

**Seal Rock Rural Fire Protection District  
Board of Directors Meeting – September 10, 2015  
Seal Rock Administration Building**

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

**Others Present:** Chief Tom Sakaris  
Mel Beery  
Skip and Susan Smith  
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 August 12, 2015 Board of Directors Meeting**

- President Anton asked if there were any comments or corrections regarding the August 12, 2015 minutes. There were no comments or corrections.
- Director Silverthorn made a motion to approve the August 12, 2015 minutes. Director Benjamin seconded the motion. Motion passed unanimous.

**Financials (handout)**

- Mr. Beery distributed the financial reports and discussed each statement.
- Balance Sheet as of August 31, 2015 – Summarized Current Assets and Liabilities. The total for Checking/Savings was \$342,661. The total cash for LOSAP was \$76,932. Total Accounts Payable was \$5,401.
- Income and Expense August 2015 – Total income for August was \$1,295. Under Expense, Mr. Beery made a correction to Chief Insurance Benefit. The amount for August should be \$1,000 and the amount for July-August should be \$2,000. The amount shown for Workers Comp/Life/AD&D is an audit adjustment and the amount for Audit Services is half of the fee. Total expense for August was \$11,825.
- Expense Detail August 2015– Director Kowalski asked about the OR DOJ Publications under Dues/Memberships/Fees. Director Benjamin explained these were handbooks purchased for the library.
- Budget vs. Actual Report August 2015 – Reviewed with no comments.
- Director Soltau made a motion to approve Financials. Director Silverthorn seconded the motion. Motion passed unanimous.
- Bills Paid September 1 - 10, 2015 – The bills were reviewed. Director Kowalski asked about the payment to Henry Lopez. It was explained Mr. Lopez is a volunteer and the expense was for a wet suit. Director Silverthorn questioned the amount paid to M & E Septic Service. This was for pumping the holding tank at Bayshore. A discussion of the cost followed. Mr. Beery was asked to find out

when the septic was last done at Bayshore. Chief Sakaris will contact M & E to determine why the cost was so high. The total for bills was \$5,746.50.

- Credit Card Charges August 2015 – Charges were reviewed with no comments.
- Director Silverthorn made a motion to approve Accounts Payable. Director Benjamin seconded the motion. Motion passed unanimous.
- Cash Requirements September 2015 – Mr. Beery stated \$12,000 is required for the month of September.
- Director Kowalski made a motion to transfer \$12,000 from the LGIP fund to the bank account to pay the month's bills. Director Benjamin seconded the motion. Motion passed unanimous.

### **Public Comments**

- Mr. Kenworthy stated the Association is getting smaller but still doing ok.

### **Action Items**

- Mr. Beery will find out when the Bayshore septic was last serviced.
- Chief Sakaris will contact M & E Septic to find out why the last bill was so high.
- Chief Sakaris will look into combining phone bills so there will be one bill instead of three.
- Chief Sakaris work on a plan for usage of Mr. Highfill's building.
- Director Silverthorn find out how to get a rating on the Highfill building in case of a disaster.
- President Anton will contact Mr. Bartoldus to schedule the inspection of the Highfill building.
- President Anton will contact M & E Septic for the septic inspection of the Highfill property.
- Chief Sakaris will contact Central Coast about a letter regarding the sand issue in Bayshore.
- Director Silverthorn will look into what to do with the Bayshore siren.
- Director Soltau will contact Karen regarding helping with the website.
- Chief Sakaris check on plans for the new state campground by the current ODOT facility.
- Director Silverthorn work with Chief Sakaris on plans for a fish fry for recruitment purposes.
- Director Silverthorn locate the large map of the District.
- Chief Sakaris look at direction signs that have blinking lights around the perimeter.
- Director Silverthorn contact Pioneer Telephone about getting part of their property to expand the septic system at Bayshore.

## Old Business

- **Continued Discussion of Property Acquisition:**

Director Kowalski met with Paul Highfill to discuss purchasing his building. Director Kowalski distributed a handout outlining the proposed agreement. President Anton stated he talked with Mr. Bartoldus who suggested adding an addendum to the appraisal stating the appraisal is for the District. Director Kowalski stated the original selling price was \$252,000 but the proposed selling price is now \$270,000. The interest rate would be 4% with monthly payments of approximately \$2531/month for 10 years. Anticipated possession would be July 1, 2017, allowing time for minor repairs. The price would include the air compressor. Closing fees would be split. The building would be maintained in the present condition or better until the time of closing. President Anton asked for board members' opinions. Director Silverthorn stated the minutes of the appraisal need to be reviewed. He has questions about the price, inspection, can the septic handle the extra use if people are houses at the site, and the rating of the building in case of a disaster such as a tsunami. President Anton stated Chief Sakaris is working on a plan for usage of the building. President Anton thinks the Board needs to make a counter offer. Director Benjamin expressed his concern that the price went up after the Board showed interest in the purchase. Director Soltau asked if Mr. Highfill will be asked to make any necessary repairs after the inspection. President Anton stated the next step is to have the inspection on the building and septic and then make a counter offer. Mr. Bartoldus has a copy of the appraisal and President Anton will bring that to the Board for review. Mrs. Smith stated sprinklers will have to be installed in the building if staff will be sleeping there and the cost needs to be considered.
- **Sand Issue in Bayshore:**

