

Seal Rock Fire District

Board of Director's Regular Meeting

April 21, 2022 5:00pm

10349 NW Rand St ~ Seal Rock, Oregon 97376

<https://sealrockfire.com>

CALL TO ORDER 5:00pm

DIRECTORS: Karl Kowalski – President Skip Smith-VP
Mike Burt – Secretary Paul Rimola – Treasurer

ROLL CALL: All directors in attendance. A quorum was met.

OTHERS IN ATTENDANCE: Chief Will Ewing, Lynda Engle, Lisa Welch, Jordan Essoe, Dave Pelligrinelli, Joe Schwab

ACCEPTANCE OF PREVIOUS MINUTES: March minutes were approved and accepted.

GUEST INPUT: None

APPROVE AGENDA: Agenda was approved.

REPORTS: Director Rimola (**Treasurer**) apologized for Accountant Tom Wilson not attending the meeting but as it is tax season and he is short staffed he was not able to attend. The financial report will be sent by Wilson's Accounting by middle of next week. Rimola made a motion to transfer \$50,000 from the General Local Gov't Investment Pool (LGIP) account into the General Bank account to pay bills and payroll. Due to a shortage of funds in the LOSAP acct part of the CD at Columbia Bank was converted and put into that account. By the end of this fiscal year Rimola believes we will have reliable figures to start off the new fiscal year with.

Rimola had a graph on the white board showing the record of PERS non-payments from 2021 which had to be caught up with from the 2022 budget. No payments were made in Nov 2020, Feb, March nor April of 2021. This left the firefighter's fund with a negative of \$28,000 since it wasn't budgeted for. The lump sum owed to PERS was taken out in October '21 for the late payments going back to earlier in that year. There were several long standing bills owed from the previous Chief and Administration which has had to be caught up also. (See documents for more detail.)

Rimola explained the current checks/balances with the mail and invoices so that payments are made in a timely manner.

CHIEF EWING: Report included classification of runs during March, new volunteers (2) and number of volunteers who can respond to calls within the District. A CPR class was held for responders and an EMR course is soon being scheduled. Maintenance of buildings and equipment was discussed. Kudos to volunteers Burt and Beard for their work on the Board Room wall which is now sound-proofed and highlighted with cedar. Very nicely done! Weekly drills and trainings are being done. A live burn training is scheduled for April 24th behind Luna Sea Restaurant.

There was a discussion about the SOS letter dated Aug. 24, 2021 to the BOD regarding the audit review report for period of July 1,2019 through June 30, 2020. Also, Ewing explained the current ISO Report which has some of the District residents complaining about their insurance rates increasing. The report is available to the public. Ewing wants everyone to realize that the survey of the District involves the community and the rating of the Water Dept and Communications (WVCC) and not just the fire dept. This current survey took place last Spring, the report came out in Oct '21 and took effect Feb. 2022. The current Chief, Board and Administration were not part of that survey.

UNFINISHED BUSINESS:

5.1 The contract with Lexipol has been canceled, per Chief Ewing.

5.2 Director Smith's suggestion for an annual BOD calendar was accepted and it was discussed what all would be good to have on it, including when to transfer funds. The calendar will be kept updated by the Chief.

5.3 Insurance rates are being gathered together by office admin staff to be presented at next month's meeting.

5.4 Board Policy Review will be put on the agenda for July. Some corrections and better wording of a few policies will be done in the meantime.

5.5 Per Chief Ewing, the audit is not ready by Wilson's Accounting due to tax season but it should be available by April 30th.

5.6 Green Building; we should have the new zoning report in 2 wks. Chief is budgeting for a better ventilation system for the building.

5.7 We need to get our IT guy, Bobby Riggs from Quick Computers in South Beach, to get us up and running for our virtual meeting capability. We will probably use Facebook as the platform for virtual watching.

5.8 IGA President Kowalski had spoken with COCFD Board member, Buster Pankey, and they are agreeable to extending the deadline beyond the May 19 deadline previously stated. A motion was made and passed unanimously to remain with the basic portion of the IGA with COCFD through August 31st, 2022, but just the "master" portion, not all the amendments to it. Chief Ewing thinks the basic IGA is good and has "lots of validity" to it.

