

**Medford Rural Fire Protection District #2
200 South Ivy, #180, Medford, Oregon
October 2, 2019 3:00PM
Board Meeting Minutes**

Call to Order 3:00PM- Regular Meeting

Roll Call

X	President Jack Tait
-	Vice President Bob Sheets (resigned)
X	Sec/Treasurer Dan Marcisz
X	Director Bill Riggert (appointed Vice Pres)
X	Director Joe Brooks
X	Director Lisa Sandrock

Introduction of Guests- Cary Halligan

Staff Members in Attendance

Greg Kleinberg, Acting Fire Chief
Pam Webber, Executive Admin Assistant
Justin Keylock, Battalion Chief

Immediate Board Business- Tait

Sheets Resignation submitted September 18, 2019

Submitted resignation letter (on file). The board was notified immediately by the Chief on September 18th. A copy of the letter and a letter of thanks to the board members was inserted into each packet. The board referred to the succession list of two individuals. Wally Devries passed in November, 2018. The other candidate, Lisa Sandrock was contacted. Lisa agreed and attended this meeting.

Consideration to fill remainder of Position #5 Term, as prescribed by Oregon Law. Lisa Sandrock is recommended- Marcisz

Second- Riggert

Motion carried- Unanimous

Oath of Office to Lisa Sandrock, for Position #5 read by Greg Kleinberg

Appointment to Vice President Position- Board Members

The Board appointed Bill Riggert to serve the remainder of the year as Vice President. Tait also noted it is important to build a new succession list and seek out Budget Committee members.

Introduction of Guests- Marcisz

Auditor's Report- Richard Brewster CPA

Brewster explained the process and noted that Jessie Bridgham and Brittney Brite perform most of the audit. An audit report was distributed to the Board members.

- Management discussion and analysis is provided for a general overview- Page 1-6
 - The district's only assets are cash.
 - The net assets decrease during the 2018/2019 fiscal year by approximately \$321,000 as a result of an increase in material and service expenses and Capital Outlay.
 - Overall revenue increased by approximately \$106,000, the result of additional property taxes.
 - The Capital Reserve Fund decreased by approximately \$291,000, the result of the approved purchase of the Wildland Type III Engines, the Training Building construction and other major equipment purchases.
 - Brewster noted that the district did very well with putting controls in place.
 - This is a cash basis report with supplementary reports found to be true and accurate.
 - Page 9 indicated the balance statement and that the funds are set aside for equipment replacement.
 - Page 10, the general fund decrease by 29K, but that is good considering one year's activity.
 - Page 19 & 20- The District received more in tax revenues than expected, yet it spent less than anticipated.
 - Final budget column indicates that 120K was carried over.
 - Page 20 indicates the Capital Fund earned higher interest rates than anticipated at the current rate of 2.45%
- Auditor's Report
 - Spent less than budgeted and operated as planned.
 - These comments and a report are submitted to the state.
 - Internal Controls- No comments, the controls look fine.
 - No changes are recommended.
 - A copy of a letter to the Secretary of State was presented to Dan Marcisz.
- Property Tax
 - \$157,000 are owed by patrons.
 - There was a question regarding the loss due to discounts. Brewster responded, this is due to an improved economy over all.

Meeting recess for an updated District Board member photo outside- Webber

Public Comment- None

Approval of September Minutes

Motion to approve the Minutes of the September 4, 2019 Meeting- Brooks

Second- Marcisz

Motion carried- Unanimous

Agenda Meeting Attendees- Jack Tait and Bob Sheets

Financial Report- Marcisz

Demand Account		Interest*	Capital Reserve		Interest*
Fund 5942	142,482.59	295.85	Fund 5946	1,403,227.89	2,915.93
Checking Account 0847	1,631.25	.04	Pool Plus- 4155	2,527.89	.15
Total	144,113.84		Total	1,405,755.78	

*Tax receipts for September are \$7,328.35 and are included in the totals.

Expenses

PO and Vendor	Amount	Line Item
PO#1757 Zoll- Auto Pulse Carry Case (4)	1,548.40	1-5070
PO#1759 Fire Com- Type III Radio Equipment	5,632.57	2-5560
PO#1761 Hughes Fire Equip- Change order items	1,473.07	2-5560
PO#1762 Hornecker Cowling, LLP- Edit documents	112.50	1-5120
PO#1766 Bob Sheets (Resignation, Stipend)	250.00	1-5180
Secretary/Treasurer Monthly Stipend	750.00	1-5140
Total	9,766.54	

Motion to pay \$9,766.54 in expenses- Riggert

Second- Brooks

Motion carried- Unanimous

Pool Account Rates

Marcisz reviewed the interest rates experienced over the year. The current rate is 2.45% as of September 24, 2019.

Profit Loss Report

Marcisz reviewed the Profit and Loss Report (attached). He noted several areas of attention. He asked how frequent the Board would like to see the report. It was noted that if there was something exceptional, Dan should share the report with the board. Otherwise, the report will be presented quarterly.

Correspondence

Annexation- City Recorder's Office

- The Howard property annexation (out of the Rural District and into the City) will be final in November 2019.

- Notice from the County informing the board that recording fees will be increased (probably no effect on the District).

New Business

Budget Committee- Marcisz

Marcisz reminded the board that the district has an opening on the Budget Committee. Additionally, the board needs to seek candidates for the succession list.

National Fallen Firefighter Memorial Transportation- Webber

Webber informed the group of the National Memorial for Burns, and requested the District's support for the transportation of City personnel the Burns family.

Motion to approve payment not to exceed \$450 for the additional transportation for the department members attending the memorial- Brooks

Second- Riggert

Motion carried- Unanimous

Old Business

Transferring Contingency Funds Report- Marcisz

Marcisz gave an explanation of the contingency and noted the flexibility that it offers the board members for unexpected expenses. The current budget has \$71,000 in contingency. There was some discussion about a previous year's expense that resulted in a supplemental budget because the contingency was only \$10,000. There is a request from staff for a commitment to a \$5,000 match for a Safety and Security Grant for non-slip floors and a certified anchor system for the Training Building. An application will be submitted to the SDAO, and the application period for the Grant expires on November 13, 2019.

Policy Manual- Marcisz

Status of Employees serving on the District Board of Directors (current policy)

The standing policy was reviewed and edited by the Rural District attorney, but it is not an Ordinance. Marcisz has confirmed that the JC Clerk does not audit or monitor the applicants. If submitted, the ordinance would go into effect one year from the date of submission. The safeguard for the District is a City policy via the SOG's. There was further discussion regarding a means to assure that City employees do not serve on the MRFPD2 Board of Directors. Marcisz asked that the Chief decide how he wants to handle it at his end.

The following agenda items were postpone to next the November 2019 meeting for first and second readings respectively:

Terms of Office

Continued from page 4- Policy Manual

Fiscal Policy

Stipend Policy Update

Staff Report

Type III Report- Keylock

Keylock reported on the status of the Type III. Several items that were submitted for change order resulting in an added charge of \$1,473.07. Keylock anticipates the vehicle will be complete and delivered to Medford in the third week of October.

Fall Newsletter- Webber

The draft of the fall newsletter is included in the board packets. Webber informed the board that it will be sent to the printer on Monday, October 7, 2019. Please contact Pam if you request any changes.

Motion to approve a payment up to \$3,200 before next meeting if needed- Marcisz

Second- Brooks

Motion carried- Unanimous

Fire Chief Recruitment- Kleinberg

Five candidates will be interviewed on October 8, 2019. On Monday, October 7th, the candidates will take a City tour, attend a luncheon with the City Manager and a Meet and Greet for FD members as well as District Board members at FS#4, from 1500-1700.

Firefighter and Battalion Chief Recruitment- Kleinberg

114 applicants applied for Firefighter, and 76 qualified to be interviewed. The assessment will take place on 10/21-23 and Chief interviews on October 24, 2019. Battalion Chief internal process was announced today to fill the vacancy that will be left when Brian Farber retires in December.

Activity Reports- Kleinberg

The reports were emailed to Board Members.

Good of the Order

- Marcisz will be out for November meeting.
- Sheets recognition- Marcisz recommended that the board of directors present a plaque of thanks at the December meeting. It will be purchased by the board members separate of the District funds.

- Marcisz- Supplied new Board member Lisa Sandrock the information to complete the Umpqua Bank signature cards.

Motion to approve Marcisz to purchase the QuickBooks updated software- Brooks

Second- Sandrock

Motion carried- Unanimous

Items not on the agenda

ODF Fire Season Report- Kleinberg read an ODF News release. There were 214 responses to wildland fires that burned a total of 324 acres. ODF was pleased to report that 98% of fires were extinguished while the fire was under 10 acres. Fire season ended September 30, 2019 and it was summed up as a very mild year.

Questions about burning hemp- Knowing that it is illegal to burn marijuana, the question was posed about burning hemp. Kleinberg will check and get back to the Board of Directors.

Motion to approve Bob Sheets letter with the minutes- Marcisz

Second- Riggert

Motion carried- Unanimous

Next meeting December 4, 2019

Meeting Adjourned

5:00PM

Action Items

Action Item	Responsible Person	Due Date
Check for restrictions to burn hemp.	Kleinberg	ASAP

Respectfully submitted by Pam Webber, MFR