

Seal Rock Rural Fire Protection District
Budget Hearing/Board of Directors Meeting – July 14, 2016
Seal Rock Administration Building

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

Others Present: Chief Tom Sakaris
Bill Kenworthy
Skip Smith
Mary Lou Morris
Mel Beery
Paul Highfill
Adam Denlinger

Call to Order – Board of Directors Meeting

- President Anton presided and called the meeting to order at 18:40. There was a quorum.

Adam Denlinger – Seal Rock Water District

- Mr. Denlinger expressed support for improvements to Grebe St. on behalf of the Seal Rock Water District. He thanked Director Silverthorn for providing information to the Water District and locating a contractor to do the road improvements. Grebe St. is narrow and is a safety hazard. The road needs to be widened. The Seal Rock Water District Board of Directors approved \$4,500 towards the costs of improvement. Mr. Denlinger stated the Water District will use their equipment to do preparation work for the road improvement. The Water District is encouraged that Seal Rock Fire District will have a new building. Mr. Denlinger would like to have a mutual aid agreement between the Water District and Fire District. Chief Sakaris agreed to develop the agreement for signatures.

Approval of Minutes for June 9, 2016 Board of Directors Meeting

- President Anton asked if there were any comments or corrections regarding the June 9, 2016 minutes. There were no comments or corrections.
- Director Kowalski made a motion to approve the June 9, 2016 minutes. Director Benjamin seconded the motion. Motion passed.

Financials (handout)

- Mr. Beery distributed financial reports and discussed each statement.
- Balance Sheet as of June 30, 2016 – Summarized Current Assets and Liabilities. The total for Checking/Savings was \$435,301. Total LOSAP cash was \$82,033. Total Accounts Payable was \$11,370.
- Income and Expense June 2016– Approximately \$2,600 of the income was from taxes collected. The annual check from Department of Forestry for \$500 was received. Mr. Beery pointed out the expenses for Vehicle/Equip. Repairs & Maintenance, Dispatch Services quarterly cost and the LOSAP Contribution.

- Expense Detail June 2016– Mr. Beery pointed out the costs from Cardinal Services was for two months. There was a discussion about the costs for Vehicle/Equipment Repairs and Maintenance, especially a question about the trade in amount of four tires to Les Schwab. President Anton agreed to look into whether the trade in amount was appropriate.
- Budget vs. Actual Report July 2015 through June 2016 – Mr. Beery stated the actual amount collected from taxes was not as much as budgeted, but close. He pointed out the amount that was returned for grants. The amount of budget spent for Total Expenses was 74%. No money was spent for the Trucks and Equipment Expense.
- Director Benjamin made a motion to approve Financials. Director Kowalski seconded the motion. Motion passed.
- Bills Paid July 2016 – Mr. Beery said 30 checks were issued this month which is more than usual. Director Kowalski had a question about the counseling expense. Director Benjamin explained that a wide range of services are provided. The expense to Special Districts Association of Oregon is the yearly estimated premium for workers’ comp. The WHA Insurance is two policies for accidental death. Chief Sakaris agreed to find out if two policies are needed.
- Credit Card Charges June 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 July 2016 – Mr. Beery stated \$26,000 is required for the month of July.
- Director Silverthorn made a motion to transfer \$26,000 from the LGIP fund to the bank account to pay the month’s bills. Director Kowalski seconded the motion. Motion passed.
- Director Silverthorn made a motion to transfer \$31,588.44 from the Reserve LGIP 4326 to the Reserve Bank Account for 12 monthly payments to Paul Highfill. Director Kowalski seconded the motion. Motion passed.
- Director Silverthorn made a motion to transfer \$12,056 from the Reserve LGIP 4326 to the General LGIP 4353 to reimburse the building down payment. Director Kowalski seconded the motion. Motion passed.

