

**Seal Rock Rural Fire Protection District**  
**Board of Directors Meeting – February 12, 2015**  
**Seal Rock Administration Building**

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

**Others Present:** Chief Will Ewing  
Mel Beery  
Mary Lou Morris  
Bill Kenworthy  
Interim Chief Paul Highfill  
Lynda Engle  
Skip and Susan Smith

**Call to Order**

- President Anton presided and called the meeting to order at 18:39. There was a quorum.

**Approval of Minutes for January 2, 2015 Board of Directors Meeting and Special Meeting for Chief's Evaluation**

- President Anton asked if there were any comments or corrections regarding the January 2, 2015 minutes. President Anton stated on page 4 the paragraph beginning "After some discussion..." (health, PERS, insurance) should be taken out. The last part of that sentence should be "six months health benefits in one lump sum payment. President Anton reminded board members that the proper format to make corrections to meeting minutes is at the next meeting. There were no other comments or corrections.
- Director Kowalski made a motion to approve the January 2, 2015 minutes as amended. Director Soltau seconded the motion. Motion passed unanimous.

**Approval of Minutes for January 30, 2015 Board of Directors Meeting**

- President Anton asked if there were any comments or corrections regarding the January 30, 2015 minutes. There were no comments or corrections. Director Soltau made a motion to approve the minutes. Director Kowalski seconded the motion. Motion passed unanimous.

**Financials (handout)**

- Mr. Beery stated there was no report for December 2014 due to the special meetings in January. He distributed financial reports and discussed each statement.
- Balance Sheet as of January 31, 2015 – Summarized Current Assets and Liabilities. The total cash in all accounts was \$441,047. Total LOSAP cash was \$70,477. Total Accounts Payable was \$6,730.
- Income and Expense January 2015 – Total income for January was \$14,764; \$13,969 was from property taxes. Mr. Beery stated under Expenses the Property/Liability Insurance was the annual amount.

- Expense Detail January 2015– Director Kowalski had a question about the Vehicle/Equip Repairs and Maintenance for the 88 Ford. This amount was for rebuilding 2 or 3 water valves on the pump.
- Budget vs. Actual Report July 2014 through January 2015 – President Anton stated the amount under Expenses for Volunteer Awards/Events is wrong and he will check on it. Director Benjamin questioned the Percentage of Budget under Other Expense, Materials and Services. President Anton will check this amount, it might be for reroofing.
- Director Kowalski made a motion to approve Financials. Director Benjamin seconded the motion. Motion passed unanimous.
- Bills to Pay as of February 12, 2015 – Total bills is \$8,174.39.
- Credit Card Charges January 2015 – Charges were reviewed with no comments.
- President Anton stated Mr. Beery prefers monthly statements on certain bills instead of using the credit card. President Anton is checking on accounts that would submit monthly bills. Director Benjamin is getting Chief Shaw’s name off the credit card. The credit card will still be used for certain things.
- Director Raudsep made a motion to approve Accounts Payable. Director Benjamin seconded the motion. Motion passed unanimous.
- Cash Requirements February 2015 – Mr. Beery stated \$12,000 is required for the month of February. Director Benjamin made a motion to transfer \$12,000 from the LGIP fund to the bank account to pay the month’s bills. Director Raudsep seconded the motion. Motion passed unanimous.

### **Guest Comments**

- Mr. Smith stated he has filed for Position #3 on the Board of Directors. (Director Raudsep stated he was not going to run for Position #3. Director Kowalski and Director Benjamin were reminded that they need to file if they are going to run for reelection.)

### **Action Items from January Meeting**

- Director Benjamin suggested all board members order an address sign.

### **Action Items**

- President Anton will check on the amount for Volunteer Awards/Events listed under Expenses in the Budget vs Actual Report and the amount for Materials and Services listed under Other Expenses.
- President Anton will investigate which accounts are willing to submit monthly bills.
- Lynda Engle work on updating the website.
- President Anton have the Office Secretary position description ready for approval at the next meeting.

### **Old Business**

- Chief Ewing’s Comments:  
Chief Ewing stated Lynda Engle is doing a good job. He reported that four sets of turn outs have been replaced, which should be sufficient until July.

## New Business

- **Budget Report:**

Director Benjamin said Dennis Bartoldus has sent a letter to the Board stating he is longer going to do budgets but will remain the attorney for the Board. There was a discussion of the budget process. It was recommended the Chief be the Budget Officer and do the budget preparation. A total of five volunteers is needed for the Budget Committee. There are already two or three volunteers. Terms for volunteers should be staggered with one, two and three year terms. Mr. Beery is willing to be on the Budget Committee and put the budget together but needs the forms sent from Mr. Bartoldus. Chief Ewing stated the timeline for preparing the budget is the Board's decision. He suggests compiling the list of volunteers and getting commitment letters, develop the budget and then present the budget for review in May. The Budget Officer should be appointed at the March board meeting.
- **New Chief Process:**

The Board will meet with the applicant on Saturday, February 14, 2015 at 10am. This is an open meeting. The applicant will meet with Chief Ewing in the afternoon. Director Benjamin had a handout from the Special District's Conference about what questions to ask and that the questions need to be district oriented. There will be another background investigation. Director Soltau had the list of oral questions from the last interview. The Board went through the questions and decided on which questions would be used. Lynda Engle compiled the list of questions.
- **Transition Report:**

President Anton said Will Ewing, Paul Highfill and Lynda Engle have been a lot of help. The fire fighters moods are better and everything is moving forward.
- **Chief's Report:**

Interim Chief Highfill reported there were 23 calls for the month. Four sets of turn outs were purchased at \$1,600/set.
- **Communication:**

A letter from OFDDA was discussed. The organization is encouraging membership.

A letter from Tracy Shaw was received regarding the checks sent to him. The letter was given to Mr. Bartoldus and Mr. Bartoldus responding with a letter to Chief Shaw stating all correspondence should go through him.
- **Board Member Comments:**

Director Benjamin discussed the SDAO Conference he just attended. He had handouts and made the Board aware of free counseling through SDAO. A representative will come to the Board and have a round table discussion to see how the Board is doing. The Board agreed to maybe do the session during the summer. Director Benjamin also discussed the discounts available through SDAO.

