

Medford Rural Fire Protection District #2
200 South Ivy, #180, Medford, Oregon
July 7, 2021 3:00PM
Board Meeting Minutes

Call to Order 3:00PM- Regular Meeting

Roll Call

	President- Vacant
	Vice President- Vacant
X	Sec/Treasurer Dan Marcisz
X	Director Lisa Sandrock
X	Director Jack Tait (By phone)
X	Newly Elected Dan Sylvester

Introduction of Guests- Joe Brooks

Staff Members in Attendance

Eric Thompson, Fire Chief
Bryan Baumgartner, Deputy Fire Chief
Pam Webber, Office Administrator

Secretary/Treasurer Marcisz called the meeting to order and noted a quorum of three board members. Marcisz acknowledged that the district received a letter of resignation from Bill Riggert. As a result, he informed the board that the position will be filled by appointment. That appointment to serve for the remainder of the term 6/30/2023.

Motion to appoint Joe Brooks for the remainder of resigning Bill Riggert’s term, through June 30, 2023- Sandrock

Second- Tait

Motion carried- Unanimous

Progression of Board Members- Marcisz explained how positions rotate in July each year. He also explained the reasoning. He referred to the policy manual and noted with several recent resignations, the current verbiage is unworkable. It will be updated to reflect the current process. As of today’s meeting, Joe Brooks will assume the position of President, Lisa Sandrock will serve as Vice President and Marcisz will continue to serve as the secretary/treas.

Motion to approve the minutes of the June 2, 2021- Sandrock

Second- Marcisz with the knowledge that there will be added verbiage for the resolution to accept the Wildland Grant.

Motion carried- Unanimous

Marcisz congratulated Sandrock, