

**Medford Rural Fire Protection District #2
200 South Ivy, #151, Medford, Oregon
December 1, 2021 3:00PM
Board Meeting Minutes**

Call to Order 3:00PM- Regular Meeting

Roll Call

X	President Joe Brooks
X	Vice President Lisa Sandrock
X	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 Minutes of November 10, 2021 Meeting-Tait

Second- Sandrock

Motion carried- Unanimous

Agenda Meeting Attendees- Joe Brooks and Lisa Sandrock (by phone)

Financial Report

As of November 30, 2021

Demand Account		Interest*	Capital Reserve		Interest*
Fund 5942**	2,296,489.02	495.45	Fund 5946*	934,303.04	345.44
Checking 0847***	12,318.21	.14	Pool Plus- 4155*	5,982.44	.05
Total	\$2,308,807.23		Total	\$940,285.48	

*Interest noted is included in totals.

**Marcisz reviewed the JC tax revenue receipts

***Balance does not include three outstanding checks

Financial report continued on page 2

Expenses	Line #	
PO#1870 Government Ethics Commission- Annual dues	548.82	1-5075
Secretary/Treasurer Stipend	500.00	1-5180
Total	1,048.82	

Motion to pay \$1,048.82 in expenses- Tait

Second- Sandrock

Motion carried- Unanimous

Correspondence- Marcisz

The annual SDAO Conference is scheduled to take place February 10-13, 2021 in Eugene, Oregon.

Limited "in-person" spaces. Board members who noted they will attend:

- Dan Marcisz
- Dan Sylvester
- Joe Brooks
- Lisa Sandrock (Tentative)

Motion to approve up to \$3,800 for board members to attend the SDAO Conference- Sandrock

Second- Tait

Motion carried- Unanimous

New Business

HB5006 Funds (Item not on the agenda)- Marcisz

Marcisz informed the board that House Bill 5006 will pay the District \$620,000 from the State of Oregon, but through Jackson County. Aaron Ott was recently made aware of the funds and he is keeping Marcisz informed as we learn more. The relief will be paid each quarter in \$51,700 increments. Shannon Belle at JC Tax Assessors office is advising Marcisz. The district will conduct a supplemental budget in order to expend the funds. There was discussion regarding various options of how the funding could be utilized. Additionally, Brooks requested a comparison of tax receipts paid in November 2020 to November 2021 in an effort to determine the impact of the Almeda Fire on tax receipts.

Old Business

Distribution of Secretary/Treasurer Duties- Marcisz

Marcisz explained that he will be with the board through June 2023 when his term expires. He informed the board that he will not be running for a board position following the expiration of his term.

Sylvester asked for a report from Chief Thompson regarding other districts. Chief Thompson contacted Chief Horton of JC Fire District #3 to inquire how they conduct district business. He noted that district staff provides all Financial duties. JCFD#3 is a much different situation and therefore not the best example.

Sandrock suggested that we seek a professional that could help with some of the financial legal requirements. For instance, guidance on how the District should handle the HB5006 funding.

Follow up on PO Box for District Correspondence- Marcisz

Marcisz noted that the State prefers a physical address, rather than a PO Box. Marcisz will research and ask for input at the SDAO conference. There was a consensus to consolidate all the mail delivery to one location.

Secretary/Treasurer Procedure Manual-All

Following a discussion on board member succession, it was determined that Marcisz will start compiling a procedure manual for the Secretary/Treasurer position.

Fire Chief's Report

- Reported on an email from an organization that would like to donate \$1,000 to MRFPD2
- Chief reported that he that he asked Pam to develop a Budget to Actual for the MRFPD2. He presented a budget to actual spreadsheet. Marcisz noted that this could be helpful for all since he is at the mercy of the bookkeeper and the information is not always immediately available.
- Chief referenced the monthly report that he email to board members while updating the board on department activity. He encouraged the board to contact him with any questions.
- The City received a grant in 2019 for \$72K intended for a SCBA compressor. The cost of the compressor exceeded the amount of the grant. The City will contribute \$100K. The total amount of the mobile SCBA Compressor is approximately \$180,000. This will be very useful when working a large, and extended incidents. It provides the ability to fill SCBA bottles at the scene rather than shuttling the refilled bottles.
- Chief is working with the Sheila Clough, CEO of Mercy Flights to present a plan to the County Commissioners for mobile integrated health. This will more appropriately address low acuity calls and help retain resources for high acuity calls. It will be less costly than sending a fire apparatus and crew. Chief reported that there are other agencies successfully utilizing single roll EMS units. The service will be funded and provided by Mercy Flights. The program will be launched in phases and may eventually be discussed with the Fire labor group as a service proved by the department in the form of a Quick Response Squad. Chief will email a copy of the plan to the board members.
- Manny Sharp was promoted to Engineer to fill retired Jon Murphy's position.

Good of the Order

- Marcisz noted that he will be distributing a budget calendar for the 2022 budget process.

Meeting Adjourned

4:46PM

Action Items

Action Item	Responsible Person	Due Date
Report the Tax revenue from November 2020 to this year	Marcisz	January Mtg
Email Mercy Flights plan to board members.	Chief	ASAP

Respectfully submitted by Pam Webber, MFR