

**Medford Rural Fire Protection District #2**  
**200 South Ivy, #180, Medford, Oregon**  
**September 4, 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
X	Director Bill Riggert
X	Director Joe Brooks

**Introduction of Guests-** Cary Halligan, JC Fire District #5

**Staff Members in Attendance**

Greg Kleinberg, Deputy Chief/Fire Marshal  
 Tom McGowan, Battalion Chief  
 Pam Webber, Executive Admin Assistant

**Public Comment-** None

**Motion to approve Minutes of August 7, 2019 Meeting- Sheets**

**Second- Marcisz**

**Motion carried- Unanimous**

**Agenda Meeting Attendees-** Joe Brooks and Jack Tait

**Financial Status Report- Marcisz**

<b>Demand Account</b>		<b>Interest*</b>	<b>Capital Reserve</b>		<b>Interest*</b>
Fund 5942	136,858.44	307.09	Fund 5946	1,403,227.89	3,137.74
Chckg Accnt 0847	786.21	.05	Pool Plus- 4155	3,682.76	.46
<b>Total</b>	<b>137,644.65</b>	<b>N/A</b>	<b>Total</b>	<b>1,406,910.65</b>	<b>N/A</b>

\*Interest included in total

**Expenses**

		<b>Line Item</b>
PO#1753 Cascade Fire- Type III Equip, SCBA Packs (4)	24,156.00	#2-5560
PO#1754 Hornecker Cowling Atty- Document Review	352.50	#1-5120
PO#1755 Connecting Point- Computer Repair (Sheets)	99.99	#1-5160
PO#1756 Brenda Morris- Bookkeeping service	37.50	#1-5023
Secretary/Treasurer Monthly Stipend	<u>750.00</u>	#1-5180

**Total \$ 25,395.99**

**Motion to pay \$25,395.99 in expenses- Riggert**

**Second- Brooks**

**Motion carried- Unanimous**

## **Correspondence-**

- **Thank you card-** Marcisz read a thank you note from Mary Venekamp thanking the board and the department for the Training Building dedication ceremony.
- **Invitation-** Retirement celebration for Fire Chief Gordon Sletmoe, Oct 24, 2019, 6:00PM-9:00PM in Lebanon, OR.

## **New Business**

### **Training Building Supplementary Items List- McGowan**

McGowan asked for clarification from the directors in regard to the needs to complete the interior of the building. The directors discussed the needs to equip the Training Building. There was also a discussion regarding the means of how heavy equipment will be hoisted into the second story. Sheets suggested McGowan submit a request for a fork lift to the next budget process. Marcisz suggested a "Safety and Security" grant submission, which is due November 18, 2019. McGowan shared some of the other needs:

- Rated anchor and pulley system for repelling off building- \$3,500-6,000
- Doors to separate new facility from old facility- \$2,000-3,500
- Traction control for second floor- \$1,700-3,500
- Recessed electrical outlets- \$1,700
- Forcible entry doors- \$2,800
- Moveable walls \$7,000-11,000
- Strike plates for exterior walls (protect building from throwing ladders)- \$1,200-1,700

Sheets would like to prioritize the list. He suggested a \$5,000 commitment to the project. Marcisz will make contact with the auditor regarding the use of contingency funds for purchases such as this. There was discussion regarding the possibility of partnerships with other agencies to equip the building. McGowan will seek quotes and report at the October meeting.

**Motion to move forward with a \$5,000 matching SDAO grant application. The district agreed to be responsible for the remaining amount up to and not to exceed a total of \$7,000- Brooks**

**Second- Sheets**

**Motion carried- Unanimous**

### **Hose Testing Schedule- October 23-25, 2019**

Webber reported the Hose testing is scheduled to take place Oct 23-25<sup>th</sup> and the board can expect to see an invoice at the November meeting. This is a shared expense with the City.

## **Old Business**

### **Fall Newsletter Articles**

- Highlighting the Budget Committee Article was submitted by Marcisz
- Training Building Dedication- will be submitted by Chief
- Type III Article- Will be submitted by Keylock

### **Policy Manual- Marcisz**

- Status of Employees serving on the District Board of Directors- A third reading was conducted and the policy is ready for submission to the Policy Manual. There was some discussion regarding the enforcement of the ordinance.
- Terms of Office- This policy was distributed for review prior to reading.
- Fiscal Policy- This policy was distributed for review. The first reading will take place at the October meeting.
- Meeting Attendance- Distributed for review
- Duties of the Board Sec/Tres- Distributed for review
- Stipend Policy Update- This policy will updated and presented for a reading at the October meeting.

### **Audit Presentation 10/2/19- Marcisz**

The auditors will present at the October meeting.

### **Fire Chief Recruitment Update- Kleinberg**

The City has received 30 applications, with 26 that met the minimum qualifications. The candidates have been instructed to respond to several supplemental questions by September 8th. Once the supplemental questions are scored, five to eight candidates will be invited to the formal interviews that will take place on October 8<sup>th</sup>. There will be an opportunity for all fire department staff to meet the candidates at a reception that will be held at Fire Station #4 on October 7, 2019, at 3:00PM.

### **SDAO Board Training Report- Marcisz**

Marcisz noted that it was a beneficial training. The group discussed how important it is to have a policy manual.

### **Staff Report**

#### **Master Plan Project Update- Kleinberg**

All of the requested information is submitted to the ICMA, Center for Public Safety Management and Reporting. We are waiting for a response.

### **Status of Type III Engine- Kleinberg**

Keylock and several apparatus committee members will travel to Florida on September 8<sup>th</sup> to inspect the Type III apparatus.

**Activity Reports-** Emailed to Directors and briefly reviewed at the meeting.

### **Good of the Order**

Webber reminded the directors of the September 11<sup>th</sup> Annual Ceremony that will take place Wednesday, 11:30AM at the Rogue Valley Manor.

**Items not on the agenda-**

**FireWise Community-** Kleinberg reported that DFM Mark Shay is submitting an application for an added FireWise Community for Sun Ridge Estates. This is a community that has a private hydrant system and is very motivated to be a part of the FireWise program.

**Council items in Preparation to improve fire safety:**

- Vegetation Ordinance for the City of Medford
- Banning wood, shake and shingle roofs.

**SDAO Survey-** Marcisz completed the survey and the District will receive a 4% discount on the insurance premium as a result.

**Meeting Adjourned  
4:45**

**Action Items**

<b>Action Item</b>	<b>Responsible Person</b>	<b>Due Date</b>
Update on the Training Building needed equipment	McGowan	October Meeting
Review Policy Manual Item	All	October Meeting

Respectfully submitted by Pam Webber, MFR