Chief Sakaris made the suggested changes to the letter and it has been given to Mrs. Morris. She thanked Chief Sakaris for doing the letter. Mrs. Morris stated she is trying to obtain a letter from Central Coast. All of the documents will be ready for Bayshore Board of Directors' review at their October meeting. Chief Sakaris will try to get a letter from Central Coast.
- **Other Old Business:**

Director Silverthorn asked if the pagers are able to receive calls. Chief Sakaris said they are working.

Director Silverthorn asked for an update on the Bayshore siren. It has been determined the siren is not worth anything. Director Silverthorn volunteered to explore what to do with the siren.

Director Soltau said he had volunteered to help with changes to the website and asked for an update. Chief Sakaris stated he's met with Karen and gave her full range to make changes. It is possible the website will need to be taken down and start over.

Director Kowalski asked about Central Coast. Chief Sakaris said Yachats and Seal Rock are helping Central Coast. There is now six paid staff at Central Coast.

## **Communications**

- Chief Sakaris said Lynda Engle will be attending the Lincoln County Emergency Readiness Fair on September 12<sup>th</sup> with him.

## **Chief's Report**

- Chief Sakaris stated there were 37 calls last month, with 22 being medical. He is working on further training for volunteers. President Anton and Chief Sakaris are preparing the standard of coverage for the District, which should be done by November. It will determine how far the District will go on a call, especially to the east. There is a phone at the Bayshore station and a computer will be there for volunteers to use for their reports. Chief Sakaris is attending various meetings. Director Kowalski asked about the proposed new camping area located near the ODOT facility. It's his understanding that ODOT is moving and State Parks is taking over the location. He feels the Fire District needs to be involved in the planning of the new area. President Anton suggested Chief Sakaris go to the State Parks office in Salem to get more information when he's in Salem. There is also a State Parks office at the ODOT location that might have more information. Lynda Engle stated she has the names of state park staff for the Seal Rock area.

## **Board Member Comments**

- Director Silverthorn asked Chief Sakaris about standardized training for volunteers. Chief Sakaris said Yachats has a training officer and the three districts are working together on training. Wednesday is the regular training day.
- Director Kowalski wanted to know about recruitment possibilities. Chief Sakaris said he has pamphlets he'll take to the Readiness Fair. The three districts have talked about having a special day set aside for recruitment. Director Silverthorn suggested a free fish fry.
- Director Silverthorn asked about the map of the District used at drills. Chief Shaw made up a map but it needs to be located. Director Silverthorn will try to find the map.
- President Anton reminded board members they should all try to take a special district class by November so the District can get the credit. Classes can be taken online. Also, two hydrants need to be ordered by the water district.
- Director Benjamin said he has a flier for the Fire Service Conference in Seaside on November 5 – 7. He also has the SDAO Conference expectations of board members and the chief, which he wants in the minutes.

## **EXPECTATIONS OF BOARD MEMBERS**

- Prepared and informed
- Honest and courteous
- Respectful of each other and the District
- On time
- Courage
- Represent Board Position/Action
- Understand Role and Responsibilities

## **EXPECTATIONS OF THE FIRE CHIEF**

- Prepared and informed
- Provides Options
- Provides Recommendation
- Organizes Board Packets
- Communications – no surprises
- Honest
- Friendly
- Represents Board Actions

### **New Business**

- Director Silverthorn had several items –  
He suggests getting signs for direction that have blinking lights around the perimeter of the sign. Chief Sakaris will get information about the signs.  
He had questions about the septic system at the Bayshore station and whether Pioneer Telephone would be willing to sell part of the land for a new system.  
He asked Mr. Kenworthy about the LOSAP meetings and volunteered to be the Board representative for the LOSAP Committee.

President Anton asked for a motion to adjourn the meeting. Director Silverthorn made a motion to adjourn the meeting. Director Benjamin seconded the motion. Motion passed unanimous. The meeting was adjourned at 19:40.

Minutes prepared by Mary Lou Morris.