Old Business

- Property Acquisition Update (Larry Silverthorn):
Director Silverthorn distributed information about the costs for improvements to the exterior and interior of the new building as well as road improvements to Grebe St. Director Silverthorn and Chief Sakaris have worked together to compile the information related to moving from the old station to the new station. Road and Driveway has submitted a bid for paving. The costs are all estimates and not locked in. Mr. Beery stated there is \$50,000 in Truck Expense and \$5,000 in Material and Services that could be transferred to cover the costs. A discussion followed regarding doing all of the projects at once or developing a three year plan to spread out the costs. The paving project was discussed. It was decided to delete #5, #7 and #8 of the paving project. President Anton agreed to find out if a permit is required for part of the project. Mr. Smith stated that as a

tax payer he feels if the District has the funds for the entire project it would be better to do it all instead of extended it over a few years. The District would not save money by extending the project if interest vs. inflation is considered. President Anton made a motion to spend \$44,000 for the new building improvements, move ahead with the designated paving for #1, #2, #3, #4, and #6 with the retaining wall and allow \$5,000 for doors. Director Kowalski seconded the motion. Motion passed.

- **LOSAP Update (Bill Kenworthy):**
Mr. Kenworthy distributed and discussed information from the June 30, 2016 meeting. The history of LOSAP was explained and it was agreed no change to the plan was needed. It was decided that members in good standing will attend 50% of the training and members will respond to 25% of the calls each month. Minutes of the meeting and attachments are available for review.
- **October 2016 Fish Fry (Larry Silverthorn):**
Director Silverthorn thinks October would be appropriate for the fish fry since October is Fire Prevention Month. He has selected October 8th as the tentative date and will head up the project. The menu will be fish, fries and coleslaw. Board members are encouraged to do the cooking, volunteers show the equipment and a brochure be available regarding equipment and services. There needs to be major advertising for the fish fry. Estimated costs are \$500 for fish and \$300 for fries and coleslaw.

New Business

- **Chief Tom Sakaris' Report:**
There were 33 calls last month with the majority being medical. Burn season is over. Chief Sakaris commended Paul Highfill, Lyle Beard and Erik Dedijer-Small for helping 5 hours to free a truck driver from an overturned semi. Larry Silverthorn and Bill Kenworthy covered the station during the rescue. Director Soltau asked why 0 was spent on hydrant maintenance this year. Chief Sakaris has talked with Seal Rock Water District and they are doing the hydrant maintenance.
- **Volunteer Association Report by Bill Kenworthy:**
Mr. Kenworthy stated "all is well".

Public Comments

- None.

Communications

- None.

Board Member Comments

- Director Silverthorn said he joined as a volunteer May 1st. He is very impressed with the time the Chief works and wants to commend him for his service.
- President Anton is working on the Chief's contract and evaluation. He will meet with Chief Sakaris again, get the contract to the attorney and the new contract will come to the Board at the next meeting for discussion in an executive session.

Enact Resolutions

- President Anton stated two resolutions need to be approved.
President Anton read Resolution No. 16-04 authorizing signors for the Columbia Bank checking accounts and certificates of deposit. Director Benjamin made a motion to approve Resolution No. 16-04. Director Kowalski seconded the motion. Motion passed.
President Anton read Resolution No. 16-05 authorizing opening a checking account at Columbia Bank. Director Benjamin made a motion to approve Resolution No. 16-05. Director Soltau seconded the motion. Motion passed.
Copies of Resolutions No. 16-04 and No. 16-05 are attached.

Transfer of Funds for LOSAP

- Mr. Beery stated there is \$15,000 in the LOSAP fund. Another \$4,000 is needed and could be taken out of the CD.
President Anton made a motion to take \$4,000 out of the CD for the LOSAP fund. Director Soltau seconded the motion. Motion passed.

President Anton adjoined the regular meeting at 20:30.

An Executive Session followed under ORS 192.660(2) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

Minutes prepared by Mary Lou Morris.