

Seal Rock Rural Fire Protection District

Board of Directors Meeting – August 8, 2019

Seal Rock Administration Building

Directors Present: John Soltau Peter Benjamin
 Al Anton Tina Fritz

Director Absent: Dustin Joll

Others Present: Chief Sakaris Mel Beery
 Larry Henson Mickie Lundquist
 Mike Burt Paul Rimola
 Derek Udoutch Andrew Licon
 Hank Lopez Landon Blake
 Karl Kowalski Larry Silverthorn
 Paul Highfill Mary Lou Morris

Call to Order – Board of Directors Meeting

- President Soltau presided and called the meeting to order at 18:35. There was a quorum.

Approval of Minutes for July 11, 2019 Meeting

- President Soltau asked for a motion to approve the July 11, 2019 minutes. Director Benjamin made a motion to approve the minutes and Director Anton seconded the motion.
- President Soltau asked if there were any comments or corrections regarding the July 11, 2019 minutes. There were no comments or corrections.
- The minutes were approved.

Financials (handout)

- Mr. Beery distributed financial reports and discussed each statement.
- President Soltau explained the change in format for the Balance Sheet. The Operating Fund is the carry over until taxes are collected. Currently there is \$325,749 in Operating Funds with \$100,000 - \$105,000 as the carry over after expenses are paid. Under Truck and Bldg Reserve Funds the loan payment covers payments to Paul Highfill. The LGIP account is funds set aside to buy a new fire truck. The LOSAP Fund is retirement funds.
- Balance Sheet as of July 31, 2019 – Summarized Current Assets and Liabilities. The total for Checking/Savings was \$491,111. Total Accounts Payable was \$12,117. Total Credit Cards was \$1,325. Total Payroll Taxes Payable was \$5,909.
- Income and Expense July 2019 – Total income was \$772, all from interest. Expenses for the Firefighters Fund was \$20,859. Expenses for the Chief Fund was \$8,394. General Fund Expenses was \$16,952.

- Expense Detail July 2019 – Mr. Beery stated the expense for Workers Comp/Life/AD&D was \$7,831. Chief Sakaris explained the expense for Equipment Testing was testing the flow going into the oxygen tanks. Volunteer Reimbursements expense was \$1,520.
- Budget vs Actual Report July 2019 through June 2020 – Mr. Beery stated taxes collected are usually 8% of budget for one month. Total Firefighters Fund Expenses is \$20,859 and 9% of budget. Total Chief Fund Expenses is \$8,394 and 8% of budget. Total General Fund Expenses is \$17,176 and 9% of budget.
- Director Anton made a motion to approve Financials. Director Benjamin seconded the motion. Motion passed.
- Bills Paid August 2019 – Total bills are \$12,382.89. President Soltau asked about the bill to Shorline Design. This was the cost for an architect.
- Credit Card Charges July 2019 – Total charges were \$1,325.36.
- Director Anton made a motion to approve Accounts Payable. Director Benjamin seconded the motion. Motion passed.
- Cash Requirements August 2019 – Mr. Beery stated \$35,800 is required for the month of August.
- Director Anton made a motion to make the transfer. Director Benjamin seconded the motion. Motion passed.

Old Business

- Update Oregon Parks and Recreation:

Director Anton reviewed the Term Sheet for Seal Rock Fire District – OPRD Agreement. There would be an annual fee of \$56,000 instead of a cost per call. This fee will cover all of the state park properties. The contract would be for three years with a 3% increase in the contract price per year. A draft copy of the contract should be ready by mid next week if the Board agrees. A discussion followed and it was decided to approve the contract at the September Board of Directors meeting. Director Fritz and Mr. Rimola had a question about mass casualty. Mr. Rimola is concerned about how to calculate the cost within the park as well as outside the park such on Hwy. 101 or other streets. Director Anton explained that the State can not go forward until there is an agreement with the Fire District.

- Update Payment Schedule Request for Production of Public Records:

Director Benjamin made a motion to approve the Payment Schedule Request for Production of Public Records. Director Anton seconded the motion. Motion passed.

New Business

- Chiefs Report by Chief Sakaris:

Chief Sakaris distributed a packet covering his report, with 15 items listed.

