

**Seal Rock Rural Fire Protection District
Board of Directors Meeting – November 14, 2019
Seal Rock Administration Building**

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

Others Present Chief Sakaris Mel Beery
 Mickie Lundquist Hank Lopez
 Dave Oliver Steve Silva
 Andrew Licon Derek Udoutch
 Patty Benjamin

Call to Order

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

Approval of Minutes for October 10, 2019 Board of Directors Meeting

Director Joll moved, Director Fritz seconded, to approve the October 10, 2019 minutes as presented. Motion passed 5-0 with no discussion.

Financials

Mr. Beery distributed the financial reports and discussed each statement.

1. Balance Sheet as of October 31, 2019/Current Assets and Liabilities—Total in Checking/Savings was \$220,056. Total in Truck & Building Reserve Funds was \$149,410. Total LOSAP Funds was \$54,557. Total Accounts Payable was \$12,878. Total Credit Card Payable was \$2,068. Director Henson asked about an entry under Prepaid Expenses in the amount of \$662. Mr. Beery said that amount was received in error and was being held in a clearing account until it is redirected by the bank.
2. Income and Expense for October 2019—Total Income was \$2,164. Firefighters Fund Expenses totaled \$19,108. Chief Fund Expenses totaled \$8,334. General Fund Expenses totaled \$9,996. The total for Truck & Building Fund Expenses was \$3,024.
3. Expense Detail September 2019—There were no questions or comments on the Expense Detail report.
4. Budget vs. Actual Report July through October 2019—At 33% through the Fiscal Year, Total Income was at 2% of budget; the Firefighters Fund Expenses was at 34%; the Chief Fund Expenses was at 32%; and General Fund Expenses stood at 26%. In answer to a question from Director Henson, Mr. Beery said 70-80% of the district's property tax revenue, approximately \$300,000, would be received during the month of November.

Director Benjamin moved to approve the Financial Report. Director Joll seconded the motion and it passed 5-0.

5. Bills Paid November 2019—Total bills paid was \$13,058.97.

Director Benjamin moved, Director Fritz seconded, to approve Accounts Payable. Motion passed with all in favor.

6. Cash requirements November 2019—\$34,800 would be required to meet payroll and bills. Mr. Beery said \$34,150 would be transferred from the general LGIP account and \$650 from the reserve LGIP account.

Director Joll made a motion to approve the transfers. Director Benjamin seconded the motion and it passed 5-0 with no discussion.

President Soltau moved New Business ahead on the agenda for a presentation by Steve Silva, an agent for WHA Insurance, about the district's insurance coverage.

New Business

1. WHA Insurance Presentation—Steve Silva

At the October 10, 2019 regular meeting, President Soltau had asked Chief Sakaris to invite Mr. Silva to meet with the board to review the district's insurance policies, which are up for renewal, so that any changes to the schedule could be made during the renewal process. Mr. Silva introduced two new folders, one that provided an overview of the agency's services, and another about a new risk management service. He then distributed copies of the district's lines of coverage and led the discussion.

- The property coverage is a blanket policy, so the total insurance value of all of the district's property would be available to pay for the loss of one structure.
- There are several coverage documents with the policy and what they cover is on the Special Districts Insurance Services (SDIS) website.
- President Soltau suggested that the board might want to consider bumping its comprehensive crime coverage from \$100,000 to \$250,000.
- The district is eligible for a 10% discount on its insurance coverage if the board members complete the Special Districts Association of Oregon's (SDAO) best practices survey before December 1, 2019.
- The district has had few/no Workmen's Compensation claims (a rating of .93).
- The policies currently show 3 full time district employees, 1 part time employee, 13 volunteers, and 5 board members. The district currently has 5 full time employees and 5 volunteers. A form will be sent out after the policy expires to update those numbers and the district will be billed for the increased coverage, but all 5 employees are covered now.
- Two additional policies are administered by Provident Insurance, covering accidental death and dismemberment, and accident and health. A discussion followed about what those coverages provide, including double indemnity and income protection.

President Soltau asked why the liability policy did not include coverage for EEOC/BOLI Defense Costs; Director Joll asked about the tort liability limit on the policy. Mr. Silva will e-mail Chief Sakaris with answers to those questions.

The board thanked Mr. Silva for his presentation and he thanked them for their service to the community.

Old Business

Returning to the regular agenda, there was nothing under Old Business, so President Soltau moved on to the other items under New Business.

