

Medford Rural Fire Protection District #2
200 South Ivy, #180, Medford, Oregon
March 6, 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- Cary Halligan, JCFD#5 Board Member

Staff Members in Attendance

Brian Fish, Fire Chief
 Greg Kleinberg, Deputy Chief
 Christa Bennett, Administrative Assistant

Public Comment- None

Motion to approve Minutes of February Meeting- Sheets

Second- Tait

Motion carried- Unanimous

Agenda Meeting Attendees- Joe Brooks by phone and Jack Tait

Financial Status Report- Marcisz

Demand Account		Interest*	Capital Reserve		Interest*
Fund 5942	511,002.54	1,070.30	Fund 5946	1,150,642.06	2,422.27
Checking Acct 0847	2,905.17	.42	Pool Plus- 4155	11,679.55	1.34
Total	513,907.71	N/A	Total	1,162,321.61	N/A

*Interest noted for information is included in totals.

Tax Receipts for the month of February- \$14,459.53

Marcisz presented expenses

Expenses

PO#1724 Ram Offset, Spring Newsletter & Permit 2,880.34
 Secretary/Treasurer Monthly Stipend 750.00
Total Expenses \$3,630.34

Motion to pay \$3,630.34 in expenses- Tait

Second- Riggert

Motion carried- Unanimous

Item not on the agenda – Change in Wording - Fish

Chief Fish mentioned possibly changing the wording regarding the expense labeled Secretary/Treasurer Monthly Stipend. It was suggested the word “stipend” be changed to “expense”. The topic will be further discussed and revisited.

Correspondence- None

New Business

Mel Lowe Lane Annexation- Fish

There was a discussion regarding the property at 2905 Mel Lowe Lane for annexation. Several questions were raised regarding access and water supply. More information will be gathered and the property will be assessed by Deputy Fire Marshal Shay. The topic will be further discussed at the next meeting.

Old Business

Budget Process Update- Marcisz

Update on Budget Committee Member #5 - Marcisz

Attempts have been made to recruit a fifth member for the Budget Committee, but nobody has been selected yet. The Board will continue to try to find a willing candidate.

Budget Requests- Fish

Chief Fish presented items being requested by the department for the 2019/2020 budget

- Increase for the fifth Deputy Fire Marshal position- This increase is due to employee annual pay increase and incentive pay being received for certifications.
- Brush Rigs- There was an in-depth discussion about the request for the replacement of both of the department’s brush rigs. Chief Fish explained that due to the ages of the vehicles (2006 models), they are requiring more repairs and are due to be replaced. He suggested that both rigs be replaced at the same time. One of the current rigs would be kept as a reserve. The other would have its slip-on unit removed and have a dump bed installed and used as a support vehicle.
- Apparatus driving simulator- This device would improve engineer training. Due to the cost of the brush rig replacement and the driving simulator being high, the Board discussed which would be most beneficial to the department. More information was requested before making a final decision.
- Three sets of turnouts
- Three thermal imaging cameras for training
- Dump bed for existing pickup
- Smoke ducting system for the new training building
- Smoke fluid
- Service contract (annual) for the satellite phone
- Wildland foam

Budget Requests Continued from page 2

- Hose testing
- Disposable medical supplies.

Budget to Actual Report- Marcisz

A report was not generated for this meeting.

Training Building Contract Signature- Fish

The new training building is in the approval process with the City Council. The ground at the site is already prepped for the building's foundation and construction is expected to begin in April.

Policy Manual

Eligibility Ordinance – Marcisz

Marcisz gave copies of the draft ordinance to each Board Member to review prior to the next meeting.

Staff Report

Activity Reports were mailed

Biennial Budget - Fish

The department's biennial budget is in progress. To help the City balance their budget, it was decided that the project to repurpose the training grounds will be postponed. The decision was made to continue moving forward with the replacement of the department's aerial apparatus.

Operations Chief Position - Fish

Chief Fish gave an update that the vacant Operations Chief position has been advertised nationwide. There have been several applicants so far. Interviews and an assessment center are planned to occur in April. It is anticipated that the selected candidate will start in July.

Fire Marshal Report - Kleinberg

Chief Kleinberg gave a copy of the 2018 Fire Marshal report to Board Members. The report describes the Fire & Life Safety Division's activities for 2018, including fire investigations, inspections, and public education.

Good of the Order

Marcisz complimented the MRFPD2 Spring Newsletter, which was mailed out to MRFPD2 residents the last week of February with a burn permit enclosure.

**Meeting Adjourned
5:15 p.m.**

Action Items- Next page

Action Item	Responsible Person	Due Date
Gather information regarding the Mel Lowe Lane properties	Kleinberg	4/1/19
Costs of requested dump bed	Fish	3/20/19
Confirm cost of smoke fluid (55 gallon barrel) & smoke ducting system	Fish	3/20/19
Gather more information about the apparatus driving simulator	McGowan	4/1/19

Respectfully submitted by Christa Bennett, MFR