High's Body Shop. President Anton stated this expense was for winches on the trucks. The amount listed under Volunteer Reimbursements was the third quarter gas reimbursement. Mr. Beery pointed out the amount for Dispatch Services was for the quarter ending September 30th. Director Silverthorn asked about the cost for Dispatch Services. President Anton stated the service started two years ago and the cost has steadily increased each year.
- Budget vs. Actual Report July through September 2015 – Mr. Beery said taxes for next year will start being collected. Director Silverthorn asked why the amount for Chief Uniforms was over budget. President Anton explained the uniforms cost more than what was budgeted and the Chief wanted two sets. President Anton pointed out that the amount listed for Audit Services is half of the total amount.
- Director Benjamin made a motion to approve Financials. Director Kowalski seconded the motion. Motion passed unanimous.

- Bills Paid October 2015 – The bills were reviewed. Director Soltau asked about the California State Disb. Unit. Mr. Beery explained this was for the Chief. Director Silverthorn wanted to know if Dennis Bartoldus is on a retainer. President Anton said Mr. Bartoldus is paid by the hour. Director Soltau questioned the charge by Mark Hall Property Inspections. This was for the inspection of the Highfill building. Director Kowalski asked about the amount paid to the Oregon Government Ethics Commission. It was explained this is an annual fee. President Anton stated the amount to Special Districts Association of Oregon is for dues.
- Credit Card Charges September 2015 – Charges were reviewed. Chief Sakaris stated the amount to Blue n White Diver was for the repair of wet suits.
- Director Silverthorn made a motion to approve Accounts Payable. Director Benjamin seconded the motion. Motion passed unanimous.
- Cash Requirements October 2015 – Mr. Beery stated \$21,000 is required for the month of October.
- Director Kowalski made a motion to transfer \$21,000 from the LGIP fund to the bank account to pay the month's bills. Director Benjamin seconded the motion. Motion passed unanimous.

Old Business

- Building Acquisition:
President Anton has talked with Mr. Bartoldus about the procedure to follow for the building acquisition. The discussion will take place in an Executive Session next month. The Board will go back into the Regular Meeting to vote on any items. Personal items will be decided in Executive Session. President Anton stated there are minutes for the Executive Session, they are very brief and are not open to the public. The building and septic inspections are done. SERR, the rating on the building in case of a disaster, is being done. The rating will be between 1 and 10. Chief Sakaris is working on what will be needed if the building is acquired.
- Web Page Development:
Director Soltau and Chief Sakaris have both talked with Karen about the new web page. The format has been chosen. The old page will be shut down when the new page is ready. Director Benjamin commented that the County Emergency Manager is impressed with the current web page.
- Other Old Business:
Chief Sakaris and President Anton will have the standard coverage for the District ready for the next meeting.
Director Soltau asked about the access code to take a special district class online. Chief Sakaris said he has the phone number to call for an individual access code. President Anton has received a letter from the auditor listing three things that should have been done differently. The second publication of the budget was two days and should have been five days. The Board minutes stated funds were moved from the unappropriated balance instead of the contingency fund. Also, funds were transferred from the Contingency Account in July but should have been moved in June. Mr. Bartoldus has been contacted about the three items.

Action Items from September

- Mr. Beery found out the Bayshore septic was last serviced in July 2014 for \$280.
- Chief Sakaris contacted M & E Septic about why the last bill was so high. He was told rates were raised since the company bought a new truck.
- Chief Sakaris stated it would cost \$57/month for a phone at the Bayshore station. It will cost \$99 for the modem and is a one time charge.
- Chief Sakaris contacted Central Coast about a letter regarding the sand issue in Bayshore and hasn't gotten a response.
- Director Silverthorn has talked with several people about the Bayshore siren. The siren was purchased from a company that does not sell used equipment. Two amps and two drivers need to be replaced on the siren. A new modem radio is also needed. Mr. Jung has looked for parts and estimates it will cost \$1000 to repair the siren. Director Soltau asked if there are other used sirens being sold.
- President Anton talked with State Parks personnel about the plans for the new state campground by the current ODOT facility. The project was supposed to start in July of this year and be completed in two years. The funds are available.
- Director Silverthorn stated President Anton is working on the large map of the District.
- Chief Sakaris stated there are two types of lighted signs. One type has lights around the perimeter of the sign and costs \$225/each. The other type is a lighted stop sign and costs \$285. The lighted signs would help keep volunteers safe.
- Director Silverthorn contacted Pioneer Telephone about getting part of their property to expand the septic system at Bayshore. Pioneer Telephone wants to keep all of their property.

Action Items

- Chief Sakaris contact Central Coast about the letter regarding sand and notify Mrs. Morris as soon as possible since this is on the agenda for the October Bayshore Board of Directors' Meeting.
- Director Silverthorn find out if other used sirens are being sold and for what amount the Bayshore siren could be sold.
- Director Silverthorn continue working on the fish fry for recruitment purposes.
- President Anton work on the map of the District.
- Chief Sakaris get samples of the two types of lighted signs.
- Director Benjamin will provide Board Members with the graph he has made.
- Director Silverthorn organize records in the attic.

New Business

None

Public Comments

- Mr. Kenworthy stated everyone is happy with the new leader, meaning Chief Sakaris.

Communications

None

Board Member Comments

- Director Benjamin stated the Oregon Fire Districts SDAO Conference will be November 5 – 7 in Seaside. He reminded Board Members of the Board Review Meeting on October 15 at 6:30 pm. This is a self evaluation of how the Board is doing. Director Benjamin asked about Chief Sakaris's PERS. President Anton is working with Mr. Bartoldus on this topic.
- Director Silverthorn reported on LOSAP. Chief Sakaris, Bill Kenworthy, Lyle Beard and Director Silverthorn have met. Mr. Kenworthy and Mr. Beard will represent the Association. Director Silverthorn will represent the Board. A public member is needed. They will meet once or twice a year. Director Silverthorn is trying to locate past reports. He thinks a report should be written when a new member is added, the new member should be given LOSAP information to read and sign. Chief Sakaris stated there is a packet that is given to new members.
- Director Silverthorn said he will do a drive around with Chief Sakaris next week.
- President Anton reported the maintenance agreement for dispatch parts is ready. Mr. Jung will go with the Chief to discuss the agreement.
- President Anton told Mr. Highfill he has met with the attorney and the decision will be finalized next month.

Chief's Report

- Chief Sakaris stated last month was very busy with 51 calls. He told the Board he sent a letter to Roseburg extending the offer to help if it is needed.

President Anton made a motion to adjourn the meeting. Director Benjamin seconded the motion. Motion passed unanimous. The meeting was adjourned at 19:30.

Minutes prepared by Mary Lou Morris.