

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

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

**Others Present:** Chief Tom Sakaris  
Mel Beery  
Lynda Engle  
Interim Chief Paul Highfill  
Patty Benjamin  
Mary Lou Morris

**Call to Order**

- President Anton presided and called the meeting to order at 18:40. There was a quorum.

**Approval of District Election**

- Director Kowalski made a motion to approve the District election. Director Benjamin seconded the motion. Motion passed unanimous.

**Board Member Oath of Office**

- President Anton administered the Oath of Office to newly elected board members, Peter Benjamin, Karl Kowalski and Larry Silverthorn. Each will serve a four year term. Certificates were signed.

**Election of Officers**

- President Anton made a motion to elect Director Silverthorn secretary. Director Kowalski seconded the motion. Motion passed unanimous.
- Director Kowalski made a motion to re-elect Director Benjamin treasurer. Director Soltau seconded the motion. Motion passed unanimous.
- Director Kowalski made a motion to re-elect Director Anton president. Director Soltau seconded the motion. Motion passed unanimous.

**Approval of Minutes for June 11, 2015 Budget Hearing/Board of Directors Meeting**

- President Anton asked if there were any comments or corrections regarding the June 11, 2015 minutes. There were no comments or corrections.
- Director Kowalski made a motion to approve the June 11, 2015 minutes. Director Benjamin seconded the motion. Motion passed unanimous.

**Financials (handout)**

- Mr. Beery distributed the final financial reports for the fiscal year and discussed each statement.
- Balance Sheet as of June 30, 2015 – Summarized Current Assets and Liabilities. The total for Checking/Savings was \$377, 739. Mr. Beery pointed out the cash amounts in LGIP/General Fund 4353 and LGIP/Truck and Building Fund 4326.

Cash in the banking account for LOSAP was \$14,671 and the total LOSAP cash was \$80,231. Total Accounts Payable was \$12,101.

- Income and Expense June 2015 – Total income for June was \$9,201, mainly from property taxes. Total expense for June was \$17,202.
- Expense Detail June 2015– Director Silverthorn had a question about the expense for Janae Knudsen under Seminars/Conferences. It was explained she was scheduled for water rescue training but because of the water storage at the training site she attended a medical class instead. President Anton stated the bill to Big 5 Sporting Goods was for a basketball hoop not water rescue supplies. Mr. Beery will reclassify this amount. Director Benjamin questioned what was purchased from Fastenal Company. This was water rescue gear of knives and life jackets. Director Silverthorn complimented Mr. Beery on his great job doing financials and expense details.
- Transfers from Contingency Account for 2014-2015 Budget Year - It was explained the Contingency Account needs to be reduced by \$14,000 to increase the following accounts: Legal Services, Public Education/Newspapers, Volunteer Awards/Events, Protective Gear/Clothing and Radios and Pagers. Director Silverthorn asked why these accounts need to be increased. President Anton and Paul Highfill explained. Director Soltau made a motion to move \$14,000 from the Contingency Account to increase the five accounts. Director Benjamin seconded the motion. Motion passed unanimous.
- Budget vs. Actual Report July 2014 through June 2015 – Mr. Beery stated the total actual income was close to the budgeted amount for the year. He pointed out that Total Expense and Total Other Expense were both under the budgeted amounts. Mr. Beery explained line items with a minus are under budget and items without a minus are over budget.
- Director Benjamin made a motion to approve Financials. Director Kowalski seconded the motion. Motion passed unanimous.
- Bills Paid July 9, 2015 – The bills were reviewed. The total for bills was \$18,785.88. This was higher because insurance was paid for Workmen’s Comp. and life insurance for the fire fighters.
- Credit Card Charges June 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 July 2015 – Mr. Beery stated \$24,000 is required for the month of July.
- Director Kowalski made a motion to transfer \$24,000 from the LGIP fund to the bank account to pay the month’s bills. Director Benjamin seconded the motion. Motion passed unanimous.

### **Action Items from June**

- Director Benjamin met with Karen Ellison regarding the website. She thinks the website is too complicated and can be simplified. She suggests getting rid of the data base and then putting items on the website that the Board and Chief feel are important.

- President Anton contacted Mr. Denlinger regarding the agreement to replace two hydrants this year. It is too late to have them included this year but will be included next year. Location of hydrants is now in the planning stage.
- Director Benjamin will contact Mr. Mills about scheduling the assessment on a Thursday in July. (This is covered under Old Business.)
- Director Benjamin will cancel the phone for the siren at Bayshore Station. (Needs to verify this was done.)

### **Action Items**

- All Board Members and the Chief are asked to look at all of the links on the website, the items will be reviewed and then changes can be made. Chief Sakaris recommends not putting directors' name on the website for security reasons.
- Director Benjamin verify that the phone for the siren at the Bayshore Station was cancelled.
- Chief Sakaris draft a letter to Bayshore Homeowner's Association and Commissioner Bill Hall regarding the safety issue of sand on the roadways in south Bayshore.

