

**Medford Rural Fire Protection District #2**  
**200 South Ivy, #180, Medford, Oregon**  
**March 4, 2020 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

**Staff Members in Attendance**

Eric Thompson, Fire Chief  
Pam Webber, Executive Admin Assistant  
Justin Keylock, Battalion Chief, Logistics  
Kip Gray, AIC Operations/Deputy Chief

**Introduction of Guests-**

**New recruits introduction-** The MFD recruits Andrew Burton, Adam Hendy, Todd Rufener, and Taylor Spencer were introduced to the Board Members. They are currently in the process of an 11 week academy along with four recruits from FD#3 as part of a joint training process.

**Public Comment- Dan Sylvester**

Mr. Sylvester introduced himself. He is interested in serving on the MRFPD2 Board of Directors, should a position become vacant. He lives in the district, on the east side of the district. Mr. Sylvester has a fire department background, moving to Medford from the bay area. He noted that with his background, he feels he can add value to the board should there be an opening in the future.

Secretary/Treasurer, Dan Marcisz explained that the board is in the process of developing a succession plan/list. He will keep Mr. Sylvester informed when a date for a candidate forum is set. The Board members encouraged Mr. Sylvester to attend future meetings.

**Approval of the February Meeting Minutes- Pres Tait**

**Motion to approve Minutes of February 5, 2020 Meeting- Marcisz**

**Second- Riggert**

**Motion carried- Unanimous**

**Agenda Meeting Attendees- President Jack Tait and Vice President Bill Riggert**

**Financial Report**

<b>Expenses</b>		<b>Line Item</b>
PO#1764 Crater Chain- Chainsaw for Type III	903.96	2-5560
PO#1787 Cascade Fire- Type III Tools & Equipment	\$815.00	2-5560
PO#1792 Cascade Fire Equip- Porta Tank	810.00	1-5070
PO#1794 RAM Offset Lithograph- Spring Newsletter	3,120.97	1-5150
PO#1797 Credit Card Services –Type III Equipment	550.64	2-5560
Secretary Treasurer Monthly Stipend	750.00	1-5180
Total Pending Additional Information	\$6,950.57	

**Motion to pay \$6,950.57 in expenses- Brooks**

**Second- Sandrock**

**Motion carried- Unanimous**

**As of February 29, 2020**

<b>Demand Account</b>		<b>Interest*</b>	<b>Capital Reserve</b>		<b>Interest*</b>
Fund 5942	531,844.75	940.98	Fund 5946	1,325,543.10	2,358.65
Chckg Acct 0847	7,180.30	.24	Pool Plus- 4155	3,364.25	.40
<b>Total</b>	539,025.05		<b>Total</b>	1,328,907.35	

\*Interest noted is included in totals. No tax revenue reported this month

## **Correspondence**

### **SDAO Grant Application Response Letter- Marcisz**

The grant application was denied to fund the Training Building floor treatment and the roof anchors. Aubrie Schewey replied in a written statement, noting that the District did not carry liability insurance through SDAO. Marcisz noted that she was in error with this statement and he made a call to SDAO. The representative that he spoke with noted that the District does not have employees (no Workers Comp Insurance) and therefore would be denied the grant.

An Internship matching grant was presented, but was discussed as not feasible for MRFPD2 because MFD does not have an intern program.

### **New Business**

Nothing at this time.

## **Old Business**

### **Policy Manual- Marcisz**

#### **Harassment Policy- 1<sup>st</sup> Reading**

Marcisz briefly reviewed the reason for the policy. The district is required to have the policy as of January 1, 2020. The policy notes that if there is a claim of Harassment, they would be directed to contact the City HR Department (as a service of the City contract). Sandrock had several questions about what constitutes harassment. There was a discussion that followed. It was noted that the value of the policy is to assure the board's awareness. This policy will be presented at the April meeting for a 2<sup>nd</sup> reading.

## **Fiscal Policy- 2<sup>nd</sup> Reading**

Marcisz briefly reviewed the policy.

