

**Seal Rock Rural Fire Protection District
Board of Directors Meeting – May 16, 2019
Seal Rock Administration Building**

Directors Present	Al Anton Larry Silverthorn	Peter Benjamin John Soltau	Karl Kowalski
Others Present	Chief Tom Sakaris Mickie Lindquist	Mel Beery Hank Lopez	Paul Highfill Patty Benjamin

Call to Order

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

Approval of Minutes for April 11, 2019, Board of Directors Meeting

Director Silverthorn moved, Director Soltau seconded, to approve the April 11, 2019 minutes as presented. Motion passed 5-0 with no discussion.

Financials

Resolution No. 2019-02 Authorizing Transfer of Budget Expenses—President Anton distributed copies of Resolution No. 2019-02, authorizing the transfer of \$26,000 from the General Fund to the Firefighters Local Option Levy, revising the budget to cover salaries and insurance benefits for the paid firefighters. There being no discussion, he called for a motion on the resolution. Director Kowalski moved to approve Resolution No 2019-02. Director Benjamin seconded the motion and it passed 5-0.

Mr. Beery distributed the financial reports and discussed each statement.

1. Balance Sheet as of April 30, 2019/Current Assets and Liabilities—Total in Checking/Savings was \$600,266; LOSAP Funds stood at \$62,988; Total Accounts Payable was \$13,180.
2. Income and Expense for April 2019—Firefighters Fund Expenses was \$19,020, including \$1,141 in Payroll Taxes; Chief Fund Expenses was \$7,711; General Fund Expenses totaled \$12,699.
3. Expense Detail April 2019—Director Silverthorn asked clarification on payments included under Building Maintenance/Repairs, Vehicle Equipment Maintenance/Repairs, and Emergency Preparedness/CERT. There was no further discussion.
4. Budget vs. Actual Report July 2018 through April 2019—At ten months into the Fiscal Year, the Firefighters Fund Expenses was at 81% of budget after the transfer from the General Fund, and the Chief Fund Expenses was at 75%; General Fund Expenses stood at 72% of budget. Director Benjamin moved to approve the Financial Reports. Director Soltau seconded the motion and it passed 5-0.
5. Bills Paid May 2019—Total bills paid was \$13,403.54. Director Silverthorn moved, Director Benjamin seconded, to approve Accounts Payable. Motion passed with all in favor.

6. Cash requirements May 2019—\$41,400 would be required to meet payroll and bills.

Director Silverthorn made a motion to transfer \$41,400 from the LGIP fund to the bank account to pay the month's bills. Director Benjamin seconded and the motion was approved 5-0.

Old Business

1. Open House Update—Chief Sakaris reported that about eighty people had attended the fire district's open house on April 27, 2019. Seven volunteer applications were received and are currently under background checks, and he expected another application on Monday. He thanked Mickie Lindquist, Lyle Beard, and Paul Highfill for their help with the event.

2. Repeater Building Update—Chief Sakaris said the solar panel and pager repeater system had been repaired. New volunteer Dave Oliver has experience working with repeaters, though not with that particular brand. Oliver has offered to assist. Equipment manuals are on order. Mark Jung will be here in June to complete the repair.

A discussion followed about contract negotiations with State Parks with anticipation of the new Brian Booth Park at Ona Beach, which is expected to double the population in the fire district. The discussion was primarily focused on whether a fee for service per call versus an annual fee would be the best due diligence for the district tax payers. The general consensus was that a fee for service would ensure that State Parks would "pay for what they're getting". Chief Sakaris felt it was important that the contract cover any portion of the state property, and not just the park area. President Anton agreed, saying "that's a long stretch of beach out there."

New Business

1. Chief's Report— Chief Tom Sakaris

A. There were 15 calls in April 2019—8 medicals, 3 public assistance, 1 false alarm, 1 electrical fire, and 2 cancelled calls. As of May 13, 2019, total calls stood at 33 more than at the same time last year. Chief Sakaris reported that Seal Rock responded with Central Coast to an attempted suicide by hanging, and the patient was brought back and taken to a hospital in Corvallis.

