

**Medford Rural Fire Protection District #2**  
**January 6, 2021 3:00PM**  
**Board Meeting Minutes**

**Call to Order 3:00PM- Regular Meeting (conducted via Zoom)**

**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, Mark Shay, Jon Peterson

**Staff Members in Attendance**

Eric Thompson, Fire Chief  
 Pam Webber, Executive Admin Assistant  
 Chase Browning- AIC Fire Marshal

**Public Comment- None**

**Motion to approve Minutes of December Board of Directors Meeting with changes noted- Riggert**

- Correct typo in the Reserves for unexpected expenses
- Clarification regarding revenue recognized in the subsequent year under Fund Raising.
- Correction of date of Fire Personnel Service on the Board Ordinance.

**Second- Marcisz**

**Motion carried- Unanimous**

**Agenda Meeting Attendees- Riggert & Brooks**

**Financial Status Report- Marcisz**

**As of December 31, 2020**

Demand Account		Interest*	Capital Reserve		Interest*
Fund 5942*	2,261,587.92	1432.19	Fund 5946	1,355,410.10	860.50
Chckg Acctn 0847	3,224.17	.18	Pool Plus- 4155	5,977.69	.25
<b>Total</b>	2,264,812.09		<b>Total</b>	1,361,387.79	

\*Interest noted for information is included in totals.

**Marcisz presented expenses**

**Line Item**

PO#1832 Duo Safety – Ladder repair kits	1481.60	1-5160
PO#1833 Peerless Chain Co- Tire chains for Type III/Brush rigs	618.23	1-5160
PO#1834 Emergency Communications of SO- Pulse Point App	346.47	1-5050
PO#1836 Hughes Fire Equipment- Pierce Pumper	785,672.00	2-5500
PO#1838 City of Medford (1 <sup>st</sup> Payment)	1,707,401.30	1-5100
PO#1839 Richard Brewster CPA- Annual audit 2019-2020	8,000.00	1-5000
Secretary/Treasurer Stipend	750.00	1-5180
<b>Total</b>	<b>2,504,269.60</b>	

**Expenses continued from page 1**

**Motion to pay \$2,504,269.60 in expenses- Tait**

**Second- Sandrock**

**Motion carried- Unanimous**

**City Contractual Payment- Marcisz**

The payment for July-December (using the 80% multiplier) is \$2,134,251.62. The current amount due for the first payment of the year is \$1,707,401.30.

**Budget vs Actual, First & Second quarter of 2020-2021- Marcisz**

The account balances were reviewed. Marcisz noted the large payments going out for the City contract and the fire pumper order. Marcisz continued to review the report and noted that all tax revenue with exception of 4% is received. There was further discussion regarding the equipment line item balances.

**2020-2021 Budget Impact Following Alameda Fire – Brooks**

Brooks is interested in how we will plan for the Alameda impact. It is anticipated that the 21-22 tax revenue will reflect the bulk of the impact. Chief noted for the 21-22 budget planning, he will anticipate approximately 178,000 to 200,000 decrease to revenue. The question was posed if there are any Federal or State resources available to recover the losses. Chief will research and report back.

The board requested that the City GIS coordinator, Dave Pastizzo, City Finance director Ryan Martin and county resources assist with updated estimated losses.

**Request for Budget Officer Appointment for 2021-2022 Fiscal Year- Marcisz**

**Motion to appoint Dan Marcisz as the MRFPD2 2021-2022 Budget Officer- Sandrock**

**Second- Brooks**

**Unanimous**

**Laptops for Board Members**

Sandrock noted that the current laptops are not keeping pace with the needs of the board. She suggested that the board consider replacement. Brooks was supportive. The group decided that the computers will be replaced as needed and each member makes the request.

**Board Member Policy on Signatures during COVID Restrictions- Marcisz**

Marcisz has concerns about remaining compliant when signing checks during COVID restrictions. The group did not have any issue while we are under COVID conditions.

