

SEAL ROCK RURAL FIRE PROTECTION DISTRICT

Board of Directors Regular Monthly Meeting

When: July 20, 2023 5:00 pm/1700 hours

Where: 10349 NW Rand St Seal Rock, Oregon 97376

Call to Order: 5:00 pm

Directors: Mike Burt absent, all 4 others were in attendance. There was a quorum

Guests: Chief Ewing, Lynda Engle, Greg Musil, Emily Clark

Guest Input: None

Previous month's minutes were approved.

Agenda approved except that Oath of Office for director's installation was missing. Chief Ewing swore in President of the Board, Karl Kowalski. Kowalski went on to swear in Directors Skip Smith and Dave Pelligrinelli. **A Motion was made to retain their positions into the next year. Motion passed.**

REPORTS:

3.1 Treasurer Rimola and Chief Ewing discussed end of fiscal year 2022 findings and how the numbers and items have been miscategorized in Quickbooks. Ending balances are not accurate. Chief will talk to Tom Wilson Accounting to get it straightened out. SRFD will be having QB installed in the office and training has begun to have office staff take over by end of the year. This will provide "real time" information on spending.

The balance of the Truck and Building fund will be in the neighborhood of \$60,000. If we transfer the planned amount at the end of FTE 2024 the balance will be in the neighborhood of \$100,000.

A detailed report was submitted by Rimola regarding the transfer of funds needed to balance the T&B account to the auditors amount. The complete report is filed with this month's minutes in the office. Approximately 40 pages, including back up documents

A. Motion to transfer \$77,944.00 from General Local Gov't Investment Pool account to the General Bank Account to pay bills & payroll. Passed unanimously.

B. Motion to transfer \$25,500.00 from T&B (LGIP) to loan acct at 1st Security Bank for payments on Highfill's green building. Final pmt in about 13 mos. Motion passed unanimously.

3.2 Chief's Report: Chief Ewing went over the run reports from June, showing how busy SRFD has been with house and grass fires, most of them in Central Coast and Yachats districts. Training has made a couple of adjustments and currently there is training on 3 of the Tuesday nights, the other Tuesday night being the Volunteer Assoc meeting. One Saturday training a month. Medical training will be on one of the three Tuesday nights. Duty Officer, Joe Munger, will take the lead on most of the trainings.

3.3 Volunteer Report: SLER (South Lincoln Emergency Responders) Emily Clark provided the results of the volunteer and paid staff survey for the Chief's evaluation. He had very favorable results of 96-99% excellent leadership. Emily also reported on the coverage SRFD offered during the 3rd of July fireworks and the participation during the Toledo Festival parade.

UNFINISHED BUSINESS

4.1 Director Kowalski suggested forming a work session for the Board members to go over all evaluation slips together. The session will also include Jeff Griffith from WHA to go over insurance stuff. This will be scheduled before next board meeting in August. The sub-committee will include Directors Rimola, Pelligrinelli and Chief Ewing.

NEW BUSINESS

5.1 Director Pelligrinelli offered several examples of loss-prevention/fraud in the workplace and contributing factors. He had a good handout for everyone outlining the necessary "triangle": Opportunity – motive/pressure – and rationalization. David suggested that even if we have in-house acting we should keep someone outside the fire dept looking at our numbers. More than a once a year audit, he suggested quarterly, at least.

5.2 Director Skip Smith reminded the group about the needed new board member orientation list for when new board members are elected and how helpful it would be to have that list before hand. Possibly it could be put on the website.

5.3 It was decided by the Board that there would be two meetings next month (August).

1. One is a workshop to include all board members. It will concern the Chief's evaluations as well as future forms to be used for evaluation and a schedule.
2. Directors Pelligrinelli and Rimola will meet with Jeff Griffith from WHA to review insurance.

BOARD COMMENTS: Smith pointed out that there is no date printed on the financial Budget vs Actual report....Chief said that can be corrected.

ADJOURNMENT: 7:04 PM