

Medford Rural Fire Protection District #2
200 South Ivy, #180, Medford, Oregon
April 7, 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
 Tom McGowan, Training Chief
 Pam Webber, Office Administrator

Public Comment- None

Motion to approve Minutes of March 3, 2021 Board of Directors Meeting with Marcisz correction (add Sandrock’s request to contact Chris Morgan for Budget Committee)- Marcisz

Second- Sandrock

Tait abstained

Motion carried- Four

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

Financial Status Report- Marcisz

As of March 31, 2021

Demand Account		Interest*	Capital Reserve		Interest*
Fund 5942*	694,184.90	332.20	Fund 5946	569,526.52	290.08
Chckg Acct 0847	5,619.96	.25	Pool Plus- 4155	7,321.65	.31
Total	699,804.86		Total	576,848.17	

*Interest is included in totals. Tax receipts for March- \$90,061.53 included in totals.

City payment pending- \$133,503.71

Marcisz presented expenses

Line #

PO#1849 West Coast Hose Repair	1,023.00	1-5005
PO#1850 Card Member Services- Director Computers (2)	1,599.96	1-5160
Secretary/Treasurer Stipend	750.00	1-5180
Total	3,372.96	

Motion to pay \$3,372.96 in expenses- Sandroock

Second- Brooks

Motion carried- Unanimous

Correspondence- Notification from SDAO asking for support on the Federal grant money for special districts. Marcisz has indicated that he will send a letter of support. The board members agreed and encouraged the support.

New Business

Board Member Stipends- Marcisz

The board reviewed and discussed a policy submitted by Marcisz. This policy will allow stipend for board member (except the Sec/Treas) be credited with a \$50.00 per day for any substantive work on a special project. This is the first reading and there will be a second reading at the May meeting.

Motion to approve updated - Brooks

Second- Tait

Motion Carried- Unanimous

Old Business

Update regarding laptop computers replacement- Brooks

Brooks purchased a total of four computers. He noted that he is pleased with his. Brooks posed the question of what the board would like to do with the old laptops. Marcisz noted that they are so old, there is no value. He recommended that we scrub the computers and have them recycled. Board members are welcome to turn them into the Fire Department to be recycled/disposed of.

Donation Policy, second reading- Sandroock

Sandroock reviewed the donation policy. There were no changes since the last meeting.

Motion to approve the policy on Receiving Donations"- Marcisz

Second- Tait

Motion Carried- Unanimous

2021-2022 Budget Process- Marcisz

Marcisz reviewed the 21-22 proposed budget (Budget document included with the minutes). The documents included:

- Budget Revenue Projections
- General Fund & Capital Reserve Carry Over
- 2018-2021 Carry over comparisons

He is asked for direction on the amount the board desires for carryover. The board discussed several factors, including the anticipated revenue loss, and the pending grant award (Chief noted that we should receive notification within two weeks). Marcisz noted that the budget requests exceed the anticipated revenue. Brooks suggested \$180,000 contingency and \$300,000 transfer to Capital reserves.

There was a discussion regarding future apparatus purchases. Chief reminded the board that they should expect a 6% increase in the cost of an apparatus every year. There was discussion about the next apparatus purchase. Chief informed the members that the next apparatus that he will suggest for purchase is a tender.

Chief noted that he will remove the request for the policy consultant (Lexipol) from the budget requests.

Item taken out of order:

Stipend Policy- Marcisz

Marcisz explained that he would like to recognize the budget committee members for their time invested in the process. There was a discussion regarding the options. The board was in favor and Marcisz will see that the budget includes a line item.

Fire Chief's Report

Alameda After-Action Discussion- Thompson

Chief informed the board that he has received notification from the County contracted consultants. He asked the board if they would like an opportunity to meet with the consultant. The board will appoint a member to meet with the consultant. No action taken at this meeting.

Training Building Budget Request Details- Thompson

McGowan presented and reviewed the updated training building improvement estimates. McGowan addressed questions. The grand total for all items is \$70,091.79 (this includes a 15% contingency for unanticipated expense). Some of the items would be budgeted in the Capital reserve account, while others should be budgeted in Material & Service. The items on the list are all from the one vendor.

Questions regarding the expiration of the repelling anchors were answered. There is a 10 year warranty period. At the 10 year mark the manufacture will recommend replacement. The manufacturer also recommends an annual inspection with a three year upgrade to the internal components.

Marcisz would like to budget the entire project to Capital. He will confirm with the auditor if this is acceptable. The board instructed Marcisz to include up to \$70,000 in the proposed budget for the training building.

There was discussion regarding the use of the training building. McGowan noted that the building is shared with other departments for training. Sandrock suggested that we charge for other department

that use our building. The board is interested in budgeting the revenue. There was a request to estimate the expense to other departments.

Community Risk Assessment details- Thompson

Chief gave an update indicating that MFD has submitted an application for a grant to cover the expense of the risk assessment. Chief would like to include the district with the City for the study. If the grant is not successful, Chief will request funding from the consultant line item. We will receive information on the grant sometime in the summer months of 2021. DFM Mark Shay would be involved with the process by including his fuel reduction plan.

This prompted a discussion regarding the funding from the state to relocate the homeless from the Greenway. The County is working on several mitigation efforts by hiring for a fuel mitigation position.

Good of the Order

Marcisz will have the board member 20-21 attendance available at the next meeting. He instructed the members to bring their own recorded to confirm his accuracy.

**Meeting Adjourned
4:55PM**

Action Items

Action Item	Responsible Person	Due Date

Respectfully submitted by Pam Webber, MFR