

Medford Rural Fire Protection District #2
200 South Ivy, #180, Medford, Oregon
December 2, 2020 3:00 PM
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
-	Director Jack Tait

Staff Members in Attendance

Eric Thompson, Fire Chief
Pam Webber, Executive Admin Assistant

Public Comment- None

Motion to approve Minutes of November 4, 2020 Meeting Minutes- Brooks

Second- Sandrock

Motion carried- Unanimous

Agenda Meeting (by phone) Attendees- Bill Riggert & Joe Brooks

Financial Report- Marcisz

Expenses

Line

PO#1827 National Hose Testing, Annual Testing	5,543.75	1-5005
PO#1828 Brenda Morris Bookkeeper, reconciliation of Quickbooks	100.00	1-5023
PO#1829 Dan Marcisz, reimbursement for Financial data zip drives	9.99	1-5160
PO#1830 OR Audits Division, reading of the annual audit	250.00	1-5000
Secretary/Treasurer Stipend	750.00	1-5180
	\$6,653.74	

Motion to pay \$6,653.74 in expenses- Sandrock

Second- Brooks

Motion carried- Unanimous

As of November 30, 2020

Demand Account		Interest*	Capital Reserve		Interest*
Fund 5942*	2,242,589.31	651.98	Fund 5946	1,354,589.60	832.21
Chckg Acctn 0847	3726.60	N/A	Pool Plus- 4155	5,977.44	N/A
Total	2,246,315.91		Total	1,360,567.04	

*Interest noted is included in totals.

Correspondence- None

New Business

Reserves for unexpected expenses information- Marcisz

This subject was addressed when there was a special request to make a purchase for the Oregon State Fire Marshal's office for SCBA. It was determined that the State will make the purchase through the Fire Marshal's office, rather than ask MRFPD2 to make the purchase with intentions to reimburse the district. Marcisz noted that this could have been accomplished by transferring funds into equipment line item. Marcisz researched the process of the reimbursement of the expense. He determined that once the funds were reimbursed and deposited, the only way it could be utilized within the 20-21 budget year is to hold a Supplemental Budget process.

Revenue Update- Marcisz

Following the Almeda Fire, there was concern about the fire's impact on tax revenues. For this reason, Marcisz researched the previous year's revenue to determine the amount collected by the end of November for the past three years. The anticipated loss of revenue is estimated to be \$178,300. The following is the result of his research.

Collection by November 30th for the past three years:

2018 Tax revenue received 86%

2019 Tax revenue received 87%

2020 Tax revenue received 86%

It does not appear that the revenue is affected this year. There was a brief discussion regarding the tax revenue in 2021.

Old Business

Fund Raising and Donations on the December agenda- Sandrock

Marcisz talked with the state representative regarding the receipt of donations. He learned that the district can recognize the receipt of the funds using the district's Federal Tax ID. The donation can be limited to a specific purpose or can be donated as unrestricted and be used for any District purpose. The only way it can be used in the current budget is by supplemental budget. Normally it will be recognized in the subsequent year. Dan suggested a policy to cover the processing of donations. Lisa suggested a section of the newsletter address donations. Lisa will draft a policy for accepting donations and present it at the next meeting.

Items not on the agenda

2019 Ordinance- Marcisz

This ordinance is regarding the restriction of Fire Department Personnel serving on the Board of Directors. Ordinance 9.1 will go into effect on December 4, 2020 (following a one year notification period). Marcisz noted, while it is an adopted Ordinance, it is not the County's responsibility to enforce the Ordinance.

Update on the Ashland Fire Chief vacancy- Marcisz

Marcisz shared some recent information regarding the Ashland Fire Chief position. The person serving as the Ashland pro tem Fire Chief, withdrew from the application process. Chief Thompson gave some background regarding discussions that took place over the summer. The City of Ashland

considered an inter-governmental agreement with JCFD3. While this did not come to fruition, Chief Horton continues to be interested. Fire Marshal Ralph Sartain will serve as the interim Fire Chief.

Fire Chief's Report

Update on the State Fire Marshal purchase of Self Contained Breathing Apparatus (SCBA)

Chief thanked the board for their willingness to assist the State of Oregon with the purchase. This would have been done to save processing time and would have been reimbursed by the State. However, the State Fire Marshal managed to expedite the purchase of the \$85,000 in SCBA equipment for the HazMat 8, Medford team. The board will not need to assist with this purchase.

Update on COVID and new orders from Governor

Jackson County is in the extreme risk category. Most City employees including Fire Administration and the Deputy Fire Marshal's are working remotely until January 8, 2021. The department has seen an increase in COVID emergency responses. Chief is pleased to report that the MFD personnel are healthy at this time. Contact tracing will be the responsibility of the City rather than by Jackson County Health.

Information requested on pumper pre-purchase savings

Chief referred to a quote from Hughes Fire Equipment that he forwarded to Board members prior to the meeting. The quote for the budgeted pumper indicates a pre-payment savings of 5%. Chief would like to move forward with the pumper order if the board is in agreement. The price of the pumper will increase by 5 to 6% due to the increased cost of metal after January 2021.

Motion to approve the purchase in the amount of \$825,272.00 with \$41,570.00 in pre-payment discounts resulting in a purchase price of \$783,702.00- Marcisz

Second- Sandrock

Motion carried- Unanimous

Good of the Order

- Seven Medford fire personnel retired at the end of November, totaling 202 years. Chief forwarded an email that outlined details as a tribute to the retirees. He noted that the department currently has nine vacancies. The department is in the process of accepting applications. It is anticipated that we will be hiring firefighters in January. The decisions for promotions are complete and promotions are currently taking place.
- Sandrock asked for an update on the County Emergency Plan. Chief informed the group that as a part of the updated Emergency Plan process, the county selected consultants through an RFP. Innovative Emergency Management was selected and will conduct a four-month process to review all aspects of the Alameda fire. The MRFPD2 board members are listed as one of the agencies that will be interviewed.
- Riggert has concerns about the annexations and recent development of district properties. Chief assured the board that it is not an effort to eliminate the MRFPD2 District. It is simply development. The revenue loss is minimal to the district and the cost of doing business.

Meeting Adjourned
4:20PM

Respectfully submitted by Pam Webber, MFR

Action Items

Action Item	Responsible Person	Due Date
Pumper Invoice on agenda for payments	Webber	Jan , 2021 Meeting