

**Seal Rock Rural Fire Protection District
Board of Directors Meeting—January 7, 2016
Seal Rock Administration Building**

Directors Present	Al Anton	Larry Silverthorn
	Peter Benjamin	John Soltau
	Karl Kowalski	
Others Present	Lyle Beard	Paul Highfill
	Mel Beery	Chief Tom Sakaris
	Patty Benjamin	

Call to Order

President Anton called the meeting to order at 18:30.

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

Director Benjamin moved to approve the December 10, 2015 minutes. Director Kowalski seconded the motion but by way of discussion suggested that page three of the minutes be changed to read “There are currently six volunteer responders” rather than “There are currently six volunteers”. The minutes were approved as amended with all in favor.

Financials

Mr. Beery distributed the financial reports and discussed each statement.

1. Balance Sheet as of December 31, 2015/Summarized Current Assets and Liabilities—The total for Checking/Savings was \$542,700. The total cash for LOSAP was \$73,632. \$3,300 had been paid in December to LOSAP volunteers. Total Accounts Payable was \$8,201 as of December 31, 2015.
2. Income and Expense for December 2015—The year-to-date figures were covered in the budget details. Director Kowalski said he would like to see a schedule defining dates at which large payments, such as insurance, LOSAP, and transfers to other funds, are made throughout the year so the board would know when those payments were coming up on the calendar. President Anton said he would produce a payment schedule.
3. Expense Detail December 2015—Unusual expenses for the month of December included \$3,622.00 for the firefighter association’s annual awards banquet.
4. Budget vs. Actual Report July through December 2015—Total expenses are 30% of budget. Ninety-percent of taxes for the current tax year have been collected.

Director Kowalski made a motion to approve the Financials. Director Benjamin seconded the motion and it passed with all in favor.

5. Bills Paid January 2016—There were no questions on the review of bills or the credit card charges.

Director Kowalski made a motion to approve Accounts Payable. Director Benjamin seconded the motion and it passed unanimously.

6. Cash requirements January 2016—\$24,500 would be required to meet payroll and bills. Director Benjamin made a motion to transfer \$24,500 from the LGIP fund to the bank account to pay the month's bills. Director Kowalski seconded the motion and it passed 5-0.

Old Business

1. Property Acquisition—Chief Sarakis distributed a rough drawing of the plans for the interior of the building under consideration. The property transaction would be further discussed in executive session.

2. Chief Sakaris said a meeting previously scheduled for December 23, 2015 to discuss the Ambulance Service Agreement had been postponed until January 21, 2016.

New Business

Chief's Report:

1. There were 41 calls during the month of December, including 12 medicals, 12 motor vehicle crashes, 3 fires, and 2 water rescues.

2. Chief Sakaris discussed a plan to streamline the station's efficiency by paying volunteers \$15.00 per hour to perform station and apparatus maintenance, janitorial services, and other duties five days per week. The current chief's aide's hours would be cut back, although she would continue to do the weekly reporting. The volunteers would have to be in good standing with the association, and would be required to have driving and first responder training so that they could respond as a crew with the chief directly from the station. The chief will create a schedule for the volunteers and hopes to start the new program February 1 or March 1, 2016. He said he expects the new program to save the district about \$3,600 annually.

3. Chief Sakaris will continue to pursue the return of the district's equipment and gear from a firefighter following disciplinary action taken at the Executive Session on December 10, 2015.

Association Report:

The association has two new volunteers.

Public Comment

There was no public comment.

Communications

1. George Dunkel, Consulting Services Administrator for Special Districts Association of Oregon, will conduct a board of directors and management staff training in Newport, OR, on Monday, January 25, 2016.

Board Member Comments

Director Silverthorn will follow up on plans for a proposed fish fry/open house for homeowners in the fire district, to be held in August or September of 2016. President Anton said he would look into getting a donation to cover the food.

President Anton said he had spoken with Steve Card from the *News Times* about an article to make the community aware of the shortage of volunteers in the Seal Rock Fire District and the need for the community's support. Director Soltau said it was important to emphasize that the district included Bayshore, not just Seal Rock, and perhaps a half-page ad should be considered showing relevant statistics and a map of the district. A discussion followed about ideas for recruiting volunteers. President Anton said he would like to prioritize those ideas at the next meeting.

President Anton adjourned the regular meeting at 19:28.

An Executive Session followed under ORS 192.660 (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions; and (i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing.