

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

Call to Order 3:00PM- 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 February 10, 2021 Board of Directors Meeting- Tait

Second- Sandrock

Motion carried- Unanimous

Agenda Meeting Attendees- Bill Riggert and Joe Brooks (by phone)

Financial Status Report- Marcisz

As of February 28, 2021

Demand Account		Interest*	Capital Reserve		Interest*
Fund 5942*	618,791.25	355.44	Fund 5946	569,236.44	459.07
Chckg Acct 0847	3,324.11	.09	Pool Plus- 4155	7,321.34	.28
Total	622,115.36		Total	576,557.78	

*Interest is included in totals. Tax receipts for February- \$11,508.25 included in totals
Short term funds interest rates decreased from .75 to .60

Marcisz presented expenses

Line #

PO#1831- Zoll Medical, AED supplies and sensors	4,538.40	1-5140
PO#1835- Life Assist, Medical gloves (COVID)	2,400.00	1-5140
PO#1843- Ram Offset, Spring Newsletter, Mailing & Postage	2,332.00	1-5150
PO#1844- Special Districts Insurance Service- Liability Insurance	1,498.00	1-5080
PO#1845- Globalstar- Satellite phone service for one year	960.00	1-5175
PO#1846- Industrial Source, Mounting brackets for extinguishers	226.00	1-5160
Secretary/Treasurer Stipend	750.00	1-5180
Total	12,704.40	

Expenses included from page 1:

Motion to pay \$12,704.40 in expenses- Brooks

Second- Tait

Motion carried- Unanimous

Correspondence- Chief read an email from MFD Firefighter Aaron Kersey expressing thanks for the district's support of the AED program and supplies.

New Business- None

Old Business

Continued conversation about replacement computers- Brooks

Brooks reported on his research to replace the District laptop computers. There have been ongoing issues due to the age of the devices (purchased in 2013). Brooks presented a spread sheet that detailed the features of various brands including memory capacity, CPU, and screen size. There was a discussion regarding the best value. Sandrock gave some input on some preferences. It was determined the Lenovo or HP depending what they have in stock is the best choice. The cost will be \$750.00 per unit, with an added setup fee of \$100 per unit. Brooks will make the purchase with the district credit card once he checks availability.

Motion to approve the purchase four of computers with 15" screen and an i5 processor at a cost of \$750 each and the setup fee of \$100 each- Marcisz

Second- Tait

Motion Carried- Unanimous

Donation Policy- Sandrock

Sandrock reviewed the draft donation policy. The board was in agreement with the policy. Due to the changes that took place since that last reading, this will be considered a first reading. The second reading will take place at the April meeting.

Item not on the agenda- Newsletter Distribution

There was a brief discussion regarding the newsletter distribution to addresses of properties that were destroyed. Emergency Manager Coordinator, Aaron Ott was informed by the Jackson County GIS offices that most property owners are having mail forwarded from the district properties. It was determined that the best way to get the information to district patrons is to utilize the original list for the district addresses, even if it contains addresses of properties that were destroyed.

Communication with CPA regarding audit charges- Riggert

Riggert made a request of the Certified Public Accountant to reduce our audit charges. He made contact with the firm, but never received a response. Riggert does not have any issue with the completed report, but he feels that the increasing charges are not warranted.

Financial impact of annexations from the District to the City- Riggert

Riggert has concerns about the district property that is being annexed into the City of Medford and the loss of revenue to the district. There was a discussion regarding the rate per thousand paid by both the City and District patrons. Chief gave clarification on the recent annexations and how it is tied to the urban expansion.

Budget- Marcisz

Marcisz reviewed the Budget Projection document (attached to this document). The structure of the 2021-2022 budget will be based on the projections. The board gave a nod of approval for the calculations that were reviewed. Operating Expenses will be slightly reduced this year (from \$435,033.98 to \$448,897.00) due to a projected loss of \$178,000 revenues.

There was also a discussion about the board and budget committee stipends. Marcisz would like to recognize members for the time they invest into board business. Marcisz will research the feasibility of a stipend report back next month.

Chief Thompson presented his requests for the budget process. There were \$341,355 in requests made in addition to last year's budget. However, there was no request for replacement apparatus.

Chief also explained his request to fund the third party for the Community Risk Assessment project and policy consultant. Sandrock requested a breakdown of the expenses and a scope of service. Chief will provide it to the board members via email.

There was a request for training building modifications and props for the Venekamp training building. Chief reviewed 11 items listed to equip the building in such a way that it can be used for various simulated fire scenarios. There were questions about the rappelling anchor swivels, including a life span/replacement schedule for the device. Chief will check and report back at the next meeting. Marcisz acknowledged that he will utilize the information to prepare a proposed budget.

Fire Chief's Report

Grant Application Update

Aaron Ott is moving forward with the grant application for the Alameda revenue losses. He has obtained the Federal Duns number and will proceed with the application.

Hiring Process Update

Chief reported that the Medford Fire has offered firefighter positions and hired seven recruits who will report to work on March 8, 2021. There were nine openings, and the Chief was recently informed of two upcoming retirements. MFD will have four Firefighter openings in 2021 and will open another recruiting process in the fall.

Good of the Order

Marcisz is in the process of locating another budget committee member to fill a vacant position. Sandrock suggested that Marcisz contract Chris Morgan.

**Meeting Adjourned
5:09PM**

Action Items

Action Item	Responsible Person	Due Date
Budget Committee Member Stipends	Marcisz	April Meeting
Additional information for Training Building Budget Request	Thompson	April Meeting

Respectfully submitted by Pam Webber, MFR