

**Medford Rural Fire Protection District #2**  
**200 South Ivy, #151**  
**July 10, 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

**Flag Salute**

**Swearing in of all Board of Directors- Chief**

**Introduction of Guests- Cary Halligan, JCFD#5**

**Staff Members in Attendance**

Brian Fish, Fire Chief  
 Tom McGowan, Battalion Chief- Training  
 Greg Kleinberg, Fire Marshal, Fire & Life Safety  
 Mark Shay, Deputy Fire Marshal  
 Pam Webber, Executive Admin Assistant

**Agenda Meeting Attendees- Tait and Sheets**

**Point of Order- Marcisz**

Discussion to have Brooks remain as President for an additional year. Brooks declined. Jack Tait will serve as President and Bob Sheets will serve as Vice President for the Fiscal Year, 2019-2020.

**Public Comment- None**

**Motion to approve Minutes of June 5, 2019 Board Meeting- Marcisz**

**Second- Brooks**

**Motion carried- Unanimous**

**Financial Report- Marcisz**

<b>Demand Account</b>		<b>Interest*</b>	<b>Capital Reserve</b>		<b>Interest*</b>
Fund 5942	113,743.41	1,095.31	Fund 5946	1,396,827.84	2,661.70
Checking Account	4,822.41	.88	Pool Plus- 4155	15,284.77	1.65
<b>Total</b>	118,565.52		<b>Total</b>	1,412,112.61	

\*Interest noted for information is included in totals.

**Financial Report Continued from page 1**

- Tax receipts received after July 1, 2019 total \$23,433.46 (not included in totals)
- \$1,652.88 of tax receipts were listed under Foreclosure Proceeds
- A transfer of \$350,000 was made from 5942 to the 5946 account (the budgeted amount).

**Expenses**

Credit Card Services- Staff Ride Lodging for MRF	1,128.00
Secretary/Treasurer Monthly Stipend	<u>750.00</u>
<b>Total</b>	<b>\$1,878.00</b>

**Motion to pay the expenses in the total amount of \$1,878.00- Tait**

**Second- Sheets**

**Motion carried- Unanimous**

**Correspondence- Marcisz**

Marcisz received notice on 7/3/19 for an annexation- Tax lot- 1300 & 1200 (Howard property)  
Notice of Election to MRFPD2 Board- Bill Riggert

**New Business**

**New Firewise USA Communities- Shay**

Citizens in the Sun Ridge Estates and Knowles Road property are interested in becoming a FireWise Community. The process will take approximately one year. Shay has held meetings with the homeowners, inspected the properties and he is providing information to help them with the process. There were several questions and a brief discussion.

**Discussion on potential Medford Casino- Chief**

The property for the proposed Casino is the old Kim’s Restaurant property located on South Pacific Hwy. This property is in the City limits. The project is currently being reviewed at the National Bureau of Indian Affairs. If the project moves forward, it is the City’s intention to be involved early in the process for the purpose of open communication and assurance that codes will be met.

**Old Business**

**SDAO training on Board Members Duties and Responsibilities- Marcisz**

The training will take place on August 21, 2019, 0830-1630 at Inn at the Commons.  
The entire Board of Directors and Pam Webber plan to attend.

Final payments made prior to close of Fiscal Year- Marcisz

PO#1737 Teleflex, Laryngoscope devices	\$11,603.28
PO#1747 JC Elections Office, election process expense	1,716.13
PO#1746 Berriochoa, progress payment training building	<u>71,504.50</u>
<b>Total-</b>	<b>\$84,823.91</b>

**Policy Manual- Marcisz**

This policy is in regard to Fire Department Members serving on the MRFPD2 Board of Directors. The Ordinance was made available to members for review. City Attorney, Madison Simmons reviewed the Ordinance. Ms. Simmons noted that there is not anything that prohibits the Board from establishing the Ordinance. Chief also reviewed City attorney Simmons response in reference to the OR statute that addresses FD employees serving on the District Board. Chief read the Simmons statement,

“There is a statute allowing districts to enact ordinances prohibiting employees of the city or district from serving on the board of the district. Although there are no employees of the district, there may be City employees who live in the district. Because funding for the district comes from the City, it may make some sense that the City employees should not serve in a governing role over a district board.”

If the Board were to pass an Ordinance, then the City may elect to do something similar, since the City employs the Firefighters. Marcisz asked for the Board’s permission to forward the Ordinance to the MRFPD2 attorney for an estimate of charges to review. There was a brief discussion regarding the attorney’s fees and the board gave the nod to proceed with getting an estimate.

### **Discussion on Brush Rig/Dump Truck- Sheets**

Sheets read through Chief Fish’s recommendation (on file with minutes), noting he is comfortable with the Chief’s suggestion. There was a discussion regarding the current condition of the units. 8164 had recent electrical repairs.

Chief went on to inform the board of the process to obtain bids for the dump device. He will report back later.

### **Budget Preparation Discussions- Marcisz**

Marcisz opened a discussion regarding the budgeting of an apparatus in the next budget cycle. Chief will provide an updated list of the apparatus ownership (City/District) at the next board meeting. Chief suggested that we prepare a report for the April 2020 meeting. Marcisz would like to know earlier if possible.

There were questions regarding the condition of the water tender and potential replacement. This also led to a discussion regarding the partnership with the City for purchases. There was discussion about splitting a project vs taking on an entire project/purchase. Chief noted that his approach is overarching of the department and the district and he tends to make the decisions looking at the two as a whole, yet he respects the Board’s focus on the district.

### **Staff Report**

#### **Report on 4<sup>th</sup> of July & Fireworks- Kleinberg**

Kleinberg gave a summary report to the board, noting that there were three fires in the City and one in the District from July 1<sup>st</sup>-6<sup>th</sup>. Two Deputy Fire Marshal’s rode along with Medford Police Officers. Numerous illegal fireworks were confiscated, but no \$2,500 tickets were issued. He also shared a report to City Manager Sjothun dated July 8, 2019 (on file with minutes).

#### **Training Building Dedication- McGowan**

McGowan announced that the training structure is very near completion. McGowan suggested a dedication ceremony of the building take place at 2:30PM, before the August meeting, which would take place at Fire Station #4. Chief offered the opportunity to Marcisz to give a brief presentation. Chief noted that following the ceremony, there would be a brief tour of the building. McGowan also would like the board to consider dedicating the structure to the memory of past Secretary/Treasurer Duane Venekamp. This would be accomplished by posting a memorial sign. The board agreed and directed the Chief to move forward with the dedication. Chief thanked the board for their support.

**Activity Reports- Kleinberg**

The reports were emailed to the Board members.

**Good of the Order**

- Britannia Contract signature- Webber
- Brewster audit contract signature- Marcisz
- Marcisz noted that the Federal rates are anticipated to decrease and that will directly affect the District's sinking fund.
- Chief Fish noted that the City will request input from outside stakeholders for the Fire Chief hiring process. This will included members of the MRFPD2. He will give another update at the next meeting.

**Next meeting August 7, 2019.**

**Action Items**

Action Item	Responsible Person	Due Date
Current apparatus list and City/District ownership	Chief	Next meeting

Meeting Adjourned  
4:53PM

Respectfully submitted by Pam Webber, MFR