B. The chief is working on an application for grant funds from the Siletz Tribe to cover the cost of a fixed monitor on the fire engine.

2. Association Report— Association President Hank Lopez

A. In accordance with the Seal Rock Volunteer Firefighters Association by-laws, Association President Hank Lopez delivered a summary of the volunteers' annual performance evaluation of Fire Chief Tom Sakaris for consideration by the board when it completes its annual evaluation of the fire chief in June. Lopez noted that the evaluation summary includes commentaries and an 'Exceeds Expectations' column. He asked that receipt of the Association's performance evaluation of the chief be reflected in the regular meeting minutes

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of May 16, 2019. He presented the completed evaluation forms in a sealed envelope for President Anton to distribute to the board members and said he would be available to discuss the evaluation with the president when appropriate.

Public Comment

Referring to the discussion about negotiations with State Parks, Budget Committee member Mickie Lindquist commented that it might be better to wait a year to see what happens with the number of calls, so the district would know which billing method was better. President Anton said a contract would have to be signed before then and the board would do its best to act in accordance with what was fair to the taxpayer.

Board Member Comments

Director Benjamin said he is working on developing a volunteer recruitment plan for the fire district using the American Red Cross' program as a model and adapting it to the fire district.

President Anton distributed a summary of the requirements for recertification for six individuals in water and surf rescue training for the district. The recertification is required by the Department of Public Safety Standards and Training (DPSST). Once the training criteria are met and reestablished, ongoing training can be done in-house. The cost will be \$800 per trainee, plus a one-time fee of \$2,000 for DPSST certification. There are funds in the 2018-2019 training and water rescue budgets that would cover the cost of the training and certification. Currently, Seal Rock responds to water rescue calls as shore-based responders. President Anton pointed out that historically the majority of water rescue calls have been mutual aid to Alsea Bay, which is not part of Seal Rock's district; however, with the expansion of the Brian Booth Park at Ona Beach, surf rescue calls will increase and Seal Rock should be proactive in anticipating those emergencies. Director Silverthorn said he wanted it shown in writing that when the water rescue team was formed they raised their own money for training. A discussion followed about the minimum number of responders required on different types of water rescue calls, initiating a fee for service if Seal Rock responders go out of district into the bay, and the use of Central Coast's water rescue boat. Director Silverthorn said he is concerned about liability associated with water rescue and would like to see a 5-year plan for the water rescue program. Director Anton directed Chief Sakaris to move forward with the Seal Rock water rescue training and recertification.

Director Silverthorn asked for an update on the order for American flags. Chief Sakaris said he is looking into it and will order them, with stands.

Director Soltau said tree branches are obscuring the sign at the Bayshore station. Chief Sakaris said the paid firefighters had trimmed some of the upper branches but he will ask them to cut back the branches on the trees in the gully.

Director Silverthorn asked the status of the issue with the truck chargers and at which station 6235 and 6201 will be kept.

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Director Silverthorn said President Anton had done a great job with his radio and newspaper interviews promoting passage of the tax levy in the special election.

Director Silverthorn said he would like to see paid firefighters cover the office to write burn permits when the chief is out. Mickie Lindquist said she had filled in at the office one day and took two phone calls; the paid firefighters were there three days after her and took one call and two robo calls. Assistant Chief Paul Highfill said he was there one day writing himself a burn permit, and while he was there he wrote one for another person. Director Silverthorn reiterated that the chief or a paid firefighter should be in the office during business hours, and Director Kowalski agreed. Director Soltau suggested that the sign near the station should advertise going online for a burn permit, since they are available on the fire district's website.

Adjournment

President Anton adjourned the meeting at 19:25.

Minutes prepared by Patty Benjamin.