New Business

2. Chief's Report by Chief Sakaris

Chief Sakaris distributed copies of his monthly report and discussed the following items:

- He distributed information on Lexipol, a risk management company specializing in training, services, and policy management for fire, EMS, and city and state government. He said the district would benefit by having a professional company to keep up with changes in laws and regulations. The cost would be \$3,867 per year, but there are still questions about Lexipol's administrative policies. He will meet with a Lexipol representative in Portland in December.
- SDAO had been updated with the new board members' information.
- There were about 40 attendees at the Bayshore Station's open house on October 12, 2019.
- Oregon Public Meeting Law: The typical rule of thumb is to provide notice of a regular meeting at least 7 to 10 days in advance; 24 hours' notice is required for any special meeting.
- Updates have been made to the SRFD website.
- Annual pump tests were performed on 6301 and 6207.
- Estimates are still being collected for the electrical work at the Bayshore Station.
- There were 48 calls during the month of October, including a mutual aid structure fire in Newport.

3. SRFD Association

Association President Hank Lopez distributed copies of an updated phone roster and an invitation to a fund raiser for Toledo Fire Chief Larry Robeson, to be held on November 16, 2019, to help with Chief Robeson's long term medical expenses.

Director Henson, who is also a member of the Volunteers' Association, reported on research he had done into the Association's filing for 501(c)(3) designation. The initial filing with the State of Oregon had been made in January of 2018 but was never followed through. Since then, the Association had been dissolved and reinstated, and the cost to form a 501(c)(3) went down significantly but requires an Employers Identification Number

(EIN). An EIN would require an individual from the Association to give out their personal information, maintain IRS filings, and be personally responsible for the operation and actions of the Association. No one in the Association as yet is willing to do that. In the meantime, the Department of Justice (DOJ) had sent letters regarding the original filing that had not reached the Association's board until one recent letter, which threatened legal action. Director Henson had spoken with the representative of the DOJ and that situation was resolved. The Association was bringing the matter before the board to see if the district has an EIN that the Association could use, or if the board feels the Association should remain a non-profit corporation and not proceed with filing for 501(c)(3) status at all. It was noted that filing as a non-profit does not give the Association the ability to issue tax exempt receipts. Association President Lopez said he felt the status should remain as it is. Director Soltau suggested putting the discussion on the agenda for the next board meeting, which would give everyone a chance to talk about what the board's relationship with the Association should be. Lopez said the matter would be reviewed at the next Association meeting, which is scheduled for November 20, 2019, and he would keep the board apprised.

Public Comment

Mickie Lundquist said the insurance coverage offered to the district's paid employees and volunteers could be an incentive for recruitment.

Board Member Comments

- Director Benjamin presented talking points on the Oregon Fire Service Annual Conference he had attended in Seaside.
- Director Henson gave a report on the 8-hour Red Cross Shelter Field Guide training he had attended.

President Soltau adjourned the regular meeting at 20:25 and opened Executive Session under ORS 192.660, Section (2), Contracts.

The meeting returned to regular session at 21:51.

Chief Tom Sakaris and firefighters Derek Udoutch and Andrew Licon returned to the meeting. There was a brief discussion about the overhead lighting, which bothered Director Henson and others in the room. The firefighters said they had solved that same problem at the Bayshore Station and would bring in some lamps.

Director Soltau moved that the adjustments that had been made to the contracts that would be submitted to the firefighters be given to the district's legal counsel for review, after which the board would be ready to approve the re-write. Director Fitz seconded the motion.

After a brief discussion, Director Fritz moved that the contracts be reviewed prior to their being given to the firefighters. Director Joll seconded the amended motion.

President Soltau called for a vote and the motion passed 5-0.

Director Fitz moved to give the four firefighters a bonus of \$500 plus \$100 per year of service as a gesture of good faith during contract negotiations and as a holiday bonus. Director Benjamin seconded the motion and it passed 5-0.

Director Fitz moved to give Chief Tom Sakaris a \$1,000 bonus. Director Benjamin seconded the motion and it passed 5-0.

Director Soltau said the board had hoped to move faster with the contracts but, as Director Joll had pointed out, it was also important to move correctly, and having the contracts vetted by legal counsel was a good step in the right direction.

The firefighters said they appreciated that and thanked the board for the bonuses.

The regular meeting was adjourned at 22:00.