

Seal Rock Rural Fire Protection District

Board of Directors Meeting – September 12, 2019

Seal Rock Administration Building

Directors Present: John Soltau Peter Benjamin
 Tina Fritz Dustin Joll
 Larry Henson

Others Present: Chief Sakaris Mickie Lundquist
 Andrew Licon Hank Lopez
 Landon Blake Mary Lou Morris

Call to Order – Board of Directors Meeting

- President Soltau presided and called the meeting to order at 18:36. There was a quorum.

Approval of Minutes for August 8, 2019 Meeting

- President Soltau asked for a motion to approve the August 8, 2019 minutes. Director Benjamin made a motion to approve the minutes and Director Fritz seconded the motion.
- President Soltau asked if there were any comments or corrections regarding the August 8, 2019 minutes. There were no comments or corrections.
- The minutes were approved, with Director Henson abstaining.

Financials (handout)

- President Soltau distributed financial reports and discussed each statement in Mr. Beery's absence.
- Balance Sheet as of August 31, 2019 – Summarized Current Assets and Liabilities. The total for Checking/Savings was \$292,837. Total for the Truck and Building Reserve Funds was \$163,021. Total LOSAP Funds was \$58,796. Total Accounts Payable was \$20,364. Total Credit Cards was \$1,968. Total Payroll Taxes Payable was \$5,927. Director Henson said there is a \$1 error in the Total Assets. It should be \$989,902 instead of \$989,903. Total Liabilities and Equity should also be \$989,902. Mr. Beery will be shown the error.
- Income and Expense August 2019 – Total income was \$4,080. Expenses for the Firefighters Fund was \$19,941. Expenses for the Chief Fund was \$9,209. General Fund Expenses was \$16,749. Expenses for Truck and Building Fund was \$2,341, which is the loan payment on the building.
- Expense Detail August 2019 – Director Benjamin asked about the Legal Services bill for the OPRD contract. President Soltau said this was for the state park contract. President Soltau explained the costs for Dispatch Services was the quarterly charge for dispatch from City of Salem and the Lincoln County Sheriff's Office was the annual fee.
- Budget vs Actual Report July through August 2019 – President Soltau said the budget is 17% into the fiscal year. Total Income is 1% of budget. Firefighters Fund Expenses is 18% of budget. Chief Fund Expenses is 16% of budget. General Fund is 17% of budget.

Director Joll asked why PERS Benefit under Firefighter Fund Expenses is 34% of budget if this is a monthly expense. Director Benjamin explained there has been a change in paid personnel with someone leaving and a new hire. PERS is doing catch up with employee charges and it will be corrected at some point.

- Director Benjamin made a motion to approve Financials. Director Joll seconded the motion. Motion passed.
- Bills Paid September 2019 – Total bills are \$20,587.31.
- Credit Card Charges August 2019 – Total charges were \$1,967.61.
- Director Joll made a motion to approve Accounts Payable. Director Benjamin seconded the motion. Motion passed.
- Cash Requirements September 2019 – President Soltau stated \$46,700 is required for the month of September.
- Director Fritz made a motion to make the transfer. Director Benjamin seconded the motion. Motion passed.

Old Business

- Update Oregon Parks and Recreation:

Chief Sakaris distributed a copy of an article from the September 11, 2019 issue of the News Times. Lincoln County Planning Commission shot down state plans to develop park facilities in Brian Booth State Park. Lincoln County Board of Commissioners are next in line to decide the outcome. Plans are on hold until after the Board of Commissioners' meeting.

New Business

- Chiefs Report by Chief Sakaris:

Chief Sakaris discussed his monthly report, with 21 items.

1. The payment schedule policy has been completed and adopted regarding request of production of documents.
2. Oregon Park and Recreation Department (term sheet) – On August 21, 2019 per Al Anton this is all in the lawyer's hands now.
3. More items were added to the website as well as clarification on equipment.
4. Repeater System: It was noticed that at night the system would go down. Dave Oliver and the Chief checked the batteries to see if any need replacement on 8/28/19. They are also conducting a load test on one of the batteries that appears to have a lower voltage than the other batteries.
5. Station and Grounds: All files have been taken to the administration building for Larry Silverthorn to go through (August 20, 2019 completed).
6. Chief Sakaris received two bids, one for flooring and one for painting. He felt that the bids are overpriced and got another bid.

7. On August 13, 2019 Bayview Road was opened without any restrictions.
8. Chief Sakaris and staff attended the Annual Makai Picnic on August 18, 2019.
9. Chief Sakaris attended the Makai Road Association meeting on August 19, 2019. They will be conducting road repairs on September 16, 17 and 23.
10. Adam Schmolzi attended an appreciation luncheon for first responders on behalf of Seal Rock Fire District on August 24, 2019.
11. Chief Sakaris met with ODOT on August 26, 2019 in regards to the foliage in front of the Bayshore Station. The area is scheduled to be mowed. There are plans for a digital sign visible from Hwy. 101 at Bayshore Station.
12. On August 26, 2019 Chief Sakaris received information regarding a bid for painting and flooring of the Bayshore Station. On September 9, 2019 he met with James Gifford to finalize the contracts for the painting and flooring project. The project will begin on September 19, 2019 and will conclude the first week in October.
13. On August 26, 2019 crew members inspected the water bladders on Elkhorn.
14. On August 27, 2019 Rescue 6231 was sent to Les Schwab for new tires.
15. On September 3, 2019 Chief Sakaris met with Jon Barnard in regards to the foliage in front of the Bayshore Station. ODOT will be bringing out a mower in the middle to end of October to clear the vegetation. ODOT will need to get right of entry permits from Pioneer Telephone and the Baymart Market to complete this project.
16. Chief Sakaris received a request for a property annexation to our district. The documents have been taken to Adam Springer for review.
17. Chief Sakaris is working with SDAO in developing a Disbursement and Procurement policy.
18. On September 6, 2019 vegetation from the north side of the administration building was removed.
19. On September 10, 2019 crew members completed the cover for the septic system.
20. From September 13, 2019 until October 12, 2019 crew will be focused on completing the projects at the Bayshore Station in preparation for the Open House on October 12, 2019.
21. On September 26, 2019 Chief Sakaris will be attending a Human Resources Alliance Roundtable discussion regarding HR related inquiries.

Calls are 15% higher than last year. Director Fritz asked if the District will be able to cover with call volume going up. Chief Sakaris said mutual aid will be used and hopefully get more volunteers. Director Joll wanted to know if Seal Rock is getting more

mutual aid calls since the problems at Central Coast. Their physician advisor is scheduled to change in October which may have an impact.

- Appoint Board Secretary:

Director Fritz volunteered to be Board Secretary.

- SRFD Association:

President Hank Lopez said the annual picnic will be October 5th, starting at noon, at Ona Beach State Park. All former volunteers and board members as well as emergency services will be invited. Landon Blake said he is working on the community services calendar. There will be events each month such as open house, talks and blood pressure checks.

Public Comments:

- Mickie Lindquist volunteered the use of the Garden Club if it rains the day of the annual picnic.

Board Comments:

- Director Benjamin attended the Waldport Chamber meeting. They talked about the new flood maps. He encouraged Adam to go to the meetings to learn more about south county.
- Director Henson asked who would take over if the President and Vice President are both gone. It was decided it would be the Board Secretary and Board Treasurer.
- Director Fritz asked about a form that was given to new board members. It was explained that new members need signature cards for the bank. The form needs to be filled out. The information is then set up online and the bank will call when they are ready for signatures.

President Soltau adjourned the regular meeting at 19:19.

Minutes prepared by Mary Lou Morris.