

DRAFT

Seal Rock Rural Fire Protection District

Board of Directors Meeting – May 14, 2020

Phone Conference

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

Others Present: Chief Sakaris Mickie Lundquist
Jim Provance Mel Beery
Derek Udoutch Chief Gary Woodson
Jamie Mason Skip Smith
Mike Burt Paul Highfill
Paul Rimola Erich Knudson
Mary Lou Morris

Call to Order – Board of Directors Meeting

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

Approval of Minutes for March 12, 2020 Meeting

- President Soltau asked for a motion to approve the March 12, 2020 minutes. Director Benjamin made a motion to approve the minutes and Director Henson seconded the motion.
- President Soltau asked if there were any comments or corrections regarding the March 12, 2020 minutes. There were no comments or corrections.
- The minutes were approved unanimous.

Financials (handout)

- Director Benjamin discussed the financial reports.
- Balance Sheet as of April 30, 2020 – Summarized Current Assets and Liabilities. The total for Operating Funds was \$505,771. Total LOSAP Funds was \$46,208. Total for Truck & Bldg Reserve Funds was \$134,262. Total Checking/Savings was \$686,241. Total Accounts Payable was \$4,191. Total Credit Cards was \$1,579.
- Income and Expense April 2020 – Total income was \$3,846. Expenses for the Firefighters Fund was \$14,627. Expenses for the Chief Fund was \$7,447. General Fund Expenses was \$6,767. Truck & Bldg Fund Expenses was \$2,463.
- Expense Detail April 2020 – Reviewed with no questions or comments.

- Budget vs Actual Report July 2019 through April 2020 – This report is for 10 months into the year. Total Income is \$538,352 and 99% of budget. Total Firefighters Fund Expenses is \$186,243 and 82% of budget. Total Chief Fund Expenses is \$80,432 and 74% of budget. Total General Fund Expenses is \$126,390 and 64% of budget. Total Truck & Bldg Fund Expenses is \$33,429 and 52% of budget.
- Director Joll made a motion to approve Financials. Director Benjamin seconded the motion. Motion passed unanimous.
- Bills Paid May 2020 – Bills for May 2020 is \$9,192.12.
- Credit Card Charges April 2020 – Total charges were \$1,524.27.
- Director Benjamin made a motion to approve Accounts Payable. Director Joll seconded the motion. Motion passed unanimous.
- Cash Requirements May 2020 – Director Benjamin stated \$35,000 is required for the month of May.
- Director Benjamin made a motion to make the transfer. Director Fritz seconded the motion. Motion passed unanimous.

Old Business

- COVID-19 Virus Update:

Chief Sakaris gave a report on the virus in Lincoln County. He received an email today, May 14th, stating there have been seven cases in Lincoln County. Five of the seven have recovered. The seventh case is 60 years old and is in self quarantine. Chief Sakaris is keeping notes in a binder regarding the virus. He is submitting a report three times a week to the State, as well as other required reports. Chief Sakaris does not know at this point whether Oregon and Lincoln County will open. We are still to practice social distancing. He thinks we should continue phone conferencing until social distancing is cancelled.

- Firefighter Position Update:

Chief Sakaris has conducted 16 phone interviews with firefighter applicants. He will call all back in 30 to 60 days. The positions could be for part or full time. An interview panel will be selected. Director Fritz wanted to know if four people would be hired part time. President Soltau explained the number of positions and whether they will be full time or part time has not been determined. The costs will need to be considered.

- Intergovernmental Agreement:

There was a lengthy discussion about a waiver of liability. Chief Woodson from Central Coast explained the Intergovernmental Agreement is the same as other districts have used. The IGA between North Lincoln and Depoe Bays was used as a model. A draft of the agreement between Central Coast and Seal Rock was given to both to review prior to signing. The IGA was reviewed and ok'd by a local law group and Special Districts. Director Joll is concerned about Section 8 of the agreement. The agreement was not reviewed by council representing Seal Rock prior to the signing. Christy Monson is willing to look over the agreement and do a phone conference with both parties. If she is going to review the agreement, then a waiver is needed. President Soltau recommends having the original agreement reviewed by Seal Rock legal council even though it's been

signed then a waiver would not be necessary. It was agreed to table the agreement or waiver until council is consulted. Chief Sakaris reminded everyone that there is still a mutual aide agreement for some items and has been successful. Director Fritz stated she doesn't want to lose the teamwork between Central Coast and Seal Rock.

- Letter from Skip Smith:

President Soltau asked the Board for comments regarding the letter. Director Benjamin thought Mr. Smith made some very good points. President Soltau agreed and asked the Board to go over policy items that will be discussed at next month's meeting. President Soltau thanked Mr. Smith for his work.

- Employment Agreement:

President Soltau wanted to discuss Section 5 regarding compensation and benefits and read the final changes. Based salary will be \$4000/month and will be paid via direct deposit on the pay date. Overtime will be considered with the Chief's permission and as the budget allows. Sick leave is one hour for every 30 hours worked with a maximum of 80 hours. Sick leave can be carried over from year to year until the maximum is reached. Sick leave is not payable at end of employment. President Soltau stated this is the same agreement that has been worked on since the first of the year. Director Fritz asked if the firefighters have agreed to the document. President Soltau stated the firefighters have not seen it yet. All of the board members were satisfied with the agreement. President Soltau made a motion to approve the employee contract. Director Fritz seconded the motion. The motion passed unanimous.

New Business

- Chiefs Report by Chief Sakaris:

The Chief's monthly report is attached.

There were 40 calls in April including 29 EMS, 1 vehicle accident, 2 grass fires, 1 stove fire, 1 gas leak, 1 public assistance and 1 vehicle fire. Chief Sakaris discussed a resident of Driftwood that had his heart stop. Director Joll said Central Coast, Seal Rock, PacWest and Life Flight all worked together to save the man's life. Director Joll wanted to compliment Derek Udouch especially for his quick response. Chief Sakaris has received a thank you from the individual who is recovering.

- Station 6200 (Board Member Fritz)

Director Fritz feels Station 6200 is not being used enough to cover costs associated with the building. She feels if it can't be used as a fire station it should be sold. President Soltau stated there needs to be a review with maybe an informational session. Chief Sakaris and Director Fritz will gather information.

- Bylaws for the Association:

Director Henson said there have been some revisions to the bylaws and would like to get the document signed. It needs to be signed by the President of the Board and the Fire Chief. The bylaws will be useful to the volunteers. President Soltau and Chief Sakaris agreed to look at the document and sign it. Director Benjamin made a motion authorizing the President to sign the bylaws when ready. President Soltau seconded the motion. The motion passed unanimous.

Public Comments:

- Mickie Lundquist wanted to compliment the way the meeting was handled. She has heard Lincoln County will be open for meetings with 20 people or less and is offering the use of the garden club building which is large enough for social distancing.
- Paul Rimola has contract concerns about what's coming out. District compensation needs to be billed every month.
- Mike Burt wanted to know if the board members received the letters. He expected them to be discussed at this meeting. The Board needs to put the letters on the agenda or a member of the public can request the letters be put on the agenda. The letters will be on next month's agenda.
- Paul Highfill said Seal Rock Fire Station used to be manned the most. He suggests the firefighters be moved to that location.

Board Comments:

- Director Joll has heard frequently from the community that they don't think they have a way to share their opinions. He suggests a Citizen's Advisory Committee be formed. This would be a means of interfacing between the community and the Board. Director Benjamin thinks this would be a great way to channel concerns to the Board. President Soltau agreed. Director Henson suggested seven people be on the committee to get more of a feel for the public. Director Joll has talked to people who have expressed an interest. He will bring back more information at next month's board meeting.

President Soltau adjourned the meeting at 19:56.

Minutes prepared by Mary Lou Morris.