

Medford Rural Fire Protection District #2
200 South Ivy, #151
August 7, 2019 3:00PM
Board Meeting Minutes

Call to Order 3:00PM- Regular Meeting

Roll Call

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

Introduction of Guests- None

Staff Members in Attendance

Brian Fish, Fire Chief
 Tom McGowan, Battalion Chief
 Pam Webber, Executive Admin Assistant

Public Comment- None

Motion to approve Minutes of July 10, 2019 Board Meeting- Brooks

Second- Marcisz

Motion carried- Unanimous

Agenda Meeting Attendees- Tait & Brooks

Financial Report- Marcisz

Demand Account		Interest*	Capital Reserve		Interest*
Fund 5942	137,482.99	306.27	Fund 5946	1,400,090.15	3,262.46
Checking Account	326.12	.03	Pool Plus- 4155	3,682.30	.81
Total	137,809.11		Total	1,403,772.45	

Interest included in totals. Interest rate- 2.75%

Expenses Line Item

PO#1749- Arrow International- EZ IO Needles	4,950.00	#5140
PO#1750- Brenda Morris- Two meetings for book keeping	275.00	#5123
PO #1751-Extractor Install at FS#6	1,500.00	#5160
PO #1752- SDAO Training Registration	450.00	#5009
Secretary/Treasurer Monthly Stipend	<u>750.00</u>	#5180
Total	\$7,925.00	

Motion to pay the expenses in the amount of \$7,925.00- Sheets

Second- Brooks

Motion carried- Unanimous

Correspondence- Marcisz

- Received a notification from the State pool- The pool interest rate will reduce on August 9th from 2.75% to 2.60%
- SDAO, Drone Training- There was a brief discussion. Chief offered some information on a locally based business that will offer drone services.

New Business

Fall Newsletter- Highlighting the Budget Committee- Marcisz

- Marcisz suggested an article on the budget committee input for the newsletter. He feels it is important that we acknowledge what the budget committee does for the district and how much they are appreciated. Marcisz will write the article.
- Chief suggested an article on the Training Building dedication. Chief and Cano will write an article.

Old Business

Training Building Dedication- 8/14/19, 10:00AM- Chief

The ceremony was discussed. Webber reviewed of the Order of Ceremony, Marcisz reviewed the words he will speak. Webber showed a draft of the dedication sign and the board gave a nod of approval.

Officers Meeting Suggested Schedule Change- Chief

There was a suggestion to reschedule the August officers meeting to immediately follow the building dedication. Tait agreed and the meeting will be held at Station #4 following the dedication 8/14/19.

Budget Discussion- Marcisz

Chief noted that the brush rigs will be ordered and once they arrive, the old units will be placed in reserve status. An inventory list of the MFR and MRFPD2 apparatus was reviewed. The list also includes a life span and expected retirement date.

Policy Manual- Marcisz

Update on "Employee's serving on the MRFPD2 Board of Directors".

Marcisz reviewed two documents, one was a cover letter of explanation and the draft Ordinance sent to the District's attorney, requesting an estimate to review and revise. The second was the edited Ordinance. The charge for the attorney's revision is an estimated \$500.

Motion to instruct the attorney to proceed with the completed Ordinance- Sheets

Second- Brooks

Motion carried- Unanimous

Staff Report

Fire Chief Recruitment Process- Chief

Chief shared the Fire Chief announcement and brochure that was published with the members and gave a brief update on the recruitment process. He invited the board members to be involved as a stakeholders during the assessment on October 8, 2019. If there is interest, please let the Chief know. He is looking for two members.

Chief went on to tell the board more about the process that included a tour around the City and the fire stations. There will also be a luncheon and open forum that will allow for a more informal conversation for City employees and partners. The interview process will include Department Heads including the City Manager, the Union and the District Board. Chief will forward Jack Tait and Dan Marcisz contact information to our Human Resources office.

Status of District/City Apparatus- Chief

Chief reviewed a list of the City and Rural apparatus, the list also indicates the service life expectancy and when the units are due for replacement. This will be helpful when budgeting for future apparatus replacement.

Activity Reports- Chief

Chief noted that the reports reflect that our department has responded to over 1000 calls for service in the past two months. This is an increase compared to the past two years. Chief is watching this and is looking into the reason for the increase.

Report on recently purchased video laryngoscopes- McGowan

McGowan gave demonstration and explanation of the new video laryngoscopes.

Purchase Order Hard Copy Supply- Webber

Pam noted that we recently ran out of the three part NCR PO documents. She suggested that we transition to an electronic version which will save printing expenses. The PO numbers are documented on a master record of Purchase Orders and can be viewed by board members on request. The board gave the nod of approval to transition to the electronically issued PO's.

Good of the Order

- Webber is unable to attend SDAO, August 21st Training
- Chief shared an article that appeared in the August version of the Firehouse Magazine. He supplied copies of the article to the board members.
- Chief reported that MFR responded with RV2, and on-duty personnel to the Evans Creek wildland fire.
- Chief reported that MFR responded to a HazMat call on Antioch road involving an overturned Croman fuel tanker-trailer. He explained the process to contain spilling fuel.

Next meeting September 4, 2019

Action Items

Action Item	Responsible Person	Due Date
Notify HR of the MRFPD2 members for chief interviews	Chief	ASAP
Write article regarding Training Building Dedication	Chief	Before Sept Mtg

Meeting Adjourned
4:35

Respectfully submitted by Pam Webber, MFR