

**Seal Rock Rural Fire Protection District
Board of Directors Meeting – October 13, 2016
Seal Rock Administration Building**

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

Others Present: Chief Tom Sakaris
Bill Kenworthy
Mary Lou Morris
Mel Beery
John Raudsep

Call to Order – Board of Directors Meeting

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

Approval of Minutes for September 8, 2016 Board of Directors Meeting

- President Anton asked if there were any comments or corrections regarding the September 8, 2016 minutes. Director Silverthorn had two corrections to what was given at the September 8th meeting. Under Old Business, Property Acquisition Update, the new address for the fire station is 1157 Griebe instead of 1177 Griebe. Under Old Business, Fish Fry Fliers, 300 fliers were ordered instead of 500. There were no further comments or corrections.
- Director Silverthorn made a motion to approve the September 8, 2016 minutes as corrected. Director Soltau seconded the motion. Motion passed.

Financials (handout)

- Mr. Beery distributed financial reports and discussed each statement.
- Balance Sheet as of September 30, 2016 – Summarized Current Assets and Liabilities. The total for Checking/Savings was \$344,061. Total LOSAP cash was \$73,133. Total Accounts Payable was \$11,090.
- Income and Expense September 2016– Income from taxes was for August and September. Total Expenses were \$15,145.
- Expense Detail September 2016– Mr. Beery clarified the charges for Electricity are broken out by the three buildings in Seal Rock and the building in Bayshore. Director Soltau questioned why the electricity bill was so high for Bayshore. It was decided to have PUD check the usage. Director Soltau asked why the credit card charges are not included in the financial report now. Mr. Beery was asked to include the credit card charges. Director Silverthorn wanted to know if the \$243.50 bill from Tri-agg for the concrete for the new sign was paid. Mr. Beery stated he had not received the bill. Director Silverthorn will get a copy of the bill to Mr. Beery.
- Budget vs. Actual Report July through September 2016 – Mr. Beery stated 19% of the budget has been used so far this year. Expenses for the new building are currently \$41,322.
- Director Silverthorn made a motion to approve Financials. Director Benjamin seconded the motion. Motion passed.

- Bills Paid October 2016 – Director Benjamin asked about the payment to Adam Schmolzi. President Anton stated Mr. Schmolzi is a volunteer that was reimbursed for an expense he'd paid. President Anton thanked Director Silverthorn for finding Rich Jensen Electric. The cost was \$6,091.63 instead of higher bids, one that was \$24,000. President Anton stated the \$1,000 to the Seal Rock Firefighter Assn. was for the quarter. Total bills were \$20,826.30.
- Credit Card Charges September 2016 – Charges were presented with no comments.
- Director Silverthorn made a motion to approve Accounts Payable. Director Benjamin seconded the motion. Motion passed.
- Cash Requirements October 2016 – Mr. Beery stated \$29,000 is required for the month of October.
- Director Benjamin made a motion to transfer \$29,000 from the LGIP fund to the bank account to pay the month's bills. Director Silverthorn seconded the motion. Motion passed.

Old Business

- Property Acquisition Update (Larry Silverthorn):
 Director Silverthorn submitted a written report and asked that it be included in the minutes. The report follows:
 Board approved project on July 14, 2016 with a budget of \$44,000. Work/bids began July 18, 2016. As of this date, October 13, I estimate the project to be 90% complete. Cost to date with bills that have been submitted are estimated to be \$27,917. Costs for work yet to be completed should be a minimum of less than \$2,000 to \$3,000. Items not yet completed are, completion of Water Rescue room (Eric), radio, antenna and speakers (Mark & Larry), unfinished electric, shelving for 6235, office furnishings and maps/TV (?). I would propose that the Board consider now installing generator this year with monies left over. To the best of my records since July 18 through October 10, I have worked on the project at least 297 hours. If we would have had to hire someone for this project for \$25 to \$30 an hour, it would have cost the District between \$5,900 to \$7,400. This project was my idea which the Board approved and gave me a budget. I expect no compensation. I took on the project out of my passion and dedication to our fire district. It is my sincere hope that the entire Board is pleased with the results. Respectfully submitted, Larry Silverthorn.
 Director Silverthorn reported the propane tank is full and there was considerable savings with the company selected. There will be key pads at the doors, again saving money. Director Silverthorn asked the Board to consider giving Mr. Jung a gift card for the use of his man lift and RK a gift card for all his help with the Fish Fry. Chief Sakaris said Director Silverthorn did most of the job and wanted to give him a big thank you. It was reported 66% of the money allotted has been spent. President Anton recommended purchasing a generator for approximately \$4,000. It could be housed on a tank with 500 gallon capacity. The generator could be hooked up like the one at Bayshore. The pump from Bayshore could be used. Director Silverthorn stated about \$2,000 would be needed for the electricity.