### **Old Business**

- 2015/2016 Budget Report:  
Director Benjamin stated the budget is done.
- Report on Property Acquisition:  
President Anton has received a letter from Dennis Bartoldus giving a go ahead with the property acquisition. Chief Sakaris has looked at the property and has suggestions on how the buildings can be utilized. He suggests part of the property could be used for fire staff living quarters 24/7. The costs will need to be determined. Chief Sakaris thinks all of the equipment can fit in the bays and the office area at Seal Rock can be used for all of the equipment instead of having part of the equipment at the Bayshore station. The Board agreed to do a walk through after the meeting.
- Report on Seal Rock Water Hydrant Location:  
More information will be provided at the August meeting.
- Report on July 3<sup>rd</sup> Fireworks:  
Chief Sakaris reported the fireworks went off without any problems. He complimented all of the fire fighters for their good work. President Anton commented that they all looked very professional in their uniforms. There were illegal fireworks by the hotel in Bayshore which were hard to control. Seal Rock did respond to a call on Bayview. Director Silverthorn asked if Seal Rock goes to medical calls out of district. President Anton stated that if Seal Rock starts on a call they need to finish the call because of liability. A discussion followed on out of district calls and billing.
- Report on Board of Directors Self Evaluation Process:  
Director Benjamin said the Board can schedule the 90 minute session. It was decided to have the session on October 15, 2015 at 6:30pm. Director Benjamin will notify Mr. Mills.

## **New Business**

- **Sand Issue in Bayshore:**  
Mary Lou Morris, a Bayshore member, stated the Bayshore Board of Directors discussed the sand issue on south Oceania at their June meeting. It was decided to contact Commissioner Bill Hall for his assistance in finding a solution to the sand issue. The Bayshore Homeowner's Association is compiling the information for Mr. Hall's review. The Bayshore Board suggested contacting the Seal Rock Fire District regarding the safety hazard caused by sand on the roadway and ask if a letter could be written about the concerns. A discussion followed and it was decided to have Chief Sakaris draft the letter regarding safety. It was also suggested that Central Coast be contacted since they provide medical transport in Bayshore.
- **Chief's Computer:**  
Chief Sakaris said he had the laptop computer looked at for repair. It was decided it would be cheaper to get a new computer. He suggests getting one that is mobile and can be used on calls away from the office. The cost would be \$500 - \$800. Director Silverthorn made a motion to have Chief Sakaris purchase a new laptop. Director Benjamin seconded the motion. Motion passed unanimous. Director Soltau suggested looking forward when selecting a laptop so that it can be used for years to come.
- **Interim Chief Paul Highfill's Status:**  
President Anton recommended having Mr. Highfill stay on staff until the end of July to assist Chief Sakaris. The Board agreed.
- **Resolution Designating New Signers on the District's Bank Accounts:**  
Director Benjamin made a resolution that present members of the Board, Al Anton, Peter Benjamin, Karl Kowalski, John Soltau and Larry Silverthorn, be designated new signers on the checking account. Director Soltau seconded the resolution. Resolution passed unanimous. Director Silverthorn is on the signature card and Chief Sakaris has a credit card for District business.
- **Scheduling the SDAO Board Review:**  
The Board scheduled this for October 15, 2015 at 6:30pm. Director Benjamin will make the arrangements.

## **Public Comments**

- None

## **Chief Will Ewing Report**

- No report since Chief Ewing was not at the meeting.

## **Interim Chief's Report**

- There were 17 calls last month, including four false calls.

## **New Chief's Report**

- Chief Sakaris thanked the Board for appointing him. He is going through the office deciding what is needed and not needed. The Chief's vehicle was rewired and is not working properly. It will have to be redone. Chief Sakaris received an

email from Jenny Demaris regarding a grant for water reserve for emergencies. It is understood that the District doesn't have to make a commitment on this subject. Director Silverthorn suggested Chief Sakaris meet with Ms. Demaris. Director Benjamin volunteered to go with Chief Sakaris, Chief Sakaris plans to go to several meetings. The Board was given the Chief's cell phone number.

### **Communications**

- Already discussed.

### **Board Comments**

- Director Silverthorn asked the Board if they had acknowledged Ed Cowles's death. Mr. Cowles was a past board member for many years. It was agreed to send a card from the Board.
- Director Silverthorn suggested the Chief follow his 3 "Cs" and 1 "K" – communication, common sense, clean equipment and person, and keep it simple.

President Anton adjourned the regular meeting at 20:12. An Executive Session followed under ORS 192.660(2) for Chief's Contract Negotiation.

Minutes prepared by Mary Lou Morris.