

Medford Rural Fire Protection District #2
200 South Ivy, #180, Medford, Oregon
October 6, 2021 - 3:00PM
Board Meeting Minutes

Call to Order 3:00PM- Regular Meeting

Roll Call

Excused	President Joe Brooks
X	Vice President Lisa Sandrock
X	Sec/Treasurer Dan Marcisz
X	Director Jack Tait
X	Director Dan Sylvester

Introduction of Guest- Richard Brewster

Staff Members in Attendance

Eric Thompson, Fire Chief
Pam Webber, Office Administrator

Due to Brooks absence, Sandrock lead the Board meeting

Public Comment- None

**Motion to approve minutes of the September 1, 2021 Board of Directors Meeting- Tait
Second-Sylvester**

Motion carried- Unanimous

Agenda Meeting Attendees- Sandrock and Tait (By phone)

Auditors Report- Rick Brewster

Mr. Brewster explained that the MRFPD2 Operations audit is a cash basis report. He stated; in his opinion it was a “clean audit”. He drew attention to the 2021 lower cash balance of \$350,000, than in previous years. On page 19-20, there are two columns that indicate that the board operated and ended the year with a favorable variance of the budget. Brewster noted that Material and Services was over-expended by \$73,200. The compliance report stated this was due to the Almeda Fire and the declaration of an emergency.

While there was more spent than budgeted, the additional property tax collect resulted in a balance of \$170,000 better than budgeted. The balance of the Capital account is \$790,000. This includes a \$365,000 transfer from General Fund.

Overall revenue received increased by approximately \$294,000, the result of additional property taxes and grant dollars. Disbursements increased by approximately \$653,000 (or 29%). The ending balance was, \$175,596 and resulted in an approximate \$900,000 carry over. The net assets

decreased during the 2020-21 fiscal year by approximately \$350,000, the result of a Capital Outlay expenditure for a new Type I engine at a cost of approximately \$786,000.

The bulk of Operations are funded by property taxes. The ending carryover is an uncollected balance of \$104,000. Additionally, the district was awarded a \$150,000 grant. Since the grant was received at the end of the year, it was transferred to the Capital Fund.

Page 22 and 23 summarize the Compliance and the Internal Controls. Mr. Brewster suggested a transfer of contingency funds in April or May if it is anticipated that the district may go over budget. The controls are adequate, and no improvements recommended.

Marcisz asked how the District could better project property tax collection. Brewster noted that it is anticipated that the assessment will decrease by 5% due to the Alameda fire. He will supply Marczisz with a contact to assist him with the projection. Brewster recommended that the District maintain six months in operating cash to carry through the tax collection season.

Financial Report- Marczisz

As of August 31, 2021

Demand Account		Interest*	Capital Reserve		Interest*
Fund 5942*	261,398.17	173.70	Fund 5946	933,148.27	383.73
Chckg Acct 0847	4,362.25	.12	Pool Plus- 4155	5,982.79	.05
Total	265,760.42		Total	939,131.06	

*Interest noted is included in totals.

As of September 30, 2021

Demand Account		Interest*	Capital Reserve		Interest*
Fund 5942*	259,847.85	117.55	Fund 5946	933,570.10	421.83
Chckg Acct 0847	9,818.09	.26	Pool Plus- 4155	5,982.84	.05
Total	269,665.94		Total	939,552.94	

*Interest noted is included in totals.

Expenses

Line #

PO#1863 Brenda Morris- Bookkeeping/Audit Assistance	25.00	1-5023
PO#1864 Card Member Services- SDAO Conference Hotel Room	108.71	1-5009
Secretary/Treasurer Stipend	0	1-5180
Total	\$133.71	

Motion to pay \$133.71 in expenses- Tait

Second- Sylvester

Motion carried- Unanimous

Correspondence- Marczisz reviewed the most recent annexation from MRFPD2 annexation into JC Fire District #5.

New Business- None

Old Business-

Fall Newsletter- Webber

The Annual Fall newsletter was reviewed for changes. Other than the addition of the article on Bill Riggert and Dan Sylvester, the letter will be proofed by MFD support staff and sent to print for distribution.

November Board Meeting- Marcisz

There was a discussion regarding the Oregon Fire Chiefs, Medford Conference and golfing fund raiser. MFD personnel will be volunteering and involved in the fund raiser. It was determined that the regular board meeting would need to be postponed to 11/10/21.

Motion to postpone the November Board meeting to 11/10/21, 3PM- Marcisz

Second- Tait

Motion carried- Unanimous

Fire Chief's Report

OFCA Golf Tournament

Oregon Fire Chiefs Association golf tournament will take place November 3, 2021 at Centennial Golf Course. This is a fund raiser for Fallen Firefighter's foundation to help support families attending the Maryland annual memorial following a Line of Duty Death/Service Connected deaths. Sandrock suggested a donation to support the cause.

Jacksonville Fire Department Memo of Understanding

While current mutual aid agreements are in place, Chief Painter and Chief Thompson have agreed to expand training, equipment purchases, Performance Guidelines and Fire Rescue Standing Orders in an effort to better align Jacksonville with neighboring agencies that adhere to the Fire Rescue Standing Orders (FRSO). There is potential that this will eventually evolve into an Intergovernmental Agreement. Four departments are now currently members of the FRSO's. Medford, J.C. Fire District #3, Ashland and Jacksonville.

Good of the Order

- Sandrock noted that Talent irrigation is only providing water to property owners that pay for the right to water prior to the irrigation season.
- There was a brief discussion regarding Board succession planning and development.

**Meeting Adjourned
4:15PM**

Action Items

Action Item	Responsible Person	Due Date

Respectfully submitted by Pam Webber, MFD