1. Draft Payment Schedule Request for Public Records – Approved by Board.
2. Oregon Park and Recreation Terms Sheet – Update given by Director Anton.

3. Bayview Road Closure – Chief Sakaris attends a meeting every Monday. Road repair is ahead of schedule.
4. Website – 95% complete with the completion date mid September. Pictures, a community outreach page, Chief’s message and photos of personnel will be on the website.
5. Repeater System – Completed August 1, 2019. Chief Sakaris thanked Dave Oliver for his work on the repeater system.
6. Station and Grounds/Attic Files – The attic files will be completed by Larry Silverthorn as a fall/winter project. The project to replace the screws at Station 6200 was completed on August 3, 2019.
7. Community Presentation July 25, 2019, 6 – 8pm – This was information for the community on wild land fires. It was the second largest group in Lincoln County with 27 attending.
8. Fire Prevention Week October 6 – 12 – A BBQ is planned for October 12th maybe at the Bayshore Station. The flooring needs to be replaced with one bid coming in at \$8000. The BBQ will be held in Seal Rock if Bayshore Station is not complete.
9. Community Presentation (Cascadia Event mid to late October)
10. Community Outreach Meeting with Hank Lopez and Landon Blake on August 6th.
11. Volunteer Scope – Hank Lopez, Larry Henson, Landon Blake and Chief Sakaris are focusing on volunteer knowledge and what they want to do instead of what volunteers don’t know. The extensive training to be a firefighter begins on September 3rd and ends in mid March.
12. Wildland Home Inspections – Three inspections were done in Bayshore.
13. Station and Equipment Renumbering – Chief Sakaris had a meeting with Bob Harvey on August 1, 2019. The stations will be renumbered so it’s less confusing. Equipment at each station will have the same number as the station.
14. Call Volume for July – There were 41 calls, including 27 EMS, 1 vehicle, 1 surf, 1 public service and 1 structure fire.
15. Structure Fire (NW Parker Ave.) – The Fire District received the call at 8am but the fire was first discovered at 2am. The resident noticed a downed fan in the bathroom with sparks. The resident thought the sparks were out but discovered the fire at 8am.

Chief Sakaris stated he has no problem with a board member being a volunteer as long as there’s an understanding about the role of a board member verses volunteer.

It was explained that a board member should go to President Soltau first before going to the station to talk with crew. If this doesn't happen then the crew needs to go to Chief Sakaris. This is a SDAO rule.

- SRFD Association:

President Hank Lopez thanked Landon Blake for being involved with the new community outreach. President Lopez thinks everyone is working well together. He has made a visit to the Waldport schools in preparation for the new school year.

Public Comments:

- Mr. Kowalski asked if the park wants to expand, can the contract be renegotiated? Director Anton said there is a clause in the contract that covers the issue.
- Mickie Lindquist wanted to know the date the Fire District may use the Garden Club so she can be sure it's available. She was told it would be October 17th.
- Landon Blake stated any ideas are welcome for the community outreach.

Board Comments:

- President Soltau thanked the board members that are leaving the Board. He presented plaques to Karl Kowalski, Larry Silverthorn and Al Anton. He encouraged those retiring to stay involved.
- Director Benjamin attended the Waldport Chamber meeting. He found it interesting. He learned there is an advisory committee for the Central Coast Fire District Board. The Chamber meetings are every other Monday and Director Benjamin asked Landon Blake to also attend the meetings.
- Director Anton thanked everyone and said he is still working on the state park contract.

President Soltau adjourned the regular meeting at 19:19 to enjoy cake and visit with those attending.

President Soltau reconvened the regular meeting at 19:45. President Soltau announced there would be an Executive Session under ORS 192.660 Executive Session: Section 2b – Employee Evaluation and then adjourned the regular meeting.

The regular meeting was reconvened again at 20:07.

- Director Anton's resignation was accepted.
- President Soltau swore in Larry Henson as a Board Member to fill Director Anton's remaining term. Director Henson will serve one year and 10 months, with his term expiring June 30, 2021.

President Soltau adjourned the regular meeting at 20:10.

Minutes prepared by Mary Lou Morris.