## **Motion to approve the MRFPD2 Fiscal Policy for Inclusion into the Manual- Riggert**

**Second- Sandrock**

**Motion carried- Unanimous**

## **Budget Planning- All**

Chief Thompson briefly talked about the items that were submitted for the District budget. Chief noted that a fire pumper is more aligned with the vision of the board than an air and light apparatus. It is more fitting to consider the fire pumper. A written estimate was presented in the amount of \$783,702 (this does not include equipment or contingency). A contingency would be budgeted at 2%. The new pumper would replace the current 2007 Rescue Pumper. 8113 (1997 Pierce pumper) which is owned by the City would be retired and removed from the fleet. There was a discussion regarding the equipment that would be purchased. Marcisz also explained the resources and the decisions that need to be made to budget the pumper.

Chief Thompson noted that the current in service tender is in very good condition, especially since it is not used daily, where the pumper is used on a daily basis. If the tender were to be replaced, Chief estimated the expense would be approximately \$400,000.

There was further discussion regarding future apparatus purchases. Thompson stated that the next request from the district to purchase apparatus will take place in 20/23/2024. If the board approves the department to move forward, the MFD committee will spec an engine in April. The production time is approximately 10 months. It was noted that the added firefighting equipment would cost approximately \$100,000 and will be budgeted in the 21/22 budget.

Marcisz noted that he is hopeful to determine what his carry over is as we draw closer to the end of the fiscal year. There was a consensus to include the pumper into the preliminary budget. Marcisz will present a preliminary budget at the April meeting.

## **District Vision for Capital Purchases- All**

There was a discussion regarding the cycles for purchasing apparatus by both the City and the District. The Board's preference is that the apparatus fleet ownership is 50% by each entity. Brooks noted that he prefers to have the contingency built to \$200,000 and carry it over. There was a consensus to increase the contingency for the 2020/2021 budget. The board also requested information on the replacement scale by the City, who is self-insured, in the event that an apparatus is totaled and beyond repair.

## **Succession Planning- Marcisz**

Marcisz noted that he is planning a candidate forum for July 1, 2020. He will advertise the forum to the public. He will also keep Mr. Sylvester informed of the process.

## **Staff Report**

### **Activity Reports- Thompson**

Chief explained the Activity Report is not available this month. A new report is in development. It will be a wider range of information, activities, and illustrations of what the department offers. Chief offered to send the report in any format (printed or electronic) that the board prefers. The report will be in the rears by 30 days. This allow the time to capture and document the data, especially when the end of the previous month falls so closely to the Board meeting.

This led to a discussion regarding fire response to medical emergencies. The Chief explained that the fire department enhances medical responses for our local ambulance service provider. The Fire Department desires to medically intervene on life threatening calls especially not knowing that the local ambulance provider may be delayed by their call load. There will be more information on this in the future.

### **Operations Chief Interview Panel Information, April 20, 2020**

The chief invited two Board members to sit on an interview panel for the process. Please notify Chief Thompson if you would like to be involved.

### **Update on Chief Fish and his duties through March 31, 2020**

Chief Fish is now assigned to the Office of the Emergency Manager Coordinator. His focus is to analyze where the department is deficient and establish priorities for the new coordinator.

### **Newsletter- Webber**

Webber reported that the Spring Newsletter and Burn Permit is in District mailboxes.

### **Next meeting April 1, 2020**

### **Items not on the agenda**

**Future Conferences-** Marcisz noted that he is available to make reservations for other board members that would like to attend conference.

**Request to repair District laptop-** Marcisz requested permission to purchase professional computer repair services from Best Buy. He explained the Best Buy program and the approximate cost.

**Motion to approve the purchase of a computer maintenance program- Brooks**

**Second- Sandrock**

**Motion carried- Unanimous**

**Meeting Adjourned**

**4:40PM**

Respectfully submitted by Pam Webber, MFR

**Action Items**

<b>Action Item</b>	<b>Responsible Person</b>	<b>Due Date</b>
Set date for candidate forum	Marcisz	ASAP
Schedule Board member meetings with Chief Thompson	Webber	ASAP
Communicate/confirm Operations Chief panel members	Thompson	ASAP