

**Medford Rural Fire Protection District #2
200 South Ivy, #180, Medford, Oregon
April 3, 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- Joe & Cherie Suste, citizens seeking annexation.

Staff Members in Attendance

Brian Fish, Fire Chief

Greg Kleinberg, Deputy Chief/Fire Marshal

Pam Webber, Fire Administration Manager

Mel-Lowe Lane Annexation- Fish

Residents, Joe & Cherie Suste of 2711 Mel-Lowe Lane are seeking annexation into the MRFPD2 jurisdiction. Additionally, the property owner at 2905 Mel-Lowe Lane is also requesting annexation. The petitions were presented at the district during the March 6, 2019 meeting. The board members requested additional information regarding the property including access, water sources, and the general vegetation conditions at the property. DFM Mark Shay made a visit to both properties. Chief shared information from the report with the board members. There was a recommendation to mitigate vegetation along driveway for both properties (did not present safety hazard). Additionally, the turn-around area for apparatus is limited and there was some discussion regarding the challenges and options.

Motion to approve the petition for 2711 and 2905 Mel-Lowe Lane for annexation.

Medford Fire-Rescue personnel will see that the document is signed by ODF and forwarded to the Suste's- Tait

Second- Riggert

Motion carried- Unanimous

Public Comment- None

Motion to approve Minutes of March 6, 2019 Meeting- Sheets

Second- Tait

Motion carried- Unanimous

Agenda Meeting Attendees- Joe Brooks and Jack Tait

Financial Status Report- Marcisz

Demand Account		Interest*	Capital Reserve		Interest*
Fund 5942	564,748.06	1,29.63	Fund 5946	1,153,329.52	2,687.46
Chking Acct 0847	4,259.94	.11	Pool Plus- 4155	11,681.14	1.49
Total	539,008.00	N/A	Total	1,165,010.66	N/A

Tax Receipts- \$57,448.89 as of 3/6/19 (Taxes and interest included in totals)

Expenses

Secretary/Treasurer Monthly Stipend 750.00
Total to date 750.00

Motion to approve the expenses in the total amount of \$750.00- Sheets

Second- Tait

Motion carried- Unanimous

Correspondence-

SDIS- Received Longevity Credit Check #054204 in the amount of \$204.00 to be deposited-
 SDAO- Board Member & Management Staff Training- August 21, 2019, The Commons, Mdfd
 SDIS- Best Practices Application will be completed by Marcisz

New Business- Item not on the agenda

Comments at the March meeting- Marcisz wanted to apologize regarding his comments related to an Operational decision. He noted that he does not have intentions, as a board member of getting involved in Operational decisions.

Old Business

Budget Preparation- Marcisz

The proposed budget was reviewed. The Board of Directors will receive the preliminary budget document by April 24, 2019. The budget committee meeting will take place on May 1st, just prior to the regular Board of Directors meeting. Chief reported additional information on several budget request items from the previous meeting. These items are included in the preliminary budget.

Budget to Actual Report- Marcisz

The report was presented and discussed. Marcisz was unable to include the Supplemental Budget items. He will attempt to get those items included on the May report with CPA's help.

Policy Manual- Marcisz

Eligibility Ordinance- Brooks would like to check the legality of excluding City employees from serving as a director. He believes that he could only limit Fire Department employees. Dan read through the policy (attached). This was the first reading. The policy will be presented at the May meeting for the second approval and vote. The Ordinance will be delivered to the Rural District legal representative for review.

New PDF Emailed to Board Members-

The most updated policy manual was emailed to the board members in April.

Board Document Terminology- Marcisz

There was discussion regarding the use of the word stipend for the board member allowance. Chief suggested expense. The word "Stipend" indicates a fixed dollar amount. The Secretary/Treasurer allowance changes according to the time spent on Board business. Marcisz suggested that we utilize the word "expense" until the board receives further recommendation for the District legal representative.

Item not on the Old Business Agenda-Laryngoscope Purchase- Fish

Chief requested that authorized amount for the purchase of the video Laryngoscope is increased to meet increased expenses for medical equipment, not to exceed \$13,000.

Motion to approve authorize up to \$13,000 for Video Laryngoscope purchase - Marcisz Second- Tait

Motion carried- Unanimous

Staff Report

Deputy Chief/Operations Hiring Process- Fish

The announcement is closed as of April 1, 2019. Chief has approximately 24 applications. Chief explained the updated veteran applicant requirements. He will perform telephone interviews for several applicants and determine if he will move the candidates forward in the process.

Training Building Update- Fish

Chief explained that the contract for Berriochoa needs the district's signature. The project was previously approved. The contract was presented for signature.

Disclosures on Agenda- Webber

Webber explained the requirements for a discloser on the agenda that is posted prior to monthly Board meetings. The disclosure states where the Agenda and minutes can be obtained and a disclosure noting accessibility for persons with disabilities, including the hearing impaired.

Promotion Ceremony- April 5, 2019, Fire Station #4, 6:00PM

Chief invited the Board members to attend Andrew Burg's promotion ceremony. The department will also honor Veterans and there will be several special awards.

Activity Reports-

The reports were mailed to the Board members on April 2, 2019 for review. There was a brief discussion regarding the mutual aid report.

Good of the Order

- There was a request for an alternate member to stand in for Joe Brooks for the April Agenda Meeting- Bill Riggert volunteered to attend the April 17, 2:30PM meeting.

Good of the order continued-

- Chief Fish will not be available for the May Meeting. He will be attending the OFCA Conference- He will be available by phone should there be questions regarding the proposed budget.

Next meeting- May 1, 2019

**Meeting Adjourned
4:45PM**

Action Items

Action Item	Responsible Person	Due Date
Fleet report	Chief/Keylock	Jan 2020
Fleet Maintenance report for district owned vehicles	Chief	June Meeting

Respectfully submitted by Pam Webber, MFR