

Medford Rural Fire Protection District #2
200 South Ivy, #180, Medford, Oregon
January 8, 2019 3:00PM
Board Meeting Minutes

Call to Order 3:00PM- Regular Meeting

Roll Call

X	President Jack Tait
X	Vice President Bill Riggert
X	Sec/Treasurer Dan Marcisz
X	Director Joe Brooks
X	Director Lisa Sandrock

Introduction of Guests- Cary Halligan JCFD#5 Board Member

Staff Members in Attendance

Eric Thompson, Fire Chief
 Brian Fish, Deputy Chief/Operations Chief
 Greg Kleinberg, Deputy Chief/Fire Marshal
 Pam Webber, Executive Admin Assistant

Public Comment- None

Motion to approve Minutes of December 4, 2019 Meeting- Brooks
Second- Sandrock
Motion carried- Unanimous

Agenda Meeting Attendees- Jack Tait & Bill Riggert

Financial Status Report as of December 31, 2019- Marcisz

Demand Account		Interest*	Capital Reserve		Interest*
Fund 5942	2,115,815.84		Fund 5946,	1,326,864.82	2,535.02
Chckg Acct 0847	5,287.64		Pool Plus- 4155	17,738.33	2.08
Total	2,121,103.48	N/A	Total	1,344,603.15	N/A

*Interest is included in totals

December Tax Receipts- \$19,692.26

Expenses

Line Item

PO#1763 PCN Strategies, Inc- MDC Equip for Type 3 & 6	4,901.96	2-5560
PO#1779 Hydrotech Manufacturing- Type 6 Console Fabrication	1150.00	2-5560
PO#1785 Globalstar- Satellite Phone Service	960.00	1-5175
PO#1786 City of Medford- Semi Annual Contractual Payment	1,624,557.28	1-5100
Secretary Treasurer Monthly Stipend	650.00	1-5180
Total	1,632,219.24	

Expenses

Motion to pay \$1,632,219.24 in expenses- Riggert

Second- Brooks

Motion carried- Unanimous

Correspondence- None

New Business

Proposed Budget Items- Fish

The subject of MFR administrative support to the District has been a recent discussion. Chief Fish introduced the subject of compensation for the amount of administrative time utilized by MRFPD2. Chief is in the process researching and documenting the hours devoted to board business. He asked if the board is supportive, and if the subject should be pursued this further. Marcisz noted that it makes sense with the tasks performed and support provided. She attends the district meetings, posts public notices, compiles and posts agendas and minutes, updates the policy manual, develops the newsletter and various other tasks. Compensation to the City would be conducted in the same manner that the district shares the personnel expenses for a shared Deputy Fire Marshal. The board of directors would like to keep this in discussion and possibly consider it as a budget item.

Riggert expressed his appreciation for the space at City Hall that the board of directors utilizes for meetings. Fish acknowledged and noted the city does not charge for community meeting space.

Managing the Policy Manual Index- Webber

Webber updated the Policy Manual index and offered to keep it up to date along with manual changes and additions.

Budget Preparations- Marcisz

Marcisz briefly reviewed the budget calendar and asked staff to provide any budget requests at the February board meeting. There was a brief discussion regarding the State of Oregon requirements to appoint a budget officer.

Motion to appoint Dan Marcisz as the Budget Officer for the upcoming year- Brooks

Second- Sandrock

Motion carried- Unanimous

Profit and Loss Report- Marcisz

Marcisz explained the report. He also explained the Budget to Actual report. We are half way through the year and the report reflects 40% expended. This is what he would expect and is in line with the budget.

He explained the amount that was paid to conduct the audit. Marcisz noted that the auditors were very helpful with the district budgetary responsibilities.

Old Business

SDAO Grant Update- Marcisz

Marcisz spoke with Mr. Davenport at SDAO. The grant application is still in process and we are waiting for notification.

Policy Manual- Marcisz

- Duties of the Board Secretary Treasurer- 2nd Reading
- Stipend Policy- 2nd Reading
- Meeting Attendance- 2nd Reading

Motion to approve policies on Duties of the Board Secretary, Stipend Policy and the Meeting Attendance Policy- Marcisz

Second- Sandrock

Motion carried- Unanimous

- Stipend Policy- There was a suggestion to move the 1st paragraph into the 2nd paragraph position. Marcisz agreed and will make the correction.
- Fiscal Policy- Discussion and first reading, 2nd reading will take place at the February meeting.
- Status of employees serving on the District Board of Directors- Chief Fish noted that MFR has a policy in place

Staff Report

Activity Reports- Fish

The reports were emailed to the board members for review.

Call for newsletter articles- Webber

Suggestions were as follows:

- New Fire Chief Thompson introductory letter
- Type 6 Engine
- Article on fire extinguisher use and keeping them up to date
- Urban Interface grant for an evaluation. This will include the Vegetation Ordinance and a new FireWise Community
- Updated picture of Board of Directors

Status of Aerial- Fish/Thompson

Chief reported that the authorization to order the ladder truck will go before the City Council on the Jan 16th meeting in the amount of \$1,393,374. The apparatus replaced the current 20 year old ladder truck, improving equipment dependability, safety, and delivery of service. It will take approximately one year to build. It will include a pump and master stream nozzles. The tank will hold approximately 300-500 gallons, depending on space. Chief noted that including a pump provides more flexibility. The existing 1999 aerial will remain with MFR for about 15 months. The

recommendation for most aerials is 15-20 years. There was some discussion regarding the hose compliment, space needs and building details.

Brush Rig update- Fish

Brush unit chassis are on order with Cascade Fire.

Good of the Order

- Marcisz reported on estimated tax revenue: 2019 was budgeted at \$2,155,000. We have collected 94% of that revenue. This year's tax revenue is estimated to be \$2,219,000. Chief Fish noted that there are changes slated in the urban growth boundary that will result in changes in tax revenue.
- Riggert is concerned that there are no options left on the succession list for Board Members. There was a discussion regarding the best way to communicate this to district residents.
- Marcisz suggested that Chief Thompson take some time outside of the board meeting to get to know the board members. Chief Thompson has a 100 day plan that includes one on one time with board members. Thompson also invited the board to contact him any time.

Next meeting February 5, 2020

**Meeting Adjourned
4:18PM**

Action Items

Action Item	Responsible Person	Due Date
None		

Respectfully submitted by Pam Webber, MFR