

**Seal Rock Rural Fire Protection District
Board of Directors Meeting – April 9, 2015
Seal Rock Administration Building**

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

Others Present:	Chief Will Ewing	Interim Chief Paul Highfill
	Mel Beery	Bill Kenworthy
	Mary Lou Morris	Skip Smith

Call to Order

- President Anton presided and called the meeting to order at 18:45. There was a quorum.

Approval of Minutes for March 12, 2015 Board of Directors Meeting

- President Anton asked if there were any comments or corrections regarding the March 12, 2015 minutes. Director Raudsep stated on page 3, under New Business, the second to last sentence should read – “It was amended to make” instead of “It was added to make ...”. There were no other comments or corrections.
- Director Benjamin made a motion to approve the March 12, 2015 minutes as amended. Director Raudsep seconded the motion. Motion passed unanimous.

Financials (handout)

- Mr. Beery distributed financial reports and discussed each statement.
- Balance Sheet as of March 31, 2015 – Summarized Current Assets and Liabilities. The total for Checking/Savings was \$417,686. Total LOSAP cash was \$70,477. Total Accounts Payable was \$3,727.
- Income and Expense March 2015 – Total income for March was \$11,679; \$8,581 was from taxes. Director Raudsep asked about the Grant Received under Income. It was explained this was a communication grant.
- Expense Detail March 2015– Mr. Beery stated the Chief Insurance Benefit was a refund for February medical insurance premium for Tracy Shaw. Paul Highfill’s payroll amount was for February and March. Under Legal Services the two charges on 3/10/15 were for two different items. Director Kowalski questioned the \$79 under Volunteer Training/Ed/Recruitment. It was explained there is no receipt for this and Director Benjamin is going to investigate the charge.

- Budget vs. Actual Report July 2014 through March 2015 – President Anton stated that some of the entries under Expenses for Volunteer Awards/Events was for T-shirts and sweatshirts. He will get the exact amount to Mr. Beery and that expense should be moved to Clothing or Supplies. Director Raudsep questioned the amount under Net Ordinary Income. Mr. Beery explained that is the excess income over expenses.
- Director Raudsep made a motion to approve Financials. President Anton seconded the motion. Motion passed unanimous.
- Bills to Pay as of April 7, 2015 – Mr. Beery stated the payment to him for Office Supplies and Expenses was reimbursement for renewing software for Quick Books.
- Credit Card Charges March 2015 – Charges were reviewed with no comments.
- Director Kowalski made a motion to approve Accounts Payable. Director Benjamin seconded the motion. Motion passed unanimous.
- Cash Requirements April 2015 – Mr. Beery stated \$11,000 is required for the month of April.
- Director Kowalski made a motion to transfer \$11,000 from the LGIP fund to the bank account to pay the month's bills. Director Raudsep seconded the motion. Motion passed unanimous.

Action Items

- Director Kowalski consult with Road and Driveway about paving the graveled area on the north side of Bayshore Station.
- Director Benjamin get together with Mr. Beery about the budget.

Old Business

- Budget Process Report:
Director Benjamin explained to PERS that Tracy Shaw is no longer Chief and there was no payment to PERS for him for the month of February. He also explained that Paul Highfill is not under PERS because he is temporary. PERS thinks the new person has to be under PERS. Tom Sakaris should not be under PERS since he is getting retirement from California. Director Benjamin distributed Pre-Meeting Topics for Budget Committee Discussions. This handout states what can be done before the first formal public meeting. The public budget meetings need to be published in the local paper. Director Benjamin has the forms and two ads will appear in the Newport Times. A few more things need to be compiled from the office and then Director Benjamin will meet with Mr. Beery before publishing. Director Benjamin stated the budget process is on course and on time.
- New Chief Hiring Process Report:
President Anton stated the background check on Tom Sakaris came back clean. The other necessary forms will be ready for the May board meeting. The target date for Mr. Sakaris to start work is June 1, 2015.

- Paving at Bayshore Station:
Director Kowalski stated he has the costs to have the paving done by Road and Driveway. It will cost \$2816.67 to do the preparation and paving of the front area. It will cost \$2228.40 to pave the gravel area on the north side, 775 sq. ft. and two inches deep. Director Kowalski was asked to consult with Road and Driveway about paving the north side since that area is used for fueling the trucks. Director Raudsep made a motion to pave the front area at Bayshore Station, 405 sq. ft., with four inches of asphalt. Director Benjamin seconded the motion. Motion passed unanimous.
President Anton made a motion to do the north side at Bayshore Station if Director Kowalski finds it's feasible because of the equipment with a limit to \$3000. Director Raudsep seconded the motion. Motion passed unanimous.
- Chief's Assistant Job Description:
President Anton distributed the Administrative Office Assistant Job Description. It was pointed out that other duties are assigned by the Fire Chief. Mr. Sakaris will decide if Lynda Engle will stay in the position. A flat rate was put in the budget to cover payroll costs. Lynda is currently working 20 hours per week. Director Benjamin made a motion to adopt the position description. Director Kowalski seconded the motion. Motion passed unanimous.
- Other Old Business:
None

New Business

- Chief Will Ewing's Report:
Chief Ewing had no report. President Anton thanked him for all the work he has done.
- Interim Chief's Report:
Interim Chief Highfill suggested purchasing drafting equipment for water. The cost would be between \$2000 - \$3000. The equipment weighs 120 lbs. It would take two people to put the equipment in and then one person to operate. It could be used as a delivery system, used at Elkhorn to fill bladders, and would free up a piece of equipment. The drafting equipment might be purchased at the equipment show in Portland. There is \$19,000 in this year's budget that has not been spent. It was suggested to buy the piece of equipment from this year's budget. Interim Chief Highfill reported there were 24 runs last month.
- Volunteer Association Report:
Mr. Kenworthy reported a pulse oximeter has been purchased. Mr. Kenworthy stated it's difficult to get volunteers.

Public Comments

None

Communications

President Anton reminded board members about the 2% discount from SDAO. Director Benjamin said there will be a SDAO training session in Newport this summer.

Board Member Comments

None

President Anton made a motion to adjourn. Director Benjamin seconded the motion. Motion passed unanimous.

President Anton adjourned the board meeting at 19:43.

Minutes prepared by Mary Lou Morris.