

**Seal Rock Rural Fire Protection District
Board of Directors Meeting – September 8, 2016
Seal Rock Administration Building**

Directors Present: John Soltau Karl Kowalski
Larry Silverthorn

Directors Absent: Al Anton Peter Benjamin

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

Call to Order – Board of Directors Meeting

- Vice President Soltau presided and called the meeting to order at 18:42. There was a quorum.

Approval of Minutes for August 11, 2016 Board of Directors Meeting

- Vice President Soltau asked if there were any comments or corrections regarding the August 11, 2016 minutes. There were no comments or corrections.
- Director Kowalski made a motion to approve the August 11, 2016 minutes. Director Silverthorn seconded the motion. Motion passed.

Approval of Minutes for September 1, 2016 Board of Directors Special Meeting

- Vice President Soltau asked if there were any comments or corrections regarding the September 1, 2016 minutes. There were no comments or corrections.
- Director Kowalski made a motion to approve the September 1, 2016 minutes. Director Silverthorn seconded the motion. Motion passed.

Financials (handout)

- Mr. Beery distributed financial reports and discussed each statement.
- Balance Sheet as of August 31, 2016 – Summarized Current Assets and Liabilities. The total for Checking/Savings was \$369,955. Total LOSAP cash was \$73,133. Mr. Beery stated \$4,000 had been transferred from the CD to the bank account for the LOSAP fund. Total Accounts Payable was \$18,593.
- Income and Expense August 2016– Mr. Beery reported there were no taxes listed under Income since the information was not received from Lincoln County in time. The amount for Legal Services related to the upcoming tax levy. The cost for Dispatch Services was for the first quarter of this year. Building 3/Seal Rock Expense was \$15,482. This amount included \$2600 for the monthly payment on the purchase of the building. Details of the Building3/Seal Rock Expense are listed on page 3 of Expense Detail.
- Expense Detail August 2016– Director Kowalski questioned the expense under Emergency Preparedness/CERT for 30 chairs. Chief Sakaris stated these were chairs the Seal Rock Garden Club needed for Emergency Preparedness. Director Kowalski asked about the bill from Binder Lift LLC. Chief Sakaris said these were patient lifting devices needed to assist certain patients on calls. Vice President Soltau asked Director Silverthorn if the 4 lift master openers under

Building 3/Seal Rock Expense have been installed. Director Silverthorn stated one has been installed and the others will follow.

- Budget vs. Actual Report July through August 2016 – Director Silverthorn questioned the expense for equipment testing. It was explained this was for hose testing.
- Director Silverthorn made a motion to approve Financials. Director Kowalski seconded the motion. Motion passed.
- Bills Paid September 2016 – Mr. Beery stated total expenses for the month were \$18,994.31.
- Credit Card Charges August 2016 – Charges were presented with no comments.
- Director Kowalski made a motion to approve Accounts Payable. Director Silverthorn seconded the motion. Motion passed.
- Cash Requirements September 2016 – Mr. Beery stated \$25,000 is required for the month of September.
- Director Kowalski made a motion to transfer \$25,000 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 reported everything is on schedule. The electrician will start next week. The sign will be installed the following week. Director Silverthorn passed out samples of the sign. Newport Sign has given a bid of \$840. Vice President Soltau asked if the address needed to be on the sign. It was agreed the address should be on the sign and to use Griebe instead of Swallow St. Chief Sakaris will submit the new address of 1177 Griebe for the fire station. Director Silverthorn said there will be key pads instead of locks on the north and west doors. Fans for the truck bays and outdoor lights will be purchased. Co Energy has installed the new tank and Amerigas will remove their tank. Chief Sakaris reported the following have been completed: paving prep work/drainage, retaining wall, lawn, interior sheetrock, interior painting 95% complete, and apparatus doors 90% complete. Of the allotted budget, 37.77% has been utilized for the amount of \$16,625.07.
- October 2016 Fish Fry (Larry Silverthorn):
Director Silverthorn distributed samples of the flier for the Fish Fry. After some discussion, it was decided to change the time to 4 to 7pm, replace the picture of the salmon with a different type of fish, have the trucks parked outside the new building for the picture of the building, add the address for the new fire station, and delete the statement "If you do not live in Seal Rock Fire District, please disregard flyer!". Vice President Soltau asked how the fliers were going to be distributed. There was a discussion of using the Fish Fry as a kick off for the tax levy campaign. Mr. Raudsep said he talked with Dana Jenkins, Lincoln County clerk, about the campaign. Mr. Jenkins stated if the Fish Fry is the kick off, then the costs have to be paid with campaign funds. Since the campaign has no money, it was decided not to have the Fish Fry be the kick off. Director Silverthorn will contact local radio stations, the newspapers and News Lincoln County to publicize the Fish Fry. Billboards will also be used.

- Fish Fry Fliers, Tsunami Evacuation Route Brochure, and Seal Rock Rural Fire Protection Brochure (Larry Silverthorn):
Director Silverthorn distributed costs for the flier and brochures. It was agreed to order 500 fliers for the Fish Fry. It was agreed to order 1000 Seal Rock Rural Fire Protection Brochures. The brochure will be updated with current information. Chief Sakaris suggested including a space for medications on the brochure. Director Silverthorn and Chief Sakaris will work on the brochure. The Tsunami Evacuation Route Brochure was provided by the federal government.
- Local Option Tax Update:
Vice President Soltau said John Raudsep and Mary Lou Morris have agreed to help with the levy. Mr. Raudsep stated a meeting was held on September 7th to discuss ideas to get the word out about the levy. Chief Sakaris, Vice President Soltau, and Mary Lou Morris met with Mr. Raudsep. Fire fighters could be used to canvas the District with information. Mr. Raudsep has the list of 1900 registered voters but it does not include phone numbers. The statement for the voters' pamphlet has been given to the clerk. Chief Sakaris will call Mr. Bartoldus to make sure everything has been submitted to Lincoln County. Mr. Raudsep obtained a brochure explaining election rules. A bank account would need to be set up if there are going to be donations and expenses. Director Silverthorn asked Mr. Raudsep to find out if the free ½ page in the newspaper can be used for the campaign. Vice President Soltau made a motion to appoint John Raudsep manager of the levy campaign. Director Silverthorn seconded the motion. Motion passed. It was agreed to try not to spend any money so a bank account would not be necessary. It was suggested if individuals want to help with the costs, they could pay for any costs such as reader boards, fliers, etc. Mr. Raudsep will check with Mr. Bartoldus if that can be done.

New Business

- Chief Tom Sakaris' Report:
There were 39 calls in August. The call volume keeps going up. Chief Sakaris plans to order uniforms for the volunteers. October is National Fire Prevention Month.
- Volunteer Association Report by Bill Kenworthy:
Mr. Kenworthy said everything is ok. He invited the Board to picnic for volunteers to be held September 10th at Ona Beach.

Vice President Soltau adjourned the meeting at 20:05.

Minutes prepared by Mary Lou Morris.