NEW BUSINESS:

6.1 William Ewing was officially sworn in as Seal Rock Fire Chief by Board President, Karl Kowalski.

6.2 A vote was taken to accept David Pelligrinilli to fill Position #2 on the Seal Rock Fire Board. David is a resident of Makai neighborhood in Seal Rock. Dave was sworn in by Kowalski and took his spot at the Board table.

6.3 A sample letter written by Director Smith was passed around for comments. It is a Welcome letter for new volunteers and will show the Board's appreciation for their volunteer spirit. Another letter when receiving any kind of award or commendation was also suggested.

6.4 A date and time for a Budget Committee was determined. May 26, a Thursday, at 6pm. Previous budget committee members are being contacted to see if they will participate again. Waiting for responses.

6.5 Director Smith would like to see an Ad-Hoc Committee put together to assess the equipment needs of the fire district. It would have the Chief as an advisor but non-voting member. Chief will draft a list of all equipment, including the rigs.

6.6 Resolution 2022-1 for a supplemental budget for 2021-22 was discussed to correct errors in the numbers from the 2020-21 budget. Motion to accept the supplemental budget was made by Director Rimola and passed unanimously. Two additional Resolutions are being tabled until May.

6.8 Referring back to his Chief's Report on the ISO rating, Ewing and Board members discussed how the residents understanding of the change in insurance rates and change in ISO numbers could be explained and made more public. Some suggestions were to use mailings, postings on Facebook and the website.

Board Comments: Skip Smith asked that the Chief's report be put on the website along with the Board Minutes. He asked whether the District had acknowledged the loss of Al Anton in some way.....yes, a signed card was sent to his wife and it is being discussed whether a high school scholarship might be appropriate to memorialize him long-term.

Director Rimola wrote and read a message intended to highlight unsung heroes around us and how the media tends to only see and lead with "if it bleeds it leads", rather than tell the whole story.

A comment from Director Burt, hoping that the current Board does its job so that a repeat of the past Board's mistakes doesn't reoccur.

GOOD OF THE ORDER: Nothing

ADJOURNMENT: 19:37

Seal Rock Fire Chiefs report March 2022

ALARMS

- The total number of alarms Seal Rock responds to.
102 runs
- How many in Seal Rock
52
- How many in Central Coast per IGA
47
- How many in other response areas. Non IGA responses
4 Yachats
- Average response time in Seal Rock
undetermined
- Number of personnel on first arriving unit. (*not command vehicle*) **1-2**

VOLUNTEERS /Staff

- New (*Volunteers to have been accepted into the volunteer program*)
1 new volunteer as of March 2022
- Who left and why (*exit interview should be conducted to determine if our volunteer program need to be adjusted*)
1 departure decided to volunteer with central coast (March)
2 new (4 total) part time replacements (March)
- Total number of responders (*volunteers who can respond to and participate at alarms*)
6 in district volunteers
- **7 non volunteer responders (not in district)**

TRAINING

- Weekly drill conducted
4 Wednesday night Drills (EMS, Incident command and Apparatus operation)
- In-house weekend drills
 - **1 Saturday CPR TRAINING (12 cards issue)**
- EMS training
3



**Seal Rock
Fire District
2022 Incidents by Community w/Avg Response Time**



Community/Incident Type	Count	Average Response Time
Seal Rock	52	6 mins 9 secs
111 - Building fire	1	
113 - Cooking fire, confined to container	1	
151 - Outside rubbish, trash or waste fire	1	
311 - Medical assist, assist EMS crew	14	
3111 - Lift assist with patient care report	1	
320 - Emergency medical service, other	4	
321 - EMS call, excluding vehicle accident with injury	15	
324 - Motor vehicle accident with no injuries.	1	
361 - Swimming/recreational water areas rescue	1	
463 - Vehicle accident, general cleanup	1	
550 - Public service assistance, other	5	
553 - Public service	1	
554 - Assist invalid	1	
611 - Dispatched and canceled en route	1	
6112 - Dispatched and canceled en route, EMS call	1	
661 - EMS call, party transported by non-fire agency	1	
700 - False alarm or false call, other	1	
745 - Alarm system activation, no fire - unintentional	1	
Waldport	47	5 mins 36 secs
118 - Trash or rubbish fire, contained	1	
311 - Medical assist, assist EMS crew	6	
320 - Emergency medical service, other	3	
321 - EMS call, excluding vehicle accident with injury	17	
324 - Motor vehicle accident with no injuries.	4	
550 - Public service assistance, other	4	
554 - Assist invalid	1	
600 - Good intent call, other	1	
611 - Dispatched and canceled en route	3	
6114 - Dispatched and canceled en route, Fire call	1	
6118 - Dispatched and canceled en route, Medical assist	2	
651 - Smoke scare, odor of smoke	1	
661 - EMS call, party transported by non-fire agency	2	
700 - False alarm or false call, other	1	
Yachats	4	6 mins 13 secs
140 - Natural vegetation fire, other	1	
510 - Person in distress, other	1	
611 - Dispatched and canceled en route	2	
Not Reported	2	

