

**Medford Rural Fire Protection District #2**  
**200 South Ivy, #180, Medford, Oregon**  
**November 4, 2020 3:00PM**  
**Board Meeting Minutes**

**Call to Order 3:00PM- Regular Meeting**

**Roll Call**

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

**Introduction of Guests- Cary Halligan**

**Staff Members in Attendance**

Eric Thompson, Fire Chief  
Pam Webber, Office Administration

**Public Comment- None**

**Motion to approve Minutes of October Board of Directors Meeting- Brooks**

**Second- Tait**

**Motion carried- Unanimous**

**Agenda Meeting Attendees- Riggert & Brooks**

**Financial Report**

**As of September 30, 2020**

<b>Demand Account</b>		<b>Interest*</b>	<b>Capital Reserve</b>		<b>Interest*</b>
Fund 5942*	186,324.02	152.03	Fund 5946	1,352,713.29	1,107.87
Chkg Acct 0847	8,954.42	.19	Pool Plus- 4155	5,976.94	.25
<b>Total</b>	<b>195,278.44</b>		<b>Total</b>	<b>1,358,690.23</b>	

\*5942- Tax's included- \$4,826.87

\*Interest noted is included in totals.

**As of October 31, 2020**

<b>Demand Account</b>		<b>Interest*</b>	<b>Capital Reserve</b>		<b>Interest*</b>
Fund 5942*	192,314.82	146.41	Fund 5946	1,353,757.39	1,044.10
Chkg Acct 0847	8,954.65	.23	Pool Plus- 4155	5,977.19	.19
<b>Total</b>	<b>201,269.47</b>		<b>Total</b>	<b>1,359,734.58</b>	

\*5942- Tax's included \$5,844.44

\*Interest noted is included in totals.

**Expenses****Line**

PO#1822 Cascade Fire Type III Hose/Foam	8540.00	1-5070
PO#1823 State of Oregon Gov Ethics Commission- Dues	548.87	1-5075
PO#1824 Cascade Fire- SCBA Cylinders	4520.00	1-5070
PO#1825 SDAO- Annual Membership Dues	135.00	1-5050
PO#1826 Cascade Fire- Type III Equipment	1898.50	1-5070
Secretary/Treasurer Stipend	350.00	1-5180
<b>Total</b>	<b>15,992.37</b>	

**Motion to approve paying the expenses in the amount of \$15,992.37- Tait**

**Second- Sandrock**

**Motion carried- Unanimous**

**Correspondence- Marcisz**

Marcisz received a solicitation from SDIS liability insurance for directors who attend the monthly board meeting. Marcisz explained the offer and the board of directors are interested in finding out exactly what it covers. The total premium is \$1,482 per year to cover all five directors. Marcisz will report at the December meeting.

**New Business****Tax Collection & Budget impact with reduced tax revenue- Thompson**

Chief explained the maps and potential impact calculated for the board to discuss. He noted that it was a team effort to produce the maps and the impact. Input included the City Finance director, GIS and the county assessor's office. Chief made a recommendation to use the maps as a tool to have a conversation with the assessor's office to validate the calculation. Chief will supply the board of directors with a contact information.

There was a discussion regarding the amount of increase per year on mobile homes vs land and a review of how the City charges the board on the contract.

**Donations & Fundraising- Sandrock**

Lisa recently had conversations with several citizens that would like to donate to their fire districts as a means to help out following the Alameda fire. The board looked to the Chief for some guidance. Chief suggested that the board first write a policy and procedure to accept donations. He noted they may need to establish a revenue account to deposit the donations. Marcisz will get additional information through the Special Districts Association and report at the December meeting.

Sandrock's intention is to start the conversation about fund raising to help recover some of the lost revenue. There was a discussion about how the donated funds could be utilized. Sandrock also suggested that that Board of Directors consider educating the district patrons on how the district is funded. This will be further discussed at the December meeting. By then Marcisz will have an update on revenue receipts.

Chief explained that Medford Fire will be reimbursed for a portion of personnel expenses and damaged equipment from the State Fire Marshal's office. He also informed the board about a local group from San George Estates and Glenwood mobile that raised funds for fire department equipment as a gesture of their appreciation.

### **Potential Assistance for JCFD#5- Riggert**

Riggert noted that he is very grateful for the working relationship with JC Fire District #5 and inquired if there was some way Medford could help JCFD#5 following the losses they experienced during the Almeda fire, such as the tender unit that was damaged. Chief Thompson has approached Chief Charles Henley regarding anything that Medford could do to assist them and offered to cover some of the JCFD#5 response area.

### **Old Business- *Item not on the agenda***

#### **Emergency Notification during the Almeda fire.**

Chief Thompson explained that there were challenges with the Emergency Notification system during the Almeda fire. In response to the challenges, Medford has introduced a Medford Emergency Evacuation Plan. The plan is divided into zones that will be coordinated through Medford Police, and Medford Public Works. It will include partnerships with local business and pre-established locations as a safe place to send people.

Medford did not have access to the mass notification systems during the Almeda incident. In an effort to improve emergency notifications to the citizens, Chief gained access to the Everbridge emergency notification system. This will give Medford the ability to make notifications.

### **Fire Chief's Report**

#### **SCBA for Haz Mat Team**

Medford Fire has been a member of the OR State Fire Marshal Haz Mat team for over twenty years. We are designated Team 8. When Medford responds to an incident, they are reimbursed by the State Fire Marshal. The State supplies each department with the necessary equipment. Medford's SCBA's are expiring at the end of the year. Chief Baumgartner is working with the State regarding the expiring equipment. The State's procurement process takes several months. The state approached Chief Baumgartner if Medford Fire could place and pay for the order, that can be filled within 30-45 days. The State would then reimburse Medford. The process can be initiated faster through the reimbursement system, then the procurement system.

Marcisz noted that the funding is available. He asked for the sake of board's business process, that it is posted on a meeting agenda prior to any decisions. All members were in support of moving forward. It will be brought forward as a motion on the December agenda.

#### **Pumper Purchase- Chief**

Chief would like to address the pumper purchase at the December meeting to determine if the purchase will be possible.

#### **Good of the Order**

- Marcisz noted that Jackson County sent a document that stated the anticipated revenue following the Almeda fire.
- Marcisz informed the board of a recent state pool rate change to .075%
- Question posed about the district owned trailer- Chief has placed this item on hold.

**Meeting Adjourned  
4:35PM**

**Action Items**

<b>Action Item</b>	<b>Responsible Person</b>	<b>Due Date</b>
Fund Raising and Donations on the December agenda	Pam	Next agenda
Research SDIS Directors Liability Insurance Information	Marcisz	December Mtg
Contact SDAO regarding budget law and donations	Marcisz	December Mtg
Haz Mat SCBA Purchase	Baumgartner	December Mtg
Pumper Purchase Discussion	Chief	December Mtg

Respectfully submitted by Pam Webber, MFR