**Staff Report**

**Ready, Set, Go, Grant Report- Shay**

Shay reported on the National Ready, Set, Go, Grant program. The intention is to educate communities on wildfire prevention. Medford Fire received a certificate of recognition from the Intl Association of Fire Chiefs for 4400 hours of work to reduce Wildland Hazards. The Ready, Set, Go program not only offers guidance but it also provides supplies, such as 5000 printed booklets in both English and Spanish. The guide is designed specifically for the Medford area includes local pictures and history. Program

representatives took a tour of MRFPD2 to determine risks. The consultants will make suggestions to reduce the overall threat.

Sandrock inquired if the plan takes into consideration, an Emergency Broadcasting System. Shay noted that the third party contractor will take the issue into consideration. Chief informed the group that the EBS is more the responsibility of the County who has selected a consultant through an RFP process to meet with County and City officials and address emergency notification issues. Chief informed the board that the consultants have MRFPD2 board members on the list of those who will be interviewed. He also noted that the citizen alert system through the Everbridge is in operation.

#### **Wildland Packs- Thompson/Peterson**

Chief noted that the department will be purchasing 60 Wildland packs, \$225 each for a total of \$13,500. There was discussion about the balance of the Firefighting Equipment line item. Marcisz would like an opportunity to review the balance and coding of previous expenses. Pam will follow up with Marcisz before the order is placed.

#### **Type Six Update- Thompson**

The type sixes are near completion. Chief will have one of the units available at the next in-person meeting.

#### **Proposed Hazardous Vegetation Ordinance- Thompson**

Chief shared an ordinance that is proposed and introduced by Fire District 3 to the RV Fire Chiefs. He is very much in favor of programs that are for preparedness, such as Ready, Set, Go, rather than enforcement. If this ordinance was passed, the City of Medford would be faced with enforcement. Chief feels that this proposed ordinance does not address the specific issues and is not in line with the district's mission. The RVFC's group would like local Fire Chiefs advocate the ordinance. He asked for the board's input and direction. The board unanimously responded that they are not in favor of moving the ordinance forward. Chief will report the Board's response to the Fire Chief group, and keep the board informed any updates.

Sandrock asked how many entities are responsible for the greenway. Chief noted there are at least six different agencies that are involved with the maintenance of the greenway.

There was a discussion that ensued regarding the challenges with the ordinance not fitting for all the various challenges, especially when taking the Bear Creek Greenway into consideration. Browning noted that there would be a public process that will allow public comment. There is concern that the ordinance would not be consistent and may result in unfair enforcement.

#### **Pumper Purchase and Prepayment- Webber**

Webber presented an updated proposal for the purchase of the pumper. There was discussion regarding the total amount and setting aside contingency for changes orders. This resulted in an amended motion:

**Motion to amend the December motion to authorize the purchase the Fire pumper, not to exceed \$800,000- Marcisz**

**Second- Sandrock**

**Motion carried- Unanimous**

**Correspondence- None**

**New Business**

**Board Member Terms- Riggert**

Riggert asked for a review of the current Board Terms. Webber presented, Tait, Brooks and Sandrock’s term will expire in May 2021. Marcisz noted registration is open in March and the filing fee is \$25.

**2021 SDAO Conference- Marcisz**

Marcisz reminded the group that the 2021 SDAO Conference will be presented on-line. There is no charge for registration. Per Marcisz, all board members are registered for the conference. If you do not wish to attend, inform Marcisz and he will cancel your registration. Bill Riggert and Jack Tait informed Marcisz they will not be attending.

**Request for Newsletter Article Topics- Marcisz**

Marcisz requested articles. Suggestions included articles on Ready, Set, Go Wildfire prevention.

**Old Business**

**Donation Details- Sandrock**

Sandrock will report next month. The information will also include accounting, cash donations and preparing a policy.

**Meeting Adjourned  
5:00PM**

**Action Items**

Action Item	Responsible Person	Due Date
Research on Federal or State resources in reference to the impact on tax revenue	Thompson	February Mtg.
Update on Firefighting Equipment line item	Marcisz	February Mtg
Update on donations, policy and accounting	Sandrock	February Mtg

Respectfully submitted by Pam Webber, MFR