

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

Call to Order 3:09PM- Regular Meeting

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- None

Staff Members in Attendance

Eric Thompson, Fire Chief
Pam Webber, Office Administrator

Public Comment- None

**Motion to approve Minutes of the January 6, 2021 Board of Directors Meeting- Tait
Second- Riggert
Unanimous**

Agenda Meeting Attendees- Riggert & Brooks

**Financial Status Report- Marcisz
As of January 31st 2021**

Demand Account		Interest*	Capital Reserve		Interest*
Fund 5942*	609,683.11	576.37	Fund 5946	568,909.17	459.07
Chckg Acctn 0847	3,249.77	7.20	Pool Plus- 4155	7,321.06	15.37
Total	612,932.88		Total	576,230.23	

*Interest noted for information is included in totals.

Tax receipts for January 11, 2021 \$35,878.19

Tax receipts for January 27, 2021 \$30,256.68

Marcisz reviewed budget to actual report

It was noted last month that the Fire Equipment line item is expended beyond the budgeted amount. Marcisz determined that the equipment for the brush rigs and the Type III proved to be a majority of the expense. He researched other line items within Material and Services not expended due to the effects of COVID, such as Travel and Training. It was noted that it is completely reasonable and acceptable to redirect the funds to support the Fire Equipment line item.

Marcisz proposed transferring funds from Board Development, Travel & Training and the Newsletter (the Fall newsletter cancelled due to Alameda fire) line item. This will support the Fire Equipment line item with an additional \$20,500 as needed. Chief agreed that this is a good solution.

Motion to transfer funds within Material & Services, \$3,000 from Board Development (Line item- 5009), \$14,500 from Travel and Training (Line item 5195) and \$3,000 for Newsletter (Line item 5150) for a total of \$20,500 to support the Firefighting Equipment line item- Brooks

Second- Sandrock

Motion carried- Unanimous

Marcisz presented expenses

PO#1840 Cascade Fire- Brush rig equipment	116.00	1-5170
PO#1841 OFDDA Membership Renewal	1,250.00	1-5050
PO#1842- Brenda Morris Bookkeeping	209.75	1-5023
Secretary/Treasurer Stipend	750.00	1-5180
Total	2,325.75	

Motion to pay \$2,325.75 in presented expenses- Sandrock

Second- Tait

Motion carried- Unanimous

Correspondence

- Marcisz reminded the group that there are copies of the FY June 30, 2020 audit available at Fire HQ. Sandrock and Tait will call 541-774-2300 to notify Pam when they arrive to pick up their copies.
- Marcisz asked if board members are utilizing the Best Buy maintenance contract. He received an email notification for automatic renewal in the amount of \$199.00. The group discussed the matter and decided that since they are purchasing upgraded computers, the maintenance agreement is not necessary at this time. Marcisz will decline the renewal.

Item not on the agenda- Updating the Board Computers.

There was a discussion regarding the purchase of new board member computers. The last time laptop computers were purchased (2015), the board spent approx. \$3,200 to obtain four. Brooks will check with local vendors to see what is available and obtain a quote. Sandrock experienced operating issues with her current computer and requested an upgrade.

New Business

Preparing for monthly board meetings (Notifications & Participation)- Marcisz

Marcisz would like to see an improvement in preparation for the monthly board meetings. With COVID, the information and meetings are more challenging. Marcisz encouraged better communication and getting information to one another, yet keep in mind Public Meeting laws.

Marcisz proposed that all information be distributed shortly after the agenda meeting. He suggested Dropbox. Sandrock is concerned about security, while Tait noted that all District meeting documents are public information, so security should not be an issue.

Old Business

Donation Details- Sandrock

Lisa drafted and proposed a policy for the purpose of the District accepting donations. There were several suggestions to clarify the policy. There will be some research to determine if there is language needed for supplemental budget. The policy review was recognized as the first reading and there will be a second reading in March.

Explanation for increased pumper proposal- Thompson

Thompson compared a proposal from February 2020 to December 2020. The difference is \$1,970. Chief explained that there were several adjustments made to the pumper build and a change in the prepayment discount. The final price for the pumper including pre-payment discounts is \$785,672.00. Chief noted several other changes that will create a savings. The purchase will not exceed \$800,000.

Audit Charges- Riggert

Riggert- Noted an annual increase in audit service charges. He attempted to call the auditor to encourage them to waive the annual increase. He noted that once you have the foundation of an audit report set, it is not difficult to create a new report each year. Therefore, he does not feel the increase is justified. Riggert did not receive a return call and will report next month.

Fire Chief's Report- Thompson

Chief informed the board members that Aaron Ott, Emergency Management Coordinator is researching and seeking a potential grant to recapture anticipated \$180,000 revenue loss following the Alameda fire. The funding source is the State of Oregon Wildland Fire recovery efforts. Chief will give an update at the March meeting.

Newsletter- Webber

The annual Spring newsletter will be mailed by 2/24/21 in order for the enclosed Burn Permit to reach district patrons by March 1st. Webber requested permission to obtain payment midmonth if requested by the printer to reimburse for postage. The amount is pending at this time.

Motion to issue payment for newsletter postage in an amount not to exceed \$1,500- Marcisz

Second- Sandrock

Motion carried- Unanimous

Firefighter Hiring Process- Thompson

The goal is to start an academy on March 8, 2021 with nine new candidates. We are working our way toward that goal. We have identified nine potential new hires, and processing through the background check. Conditional offers will be made and they will proceed to have a psychological test in mid-February.

Items not on the agenda:

Notification of the 2021 meeting dates as required by law- Marcisz

MRFPD2 2021 Board meetings will take place Jan 6, Feb 10th, March 3rd, April 7th, May 5th, June 2nd, July 7th, August 4th, September 1st, October 6th, November 3rd, December 1st.

Motion to advertise meeting dates- Tait

Second- Sandrock

Motion passes- Unanimous

Request for new equipment- Marcisz

Marcisz will need to purchase a new printer for budget preparation.

Motion to authorize the purchase of a new printer not to exceed- \$300- Sandrock

Second- Brooks

Unanimous

Good of the Order

- Marcisz noted three board members are up for election and wanted to confirm that they have the information needed to seek re-election. There was additional information regarding write-in candidates.
- Marcisz requested 2021 City Hall parking passes. Pam will address this.
- Question regarding the Alameda fire After Action Report. Chief noted they are in the process of interviews with stakeholders. Chief will update the board via as the process moves forward.
- Marcisz is preparing the budget to include the anticipated Alameda revenue loss.

**Meeting Adjourned
4:17PM**

Respectfully submitted by Pam Webber, MFD