for minutes

#4.1

Treasurers Report to the Board

4/21/22

Follow up the last report to the board (H1):

Not only did the last administration ignore PERS payments FYE 2021, they underestimated the requirements in FYE 2022.

Either they were unaware of did not care that the PERS amount was 23.68% of pay. (G1, G2 G3). This was well publicized. Tom Samskaras was given the payroll numbers to post with PERS, who then automatically withdrew funds from our account. This did not happen in November 2020, February 2021, March 2021, April 2021.

These payments were made in FYE 2022 and skewed the budgets in a number of ways. First, the ending balance for the start of FYE 2022 was overstated in the Firefighters Fund. However, the auditor and the state called the district on this as the district actually had a deficit in these accounts, not a \$3333 positive beginning balance. Secondly, the number came out of FYE 2022 budget, but not budgeted for. (F2).

Further to Document F2 the PERS estimate was short by \$13,800 for the Firefighters Fund, and short \$1840 to the Chief's Fund (F1) The Chief's fund was actually funded with a flat \$1000 per month, which is \$2000 short of budgeted amount (if it would have continued).

Please note that Former Chief Sakaris informed Tom Wilson in **September 2022** that he no longer wanted to Administer the PERS account. Tom Wilson contacted PERS by phone and reported the missing months, and PERS took a lump sum out of our general account without notice and without a bill or advice on the amount. It appears that we also had to make up the 2022 amounts of July, August, September.

In a board meeting in May of 2021 Chief Sakaris essentially said this was taken care of when obviously it was not.

Also note that we have two negative numbers in the firefighter fund: The State of Oregon sites a number of \$17,439 while our auditors submitted a much larger number for the last board to review. (E1)

Note: Grimstad sends the district 7 copies of the audit that they send to the State of Oregon. Each board member is to get one, along with the chief. I found 7 copies on the shelf in the Chiefs office for the current fiscal year and the last fiscal year. It appears they were not distributed. Will Ewing reviewed these documents and will have a report and a proposed supplemental budget to correct these problems as well as a number of other budget problems that he uncovered. Basically, all of this mimics a forensic accounting procedure as there were a number of items that were not done and not reported.

Note: See K1: Grimstad discussed the shortage in the PERS fund. There are numbers from FYE2021 and numbers from FYE 2022 (current. They are auditing FYE 2021at this point. We can only wait to see if they accrue the missed payments to 2021 and if so, how big a negative number that will be, which will affect FYE 2022 (current), which in turn affects new budget FYE 2023.

I was shocked by all of this, but not surprised. Thanks to Chief Ewing who helped guide me through the minefield and come up with a solution.

I am about 80% done with a "pass off" treasures instructions to present to the next treasurer. It will include instructions on normal duties, including the responsibility to review the annual audit and to make sure the chief, who's duty it is, to distribute the annual reports to the board members.

Chief Ewing will go over the nuts and bolts of the budget as well as the supplemental budget and what has not been transferred and what we need to do.

I also want to remind the board that not only did we have to pay for deferred maintenance this year that was not put in the budget, we also had to pay PERS as discussed. **We also had to pay for bills in this fiscal year that were ignored by the last administration in the last fiscal year (FYE 2021)**

After Chief Ewing's presentation I will ask the board for guidance, as well as approval of resolutions that will get us back to a point that we can actually produce a realistic budget not some wild guess not based in reality.