

**Medford Rural Fire Protection District #2**  
**200 South Ivy, #180, Medford, Oregon**  
**November 10, 2021 3:00PM**  
**Board Meeting Minutes**

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

**Roll Call**

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

**Introduction of Guests- None**

**Staff Members in Attendance**

Eric Thompson, Fire Chief  
Pam Webber, Executive Admin Assistant

**Public Comment- None**

**Motion to approve the minutes of October 6, 2021 Meeting- Tait**

**Second- Sylvester**

**Motion carried- Unanimous**

**Agenda Meeting Attendees- Joe Brooks and Lisa Sandrock**

**Financial Report- Marcisz**  
**As of October 31, 2021**

<b>Demand Account</b>		<b>Interest*</b>	<b>Capital Reserve</b>		<b>Interest*</b>
Fund 5942*	260,374.18	108.05	Fund 5946	933,957.60	387.50
Chckg Acctn 0847	4,922.07	.19	Pool Plus- 4155	5,982.89	.05
<b>Total</b>	<b>265,296.25</b>		<b>Total</b>	<b>939,940.49</b>	

\*Interest noted is included in totals.

-10/6/21 Tax receipts of \$3,918.33 (electronically transferred into State 5942)

-10/19/21 Deposit of check \$100.00 into Umpqua 0847 (SDIS Longevity credit)

**Expenses**

**Line #**

1867 RAM Printing, 2021 Fall Newsletter	2,354.00	1-5150
1868 Card Memr Services, Donation for the OR Fire Chiefs Found.	46.75	No code
1869 Natl Hose Testing Specialties- Hose Testing	6550.74	1-5005
Secretary/Treasurer Stipend	750.00	1-5180
<b>Total</b>	<b>9,701.49</b>	

**Motion to pay \$9,701.49 in expenses- Tait**

**Second- Sandrock**

**Motion carried- Unanimous**

## **Correspondence-**

- Signature on Annexation Documents- completed
- Notice from the State Pool that the interest rate will drop from 055% to .45%

## **New Business- None**

## **Old Business**

### **Donation to Oregon Fire Chiefs Foundation- Chief**

Chief reported that Jack Snook, Joe and Elaine Parrott expressed their thanks for the MRFPD2 donation to the Oregon Fire Chiefs Foundation fundraiser. They also expressed their appreciation for support they received from Medford Fire Chief and Support Staff for the golf tournament. This was a very successful event.

### **Board Development and Distribution of Duties- All**

Brooks asked for an update since he was not in attendance at the last meeting. Sandrock gave an update regarding Marcisz notification of resignation from the Secretary/Treasurer position. The resignation was not accepted and tabled for further discussion. Sandrock spoke about the complexity of the Secretary/Treasurer position. She suggested that he share some of the duties. Sylvester noted that he would like to shadow Marcisz and/or assist with the duties. This is also an effort to cross train another board member. The board is in the process of reviewing the duties and how the position could be further supported. There was continued discussion regarding options and a plan that would be helpful to Marcisz. All the members expressed how valuable Marcisz is to the Board. Sylvester noted that we should have a procedure manual in place as a contingency.

Sandrock suggested Jessie Bridgham, a CPA that has a long history assisting the MRFPD2 Board of Directors and preparing the annual audit. Bridgham, who is retired from Brewster, could be a good resource for advice or possibly contracted to ease pressure off the position. Her professional assistance would be helpful with the burdensome regulatory component. Sandrock and Brooks agreed that it is important that the board members interact with one another on house-keeping items, so that it does not fall on the secretary/treasurer position. Chief Thompson will have a conversation with other districts to learn how they are accomplishing all of the tasks and requirements.

## **Fire Chief's Report**

### **HB5006 Funding- \$620,000**

Aaron Ott recently learned that House Bill 5006 will result in funding to assist special districts for loss of revenue. Initially Ott was informed that the total amount payable to MRFPD2 would be \$620,000. After further investigation, he learned that the initial payment is anticipated to be \$51,000 and the remaining amount will be issued in payments over three years. The Jackson County Tax Assessors office will provide more information and Ott will see that the Board is informed.

### **Update on Pumper Anticipated Delivery Date**

Chief reported that the district fire pumper ordered in 2020 is still in production with no specific delivery date. This is due to production challenges. There is a possibility that it may not arrive during the current fiscal year.

### **Pumper Equipment Budget Line Item**

Chief informed the group that the delay in the delivery of the pumper is creating questions about the \$150,000 budgeted for pumper equipment. He asked for direction from the Board if we should:

- A. Delay the purchase of the equipment until we have a specific delivery date?
- B. Begin purchasing equipment in an effort to get ahead of supply issues. There are concerns that some of the date sensitive items may be aged before the pumper arrives.

Further discussion resulted in a board recommendation to begin purchasing equipment now. Some items could be purchased and utilized as updated equipment on existing department rigs.

**Items not on the agenda:**

**Contract with AP Triton- Thompson**

A consulting group was selected to perform a Community Risk Assessment and Standards of Cover Study for the City of Medford Fire Department. AP Triton was select after a nationwide “Request for Proposal” to perform the study that will quantify and validate Medford Fires current practices and determine the department’s needs. The study will also help to establish the WUII hazards. It will also result in a standard for the City Council decision making process. The goal is to complete the study the next biennial budget planning process. This will prepare the department to present the needs for the next biennium. The kick-off meeting will take place Monday, November 15, 2021.

**Alternate Means to Deliver Service- Thompson**

Low acuity calls are increasing and causing a strain on the ALS responses. Thompson and Sheila Clough (Mercy Flights) are discussing some challenges with low acuity calls for service and identify alternate response models. This is an effort to preserve the ALS units for the high risk/life threatening calls for service. They are hopeful that a pilot program using an alternate response means will be available in 2022. Additionally, there will be an option to connect the patient directly with social services or tele-health to resolve the less urgent issues. The supervising physician (Dr. Bond) is also involved in the conversation.

**MFD Organizational Review- Thompson**

Chief is working with City administrators to establish additional resources in the Fire Administration, such as an additional Deputy Chief position and the authorization for over-hiring firefighter. This plan will help to alleviate overtime and take some of the burden off the Operations Chief, as well as bring consistency and accountability to the functions of the administrative office. Chief will share more about the process at the December meeting.

There was a discussion regarding the City growth in comparison to the growth of the department. There was also discussion regarding a plan to set aside land for future fire stations. The Community Risk Study will help in identifying the needs and possible options.

**Good of the Order**

Brooks presented a sympathy card for board members to sign for JCFD5 board member, Fred Baumgartner.

**Meeting Adjourned  
4:15PM**

**Action Items**

Action Item	Responsible Person	Due Date
Dec Agenda Board Development and Distribution of Duties	Pam Webber	December Mtg

Respectfully submitted by Pam Webber, MFD