

Medford Rural Fire Protection District #2
200 South Ivy, #180, Medford, Oregon
June 5, 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
-	Director Bob Sheets

Introduction of Guests- None

Staff Members in Attendance

Brian Fish, Fire Chief
 Greg Kleinberg, Deputy Chief/Fire Marshal
 Justin Keylock, Battalion Chief
 Brian Farber, Battalion Chief
 Pam Webber, Executive Admin Assistant

Public Comment- None

Motion to approve Minutes of May 1, 2019 Meeting- Marcisz

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	577,655.19	1,369.75	Fund 5946	1,139,903.81	2,662.38
Checking 0847	5,608.72	.15	Pool Plus- 4155	25,237.62	3.26
Total	583,263.91		Total	1,165,141.43	

*All interest is included in account totals.

There are no known tax receipts for the Month of May

Expenses

PO#1736 Brittanica- Training Building Preparation	1500.00
PO#1738 Hukills- Training Building Utility Locator	350.00
PO#1739 Card Services- See detailed invoice	1,974.00
PO#1740 Berriochoa Construct, Inc- Training Building Contractor	35,000.00
PO#1741 Rosebud Media- Budget Hearing Notice	664.80
PO#1742 City of Medford Contract Payment for Deputy Fire Marshal	38,787.02
PO#1743 Annual Stipend for MRFPD2 Five Board Members	3,525.00
PO#1744 Enterprise Rent-a-Car So Canyon Staff Ride	998.05
PO#1745 City of Medford- 2 nd contractual payment	137,296.37
Secretary/Treasurer Monthly Stipend	<u>700.00</u>
Total	\$220,795.24

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Motion to pay \$220,795.24 in expenses- Tait

Second- Riggert

Motion carried- Unanimous

Correspondence- Marcisz

- Staff/Board Training- August 21, 2019, Inn at the Commons, \$50ea
- Notice from JC Administrators Office 2895 Mel-Lowe Lane Annexation Hearing, June 12, 2019
- Annexation from District into the City- Lozier Lane right-of-way
- Thank you cards for two individuals

New Business

Discussion on Repurposing Current Brush Rig- Chief/Keylock

Chief addressed a recent board member question regarding the sale of one of the brush rigs rather than repurposing it to a dump bed. City Fleet Maintenance recommended that the department keep the rig and convert it. The amount that would be received as a result of selling it does not meet the current value to the department. This is beneficial especially since we know the maintenance history.

Item taken out of agenda order:

Brian Farber reported on the Staff Ride to South Canyon Fire

Farber explained that the term "Staff Ride" was developed by the military. Participants return to an incident scene to study and discuss details in an effort to gain understanding and a means to determine areas of improvement that will help avoid identified mistakes.

Six MFR members attended, where they had the opportunity to listen to presenters who were survivors of the incident and hike the mountain where the tragedy occurred. Keylock, who also attended, noted that he read a book about the Storm King Mountain incident in preparation of his visit. He shared how being on site and listening to the presenters made the learning experience very real. It also gave him a better understanding of the procedure differences of the various disciplines and the Wildland Firefighters Operational decisions. Chief, Farber, and Keylock each thanked the Board members for this valuable training and for the support of the Board of Directors.

Old Business

Policy Manual- Marcisz

Ordinance 2019-01 Second Reading, Employee serving as District Directors

Marcisz explained that the Ordinance that the Board developed does not legally/technically protect the District. The policy is designed to keep the board of directors balanced and from consisting of department employees. The Ordinance is ineffective since the district does not have their own employees. Spencer Rockwell from the OFDA's office recommended that they do not adopt a policy that they know they cannot fully legally defend. Marcisz noted that it is now a board decision as to if it should be presented to the MRFPD2 attorney.

Marcisz noted that we have a full year until the next election which will allow the time to work on the policy. This agenda item will be deferred until the next meeting when all members are present.

Hearing to Adopt 2019/2020 Budget

Carry over/re-appropriation of Training Building Funding- Chief noted that the training building will not be complete by year-end, June 30th. He requested that the balance of the funds dedicated to the project are carried forward to the new fiscal year. There is \$71,504.50 balance remaining of the \$250,000 commitment. Marcisz noted the action will require a Supplemental Budget.

Motion to approve Marcisz the authority to proceed with the Training Building Project expenses as needed through June 30, 2019- Riggert

Second- Tait

Motion carried- Unanimous

Budget Hearing to adopt the MRFPD2 2019-2020 Annual budget- Marcisz

Motion to approve the 2019-2020 budget as presented- Tait

Second- Riggert

Motion carried- Unanimous

Staff Report

Update on City Budget- Chief

Chief gave an update on the City budget process and noted that the \$350,000,000 budget will be up for adoption on June 6, 2019. Chief is pleased to report on several items tentatively approved:

- Radio Infra-structure

- 6X6 UTV and trailer

- Aerial/Platform Apparatus

- Pickups (2)

- Increase in General Fund to allow justified items such as the ECSO Dispatch increase

There was a question about the Council discussion regarding additional Firefighters. City Manager Sjothun recommended that the Fire Department Master Plan be updated before any decisions are made in regard to additional personnel.

Update on Training building construction- Chief

Several construction pictures were shared and Chief explained that the ground preparations are complete and the footings are set.

Type III Engine Update- Keylock

Keylock gave a brief update and shared pictures with the Board. The Chassis is being prepared for fire equipment and the fabrication of the body continues.

Pending expenses- Webber

Webber reported a pending order for the purchase of Laryngoscopes in the amount of \$11,000. This is a budgeted item and it is anticipated that the order will arrive by June 30, 2019. This is a request for a motion due to an order in excess of \$10,000.

Motion to approve the purchase of the Laryngoscope order in amount up to \$12,500- Riggert

Second- Tait

Motion carried- Unanimous

Activity Reports- Chief

The Activity Reports were reviewed and discussed.

Good of the Order

- Chief reported on repairs (floors, painting, HVAC in the dorms and the extractor installation) that are being done at FS#6. The crew is temporarily relocated at FS#3 until the work is complete approximately June 22, 2019.
- Update on Tom McGowan's father's memorial service.
- Update on Mark Burns recognition at the National Fire Academy. Several members of MFR will attend the ceremony in October.

Meeting Adjourned

4:55PM

Action Items

Action Item	Responsible Person	Due Date
Swearing in of Board Members	Chief	July Meeting

Respectfully submitted by Pam Webber, MFR