

Medford Rural Fire Protection District #2
200 South Ivy, #151
February 13, 2019 3:00PM
Board Meeting Minutes

Call to Order 3:00PM- Regular Meeting

Roll Call

X	President Joe Brooks
X	Vice President Jack Tait
X	Sec/Treasurer Dan Marcisz
X	Director Bill Riggert
X	Director Bob Sheets

Introduction of Guests- None

Staff Members in Attendance

Brian Fish, Fire Chief
 Greg Kleinberg, Fire Marshal, Fire & Life Safety
 Pam Webber, Executive Admin Assistant

Public Comment- None

Motion to approve Minutes of January 3, 2019 Board Meeting with one correction, referring to the Air Pack subject on page 3- Correct bottle PSI to “5500 compared to 4500”- Tait

Second- Riggert

Motion carried- Unanimous

Agenda Meeting Attendees- Brooks & Tait

Financial Report- Marcisz

As of 1/31/19

Demand Account		Interest*	Capital Reserve		Interest*
Fund 5942	2,078,553.63	2,830.80	Fund 5946	1,274,525.41	2,704.43
Checking Account 0847	21,036.94	1.65	Pool Plus- 4155	11,678.31	5.04
Total	2,099,590.57		Total	1,286,203.72	

*Interest included in totals.

- Tax Receipts for the month of January- \$20,419.23
- As of 2/6/19, delinquent taxes paid in the amount of \$14,459.53 are not included in these totals.

Expenses

PO#1709 Western State Design- Extractor	10,908.00
PO#1717 Zoll- AED Infant Sensors	1,192.50
PO#1719 Card Member Services- SDAO Conference	717.98
PO#1721 SDIS- District Liability Insurance	1,259.00
PO#1723 SDAO- Conference Registration	430.00
PO#1725 Global Star- Satellite Phone Fee (1 year)	960.00
PO#1726 OFDDA- Membership Dues (1 year)	1,250.00
PO# 1727 Brenda Morris- Bookkeeping Services	212.50
PO# 1729 Dan Marcisz	218.66
PO# 1730 Joe Brooks- Reimbursement for SDAO travel	218.56
Secretary/Treasurer Monthly Stipend	750.00
Total	\$18,117.20

Motion to pay \$18,117.20 in expenses (the Zoll AED Infant Sensors were tabled briefly for additional information)-Sheets

Second- Tait

Motion carried- Unanimous

New Business

SDAO Conference Report- Brooks & Marcisz

Brooks reported on several SDAO sessions that he attended. He felt that the conference was informative and worthwhile.

- Board Liability- Information on “what **not** to do” and added information on Executive Sessions. He learned more about providing notice of Executive Session and reserving the right to call for an Executive Session
- Board of Directors class review was informative.
- The information on Personnel Management, PERS and Workers Compensation was not applicable to MRFPD2.

Marcisz reported on several sessions

- Board of Director Meetings:
 - Working together and getting a consensus.
 - The process of noticing an Executive meeting. He noted that the class was advised to remove “right to call an Executive Meeting” statement from Agenda documents. This is due to adhering to meeting noticing rules.
 - Stick to the agenda.
 - Identify a problem and solve it.
- Finance- This session did not offer any information that Marcisz had hoped to hear.
- Liability Insurance- Insurance purchased specifically for the person in charge of financial matters.
- Finance- This provided information on transporting agencies having the ability to bill for medical supplies.

2019-2020 Budget Schedule

Marcisz distributed and reviewed the budget planning schedule. Equipment purchase requests are due March 6, 2019. Brooks informed the directors that he will not be present for the May 1, 2019 meeting.

Marcisz noted that he has four individuals that have acknowledged they will serve on the Budget Committee. He encouraged the Board members to help seek a 5th person to serve. They must live in the Fire District and it is a three-year commitment.

Staff Ride- Chief

Chief asked the board if they are willing to support three MFR members to attend the Storm King Mountain, CO training in May. There was some discussion regarding an FLSD member attending. Chief noted that the cost is approximately \$3,000 plus the cost of airfare. It was suggested to authorize a "not to exceed \$7,500 for the three MFR members to attend. There was some discussion regarding potential cancellation due to a possible Federal Government shut down.

Motion to pay up to \$7,500 in travel expenses for three MFR personnel to attend the Staff Ride Training- Tait

Second- Riggert

Motion carried- Unanimous

Correspondence-

- Marcisz noted the SDAO Board Member training on August 20, 2019.
- Marcisz noted the February 20, 2019 Budget Training by Oregon Department of Revenue and he will be attending.

Old Business

Policy Manual- Marcisz

- Marcisz would like to get Fire District #3's ordinance on Board Member Eligibility. There was a brief discussion regarding an Ordinance and the requirement to be a resident of the district to serve on the board. Additionally, he noted exclusions, such as a Medford Fire-Rescue employee. Marcisz informed the Board that it is a year-long process due to a waiting period after the Ordinance is in place. Additional research is taking place on this policy.
- Purchasing Policy- Marcisz suggested that MRFPD2 follow the City purchasing policies. This policy will be researched.

Budget to Actual Report- Marcisz

Marcisz distributed a Budget to Actual Report relevant to the last six months of activity. He explained the document and he noted there are several modifications, such as placing the expense in the proper line item that will improve the next month's report.

Staff Report

R327 Wildfire Hazard Mitigation

Kleinberg reported on the Wildland Hazard Mitigation code to make houses more ignition resistant. He distributed a summary document (attached). It addresses roofing material, ventilation, exterior walls, and metal gutters with screens. The code was signed at the State level by the State Building Code Official. Local Building officials are in support. Kleinberg noted that some builders are already utilizing materials that are in compliance. Kleinberg encouraged the Board of Directors to attend the County Commissioners meeting in the future (TBD). This will help to show support during the process.

Activity Reports- Kleinberg

- December 2018 & January 2019 reports- Emailed to the Board Members for their review.
- 2018 FLSD Statistics- Emailed to the Board Members
- FLSD Annual Report- Distributed to the Board Members during the meeting, and reviewed.

Spring Newsletter- Webber

The Spring Newsletter was distributed and reviewed. It will be sent to the printer by the end of this week. Pam asked that the board members review the letter and contact her if there are any issues.

Motion to print and mail the Spring Newsletter in an amount not to exceed \$3,000- Sheets Second- Tait

Motion carried- Unanimous

Training Building- McGowan

The builders are scheduled to begin the erection of the training building in April. The contract for services will go to City Council for approval.

Good of the Order

- Board consensus to have a statement at the bottom of the agenda removed.

Motion to remove “Executive Session” statement from the Agenda form- Sheets Second- Tait

Motion carried- Unanimous

- Riggert announced that he signed up for another term on the Board of Directors

Next meeting March 6, 2019

Pam noted she will not be available for the March meeting. Christa Bennett will stand in.

Action Items

Action Item	Responsible Person	Due Date
None		

Meeting Adjourned
4:50PM

Respectfully submitted by Pam Webber, MFR