- October 2016 Fish Fry (Larry Silverthorn):
Director Silverthorn said 250 to 300 were served at the Fish Fry. The total cost was \$2400 which included \$225 for banners, \$150 for 37 spots on Boss Radio, \$150 for News Times, \$154 for fliers from Lazer Quick, \$500 for fish, \$125 for pop and water, \$794 for Cash and Carry, \$35 for propane, and \$52 for gas.. Director Silverthorn also mentioned the cost of printing the new brochures was \$744. Director Silverthorn thanked Chief Sakaris, Vicky Sakaris, Mickie Lindquist, Mary Lou Morris, Director Kowalski and Director Soltau for helping with the Fish Fry. Director Silverthorn was disappointed in the volunteers' participation. He thought they would help with setup, promoting volunteers during the event, and help clean up.
- Local Option Tax Update:
John Raudsep is working on ads with News Lincoln County. A sample of the flier to be used for canvassing was given to the Board for review. Mary Lou Morris has identified registered voters in Bayshore and Sandpiper. She will also be mapping voters in Makai. Volunteers will distribute fliers during canvassing these areas. Chief Sakaris will attend a meeting prior to the Bayshore Board of Directors meeting on October 15th to discuss the levy. Mary Lou Morris will have fliers available at the meeting and will have the information on the flier included in the next copy of the Breeze, a newsletter that is emailed to Bayshore members. It was suggested to put a reminder about the levy on the reader board at the Bayshore Station. Director Silverthorn said Boss Radio will do a free spot. Bill Kenworthy will ask volunteers at their next meeting about helping with canvassing.
- Chief's Contract:
President Anton stated the Chief's contract has been approved and needs to be signed tonight.

New Business

- Chief Tom Sakaris' Report:
There were 44 calls in September which included 22 medical and six accidents. Chief Sakaris said volunteers are doing a good job going to calls. Chief Sakaris has drafted a letter to Seal Rock CERT letting them know the storage area they've been using at Seal Rock will no longer be available since the space is needed for Fire District storage and they will need to relocate their CERT supplies. A discussion followed with suggestions of other storage areas available to CERT. A room at Bayshore was discussed, which would be lockable. Director Benjamin asked about the ham radio in the storage area. The radio is locked up and will remain at Seal Rock. Director Benjamin suggested putting in the letter to CERT the question of what needs to be on hand locally and the space required. Chief Sakaris read the drafted letter to the Board and they agreed to send it as is. Chief Sakaris attended the October 13th Seal Rock Garden Club board meeting to discuss the tax levy and the new station. Director Kowalski expressed his concern about not being able to understand calls. President Anton stated the towers are not in line causing poor reception. Director Kowalski asked about the status of Toledo dispatch. Toledo still needs to get a lease from FCC. The problem with pagers for pre-alerts was also discussed.

- Volunteer Association Report by Bill Kenworthy:
Mr. Kenworthy said all's well.

Public Comments:

None

Communications:

Chief Sakaris said everyone has stated they enjoyed the Fish Fry.

Board Member Comments:

Director Silverthorn wanted to know what should be done with the fish left over from the Fish Fry. President Anton suggested selling the fish for \$2.50/lb. and giving the proceeds to the Association. Director Kowalski suggested using the fish for the banquet, give the fish to the Association and let them keep the proceeds.

President Anton reminded board members they need to go through the Board Chair before contacting the attorney. There is a charge for talking with the attorney.

President Anton adjourned the meeting at 19:42.

Minutes prepared by Mary Lou Morris.