

Seal Rock Rural Fire Protection District
Budget Hearing/Board of Directors Meeting – August 11, 2016
Seal Rock Administration Building

Directors Present: Al Anton
John Soltau
Larry Silverthorn
Peter Benjamin
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 18:35. There was a quorum.

Approval of Minutes for July 14, 2016 Board of Directors Meeting

- President Anton asked if there were any comments or corrections regarding the July 14, 2016 minutes. Director Silverthorn had two corrections. The first correction is under New Business, Chief Tom Sakaris' Report. The last line should be "Chief Sakaris has talked with Seal Rock Water District and they will install the hydrants, with Seal Rock Fire District doing the maintenance." The second correction is under Old Business, Property Acquisition Update. The following sentence should be added after "Road and Driveway has submitted a bid for paving": "The question was asked if Director Silverthorn should vote since he has a conflict of interest."
- Director Kowalski made a motion to approve the July 14, 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 July 31, 2016 – Summarized Current Assets and Liabilities. The total for Checking/Savings was \$397,491. Total LOSAP cash was \$73,133. Total Accounts Payable was \$14,493.
- Income and Expense July 2016– Mr. Beery stated most of the income was from taxes collected. He pointed out the amount for Workers Comp/Life/AD&D, \$6,700, was for the year. The expense for Equipment Testing was \$3,350. Building 3/Seal Rock expense was \$21,139.
- Expense Detail July 2016– Director Kowalski questioned the expense under Property/Liability Insurance. It was agreed this amount should be under Workers Comp/Life/AD&D. Mr. Beery will make the correction.
- Budget vs. Actual Report July 2016 – Not discussed.
- Director Silverthorn made a motion to approve Financials. Director Kowalski seconded the motion. Motion passed.

- Bills Paid August 2016 – Mr. Beery needs to add Dispatch Services for \$3,948 to this report.
- Credit Card Charges July 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 August 2016 – Mr. Beery stated \$23,000 is required for the month of August.
- Director Benjamin made a motion to transfer \$23,000 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):
Chief Sakaris thanked Director Silverthorn for his dedication to this project. To date, the following have been completed: paving prep work/drainage, retaining wall, interior sheetrock, and interior painting 80% complete. Twenty-two percent of the allotted budget for the project has been utilized for the amount of \$9,702.07. The paving project is set for next week with the completion date of August 22, 2016. The electrical portion of the project is in progress with the bidding process taking place. The old light fixtures will be used and repositioned. The door company will be at the project site in approximately two weeks. A new propane vender has been selected and this project will be completed in the coming weeks. The front yard area is being prepared for seeding.
- October 2016 Fish Fry (Larry Silverthorn):
Director Silverthorn stated the Fish Fry will be October 8, 2016 from 4 – 8pm. Various types of advertisement were discussed. A banner would cost approximately \$60. The Fire District has a free ½ page ad with the local newspaper at a value of \$450. Radio spots and use of the Fire District billboards could be used to advertise the Fish Fry. Director Silverthorn encouraged board members to do the cooking. Mary Lou Morris volunteered to help. President Anton stated he can get the coleslaw donated.

New Business

- Chief Tom Sakaris' Report:
There were 43 calls in July. This included 24 medical, 4 fire alarm, 4 water rescue and 3 major accidents with 2 deaths. In August there was a major motel fire in Newport with all districts responding. There were four deaths, but no responders were injured.
- Volunteer Association Report by Bill Kenworthy:
Mr. Kenworthy had no report.

Public Comments

- None.

Communications

- None.

Board Member Comments

- Director Silverthorn wanted to commend Mr. Raudsep for his assistance.
- Director Benjamin stated there will be a ham radio class on August 28, 2016. A SDAO training session for board members will be on August 17, 2016. Board members need to sign up before the class and are reminded a discount on insurance is offered. Director Benjamin distributed a disc with files on board management, contracting, etc. Director Silverthorn suggested having the Board view the files on the disc together.
- President Anton stated Chief Sakaris, Mr. Highfill and himself have been working six months to assess what the Board and Chief do. It has been determined that there is a weakness with compliance and training. It is not consistent and he thinks there is need for another paid person. A discussion followed regarding a special levy for additional paid positions. Mr. Bartoldus said the Fire District does not have to advertise this position. Chief Sakaris will do the hiring and new staff would be under him. With additional staff there could be work on a fire prevention standard. The person should be medically trained. Additional staff could also check equipment and do maintenance. An EMT would be beneficial. It was agreed this is not a reflection on the volunteers. The volunteers have done a good job but have other commitments and are getting older. The Fire District needs to move forward. A 20 cent per thousand levy would raise approximately \$87,000. Director Silverthorn is in favor of the levy. He feels the volunteers are under a lot of stress and other fire departments have numerous paid employees. Director Kowalski thinks that if there are not enough volunteers, a paid employee is needed. Director Soltau feels a larger levy should be considered, enough to hire more than one person, and focus on a five year plan. Mr. Kenworthy thinks the volunteers are in favor of the additional help and it would be appreciated. Chief Sakaris says the call volume is increasing. A discussion regarding the number of staff needed followed, from one to four additional. The justification would be lowered response time and a large performance base. Chief Sakaris stated with two paid people, he would have more time for his duties. He suggests starting with one additional paid person. President Anton will find out if this can be accomplished during this calendar year. Director Soltau made a motion for the Seal Rock Fire District to seek a 40 cent/\$1,000 levy for paid personnel. Director Benjamin seconded the motion. The motion passed unanimous.

President Anton adjourned the regular meeting at 19:35.

An Executive Session followed under ORS 192.660(2) (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.

Minutes prepared by Mary Lou Morris.