

**Medford Rural Fire Protection District #2
200 South Ivy, #180, Medford, Oregon
December 4, 2019 3:00PM
Board Meeting Minutes**

Call to Order 3:00PM- Regular Meeting

Roll Call

X	President Jack Tait
X	Vice President Bill Riggert
X	Sec/Treasurer Dan Marcisz
X	Director Joe Brooks
X	Director Lisa Sandrock

Introduction of Guests- Bob & Darlene Sheets and great grandson Eli

Special Presentation to Retired MRFPD2 Board Member Bob Sheets- Tait and Chief Fish

A plaque was presented to Bob Sheets in appreciation of his dedication for over nine years of service to the MRFPD2 and serving on the Board of Directors. Bob thanked the group and Fish presented a Fire Chief coin.

Staff Members in Attendance

Brian Fish, Fire Chief
Pam Webber, Executive Admin Assistant
Justin Keylock, Battalion Chief/Technology

Public Comment- None

Motion to approve Minutes of November 6, 2019 Meeting- Brooks

Second- Riggert

Motion carried- Unanimous

Public Hearing 3:10PM- Marcisz

A hearing to adopt Ordinance 19-1 Prohibiting Firefighters of MFR or MRFD2 from serving the MRFPD2 Board of Directors.

Motion to accept the ordinance #19-1 as written- Sandrock

Second- Brooks

Motion carried- Unanimous

Open for Public Comment Jack Tait (mentored by Chief Fish)- None

Chief recommended that MFR draft a department guideline to prohibit MFR employees from serving on the Fire District Board. The ordinance will not be affective until December 4, 2020 (one year from the date of adoption).

Agenda Meeting Attendees- Riggert & Tait

Financial Report- Marcisz

Expenses		Line Item
PO#1763 PCN Strategies, Inc- Mobile Data Comp Equip for Type 3 & 6	14,523.57	2-5560
PO#1765 Knox Company- Med Vault for Type 3 (wildland apparatus)	1,692.00	2-5560
PO#1778 Teleflex LLC- Laryngoscope Handles/Blades	703.50	1-5140
PO#1780 National Hose Testing- Annual Testing	5,513.75	1-5005
PO#1781 Hughes Fire Equipment, Inc- Change order request for Type 3	140.49	2-5500
PO#1782 Card Member Services- Ladder for Type 3	1,052.60	2-5560
PO#1783 Rosebud Multimedia- Public Notice for Ordinance 19-1	111.70	1-5060
Secretary Treasurer Monthly Stipend	650.00	1-5180
Total	24,387.61	

Motion to pay \$24,387.61 in expenses- Brooks

Second- Sandrock

Motion carried- Unanimous

Tax revenues for the month of November total- \$1,968,840.55

Marcisz shared information about how the SDAO Longevity Program saves the district 5% annually on insurance premiums.

Motion to continue the District's membership to the SDAO longevity program - Riggert

Second- Brooks

Motion carried- Unanimous

Correspondence-

- Oregon State Pool notification of a rate change 2.45% to 2.25%
- Insurance premium contributions will increase 10% for 2020. There was additional information about the incentive shared with the board members.
- 2020 SDAO Conference, February 2-9 in Seaside, OR- Marcisz suggested that Sandrock attend. Lisa Sandrock is interested.

Motion to support and permit a MRFPD2 Board Member to the SDAO 2020 Conference- Marcisz

Second- Riggert

Motion carried- Unanimous

New Business

Recruiting Budget Committee Members- Marcisz

It was noted that Bob Sheets is interested in serving as a Budget Committee member. Marcisz will send him an invitation.

Succession Planning- Marcisz

Marcisz sent a communication to the Budget Committee members and did not receive a response. He asked that board members seek interested applicants.

Managing the Policy Manual Index-

Marcisz noted that the Policy Manual is a living document and needs a keeper of the index. Sandrock indicated she is interest, but would like to look at the document first.

Reschedule January 2020 Meeting (Falls on Jan 1st)

Motion to reschedule the January meeting to January 8, 2020- Marcisz

Second- Sandrock

Motion carried- Unanimous

Old Business

Type III Certificate of Origin- Webber

It was agreed that the best location for Certificate of Origin for the Type III Engine is stored with the MRFPD#2 records at the MFR office.

SDAO Grant- Marcisz

The SDAO safety equipment grant for the MFR Training Building was submitted in October. The first priority goes to districts that have not received one in the previous cycle. This grant is to equip training building with roof anchors to meet OSHA requirements. This also prompted a discussion regarding a budget for additional training building equipment.

Policy Manual

Terms of Office

Motion to approve the Terms of Office policy- Riggert

Second- Brooks

Motion carried- Unanimous

Duties of the Board Secretary Treasurer

Motion to proceed with the second reading at the January meeting- Brooks

Second- Sandrock

Motion carried- Unanimous

Stipend Policy

Motion to proceed with the deletion of the paragraph 3, and a second reading at the January meeting- Brooks

Second- Marcisz

Motion carried- Unanimous

Meeting Attendance

Motion to proceed with the verbiage changes and second reading at the January meeting- Riggert

Second- Sandrock

Motion carried- Unanimous

Fiscal Policy

It was determined that this policy will be discussed further at a future meeting.

SDAO Notification- Marcisz

Discrimination Policy is required to be entered into the district policy manual (preferably by 1/1/20). Marcisz requested the each board member review the policy template. The policy will be addressed at the January meeting. Chief Fish suggested that the MRFPD2 adopt the City policy. Chief will check with the City HR department and report back to the board.

Staff Report

Activity Reports- Emailed to Board Members

Pierce Manufacturing Thank you Letter included in the packets- Chief Fish

Chief Fish noted the thank you letter sent from Pierce for the Type III engine order. He also informed the Board that we are fabricating a console box to be installed between the seats. The unit is anticipated to be in service by February 2020. The Board of directors would like to see the rig once it is fully equipped and ready to go into service.

Updated Roster included in packets- Fish

Support of Administrative Services- Fish

Chief informed the board of a change in staffing in the MFR Administrative Office. In the process of centralizing the City payroll, one full time Administrative Assistant was transferred to the Finance Department Payroll Division. Chief Fish will be addressing the City Budget Committee in January to request a replacement position. Chief noted that he instructed Webber to track the hours she commits to the board business and there will be further discussion at a future meeting regarding the district compensating the City for administrative services.

Good of the Order

- Fish presented Chief coin to each member in appreciation of the partnership with the MRFPD2 Board of Directors
- The new MFR Chief, Eric Thompson will be introduced by Chief Fish at the January 8, 2020 meeting. He will also be introduced and his badge will be pinned 6:00PM at the January 2, 2020 Medford City Council Meeting.

Meeting Adjourned 4:49PM

Action Items

Action Item	Responsible Person	Due Date
Riggert will deliver District Lap Top BC Keylock	Riggert/Keylock	Next meeting
Reserve room for Sandroock to attend SDAO 2020	Sandroock/Webber	ASAP
Subject for newsletter- Board Member Succession Planning	Webber	Next Newsletter
Contact HR about discrimination policy	Fish	Next meeting
Obtain 2020 parking passes for Board members	Webber	Next meeting

Respectfully submitted by Pam Webber, MFR