

# DRAFT

## Seal Rock Rural Fire Protection District

### Board of Directors Meeting – July 9, 2020

#### Phone Conference

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

**Others Present:** Chief Sakaris                      Chief Gary Woodson  
Mickie Lundquist                      Skip Smith  
Windy Rush (Information Station)  
Mike Burt                                      David Oliver  
Paul Rimola                                      Al Anton  
Mary Lou Morris

#### Call to Order – Board of Directors Meeting

- President Soltau presided and called the meeting to order at 18:32. There was a quorum.

#### Board Member Positions

- John Soltau stated he was stepping down from being board president. Peter Benjamin agreed to be President and Tina Fritz agreed to be Secretary. Dustin Joll and Larry Henson were asked to be Treasurer. They both declined. It was decided to leave the Treasurer position unfilled. John Soltau made a motion to accept the officers as presented. Peter Benjamin seconded the motion. Comments on motion followed. Tina Fritz made a motion to select a different person for President. Tina nominated Larry Henson. John Soltau said he had talked with Larry and was told no at this time because of health issues in his family. Larry talked with Peter Benjamin about a change of course for the Board. Peter did not get back to him. Larry said he can't be on this board as it is and suggested Tina or Dustin be President. Larry can't support Peter or John. The vote was called with Peter Benjamin as President, John Soltau as Vice President, Tina Fritz as Secretary and Treasurer unfilled. John Soltau, Peter Benjamin and Dustin Joll voted in favor of the motion. Tina Fritz and Larry Henson opposed. The vote was 3 in favor and 2 opposed.
- President Benjamin offered to sit down with Director Henson and Director Fritz separately.

#### Approval of Minutes for June 11, 2020 Meetings

- President Benjamin asked if there were any corrections to the June 11, 2020 minutes. Director Henson and Director Fritz wanted clarification of the motion under Intergovernmental Agreement made by Director Fritz. Both wanted the motion to state

the Board President and another board member be on the oversight committee for the IGA. Mary Lou Morris said there should be two changes under Submission of Written Comment to the Board of Directors. The first sentence should read “Chief Sakaris stated there were no submissions on Sealrockbod@g.mail.com. In the second sentence, the email address should be [Sealrockbod@gmail.com](mailto:Sealrockbod@gmail.com).

### **Financials (handout)**

- President Benjamin stated the President should not do the Financial Report. He encouraged someone else to do the report so there is no conflict of interest.
- President Benjamin discussed the financial reports.
- Balance Sheet as of June 30, 2020 – Summarized Current Assets and Liabilities. The total for Operating Funds consists of \$6,625 in cash/general bank account, \$395,492 in cash/general LGIP account, \$200 in cash on hand for a total of \$402,317. Director Henson wanted to know how the total assets was determined. President Benjamin said he would look into his question and get back to Director Henson. Total LOSAP Funds was \$46,238. Total for Truck & Bldg Reserve Funds was \$189,288. Total Accounts Payable was \$8,320. Total Credit Cards was \$1,424. Director Henson had a question regarding Net Income and overage of the budget.
- Income and Expense June 2020 – Total income was \$15,010. Expenses for the Firefighters Fund was \$33,164. Expenses for the Chief Fund was \$7,364. General Fund Expenses was \$10,708.
- Expense Detail June 2020 – Director Fritz wanted to know what was bought from SeaWestern. Chief Sakaris stated it was for Blake’s turnout.
- Budget vs Actual Report July 2019 through June 2020 – This report is for the end of the fiscal year. Total Income was 102% of budget. Firefighters Fund Expenses was 103% of budget. Chief Fund Expenses was 88% of budget. General Fund Expenses was 77% of budget. Truck and Building Fund Expenses was 59% of budget. Director Henson wanted to know if the Net Income is a carry over. President Benjamin explained this is a cash reserve for the next several months until taxes are collected. Director Henson questioned the -73% listed under % of Budget. President Benjamin stated he was not sure what that meant.
- Director Soltau made a motion to approve Financials. Director Joll seconded the motion. All directors voted in favor of the motion except Director Henson who opposed.
- Bills Paid July 2020 – President Benjamin said the amount to Special Districts Association of Oregon was the premium for Workman’s Comp. Insurance for the year. The amount to WHA Insurance was for accidental death and dismemberment insurance. One policy is for paid employees on the job and the other policy is for paid employees when not on the job.
- Credit Card Charges June 2020 – Total was \$1,422.63.
- Director Joll made a motion to approve Accounts Payable. Director Fritz seconded the motion. Motion passed unanimous.
- Cash Requirements July 2020 – President Benjamin stated \$31,000 needs to be transferred from the General LGIP account to the General Bank account to pay bills/payroll. Director Fritz questioned the \$30,000 transferred on July 8<sup>th</sup> to cover overtime back pay. Chief Sakaris researched this amount and stated the District is doing catch-up on back pay.

- Director Joll made a motion to make the transfer. Director Soltau seconded the motion. Motion passed unanimous.

### **Old Business**

- COVID-19 Virus Update:

Chief Sakaris stated the Governor is now requiring face masks in public. He gave a report on the virus in Lincoln County. There have been 349 cases more than last month. The number of negative results is 4776, 8 hospitalized, 16 recovered and 4 deaths.

- Intergovernmental Agreement:

Chief Sakaris said there are weekly meetings. A survey has been sent out and the committee will meet if all can meet on the same day. Chief Sakaris, President Benjamin and Director Soltau will attend the meetings. Every Monday night there is group training. Chief Sakaris talked about a call in Seal Rock with CPR that was successful. Eleven personnel were on site within minutes. Chief Sakaris appreciated the quick response. There have been three cases recently where lives have been saved. Director Henson had a question about the survey. Director Fritz has an issue to get six people together at the same time. She suggests two people from each district. President Benjamin said he wants to wait for results from the survey. If everyone can't attend then they'll look at fewer people.

- Station 6100 and 6200 (10349 NW Rand St. Administration building, 1157 Grebe Street Green Building):

Director Soltau said Director Fritz has expressed interest in selling Paul's building. He has also discussed this with Director Henson. The building was designed not to have firefighters. A conditional use permit could try to be obtained. Director Soltau thinks the main building should be in Seal Rock. The land use plainer review needs to be considered and then decide whether to go with the Seal Rock property. Director Henson said he went on line to County Planning. The building is in a tourist commercial zone which is the same as R4. There is nothing in this zone for fire station use. The District could ask for a conditional use permit. He read the list of items listed for the zone. He suggests working with Lincoln County for a land use swap. Director Henson wanted to know the whereabouts of the original contract for the building. Chief Sakaris stated he has the contract. Director Henson asked that the contract be given to the board members. The building was purchased in June of 2016 or 2017. Chief Sakaris suggested Director Henson come to the station and look at the contract and then he can get a copy. Director Joll asked if there is a document of past Director Silverthorn's contact with Lincoln County. The document was filed but Chief Sakaris doesn't know if it was granted or not granted. A check for \$925 was issued to Lincoln County for a land use permit. Research will be done to see if the check was cashed. Director Joll stated if there are no documents, the process needs to be started over. President Benjamin will continue researching. He feels it would be beneficial for new board members to tour the Seal Rock buildings. There are 3 station buildings, the shelter for water rescue and the repeater building.

- Firefighter Hiring Process:

Chief Sakaris stated an interview panel met on June 29th and 30th. He wanted to thank the panel. Twelve applicants were interviewed. The firefighter test was given as well as use of an extinguisher. Don Townley was hired as a full time firefighter. He previously worked at Central Coast and began work for Seal Rock on July 4<sup>th</sup>. A part time position was offered to another applicant but he said no. Chief Sakaris will contact the next person in line for part time. Chief Sakaris asked the Board to consider raising part time pay from \$13.25/hr to suggested \$15/hr. He thinks this will fit within the budget, with 30 hours/week. There are now three full time staff personnel. Central Coast and Yachets staff can be used for overtime if Seal Rock personnel can't work. Director Fritz suggests hiring two half-time positions to fill one full time position. Chief Sakaris said her suggestion may go over budget. Chief Sakaris will get the numbers to the Board.

### **New Business**

- Chiefs Report by Chief Sakaris:

The Chief's monthly report for June 2020 and June 1 thru June 30, 2020 incidents are attached.

- Fire District Goals and Vision:

Chief Sakaris asked the Board to attend a study/work session to discuss goals and vision. Chief Sakaris will send out dates and times for the session. President Benjamin thinks it will take at least two hours. Chief Sakaris has started working on the project but needs Board input. Director Henson said he asked to have this on the agenda. His suggestions for short term, mid term and long term are attached to the minutes. Director Fritz suggested Central Coast be included in the session. Chief Sakaris wants Seal Rock to meet first and then ask Central Coast. Director Henson agreed with the Chief.

Director Fritz wants to address the Citizen Advisory Committee tonight. This would be a short term goal. This was brought up two months ago. She suggests having the committee by next meeting. Director Henson thinks the Firefighter Volunteer Association should be part of the Citizen Advisory Committee. He encourages others to attend the Volunteer Association meetings which are the last Tuesday of the month. President Benjamin would like to Association to reach out to the firefighters as well as the public. President Benjamin had a question about the role of the Citizens Advisory Committee. He feels it is part of the Boards' responsibility to interact with the public. Director Fritz thinks the committee would be a group someone could talk to that is not part of the Board. Director Joll said the committee can take ideas, distill thoughts and then bring it to the Board. President Benjamin likes the idea and Director Soltau agreed but suggested structure, policies and guidelines. Director Joll asked Chief Woodson if there is still a Citizen Advisory Committee for Central Coast. Chief Woodson said there are still members but not very active. Director Joll suggested Chief Sakaris and Chief Woodson get together to discuss how the Advisory Committee was formed and bring the information to the goals and vision session. Chief Sakaris, Chief Woodson and Director Joll agreed to meet.

Director Fritz wants to purchase a Zoll monitor for the District. She made a motion to have a financial resolution to be able to purchase the monitor but withdrew the motion after discussion. The discussion covered the cost (\$45,000 new and maybe \$28,000 used), the use, funds available in the budget, staff that can operate the monitor, and purchasing a Zoll AED instead.

### **Public Comments:**

- Windy Rush introduced Erich Knudson who has questions from Information Station. He stated the last two meetings are on audio recordings and their Facebook page. This meeting is being streamed live. He does Central Coast and Yachets meetings. President Benjamin stated he is not uneasy about this, it's more people attending a public meeting.

Mr. Knudson had several questions/comments:

A public member wants to know if the oversight committee meeting is open to the public. President Benjamin said it is open to the public and Director Henson encouraged the public to attend.

The public advisory committee was formed outside the district at Central Coast. One person comes to the Board. President Benjamin stated Director Joll, Chief Sakaris and Chief Woodson will discuss how to get information out to the public to form the advisory committee.

Can the green building, #6100, purchase agreement be made public? President Benjamin said ok. Anyone can ask Chief Sakaris to look at the agreement.

A question about moving the main response building to #6200, Bayshore Station since a lot of the calls are in Bayshore, Sandpiper and the surrounding area. President Benjamin stated this is an operation decision which is made by the Chief. The role of the Board is to set policy. It was noted that Central Coast also responds to calls.

A suggestion to ask for a variance so the red building can be an EMS public service building. It may be the green or red building, he's not sure.

Suggests the general meetings be live stream instead of phone. It is better to see the people. The Board can meet in the same room and live stream to the public. President Benjamin said this will be discussed.

- Mickie Lundquist wanted to talk about the Advisory Committee. She said there is no governing body in Seal Rock, so it's not like Central Coast and Waldport. Each board member could ask two members of the public to be on the committee for a total of 10 members. She is willing to help. Mickie also suggested that if people have something to say, they should stand up and say it. Mr. Knudson said maybe there are people in positions in the community that don't want their names used. President Benjamin said he wants to hear from the public and the Board will respond.

### **Board Comments:**

- Director Soltau received certified mail from a group of citizens and referred it to the attorney. He apologized if the public thought he was not listening to them.
- Director Henson said the two garage doors could be opened and have the board meeting, staying 6 feet apart and wear masks. Approximately 30 people could attend next month's meeting. Director Henson attended a 4 ½ hour program sponsored by SDAO. He also attended another training session that focused on "first to respond, last to ask for help". He learned that firefighters can have posttraumatic injury and should seek help.
- Director Fritz thinks Director Henson's idea for next month's meeting is good. Chief Sakaris said Lincoln County is limited to 10 people in attendance at a meeting. President Benjamin said with the restriction only the board members, the Chief and the secretary could attend.
- President Benjamin wants to get to know the three new board members individually. He will call them to schedule a meeting in person.

President Benjamin adjourned the meeting at 20:04.

Minutes prepared by Mary Lou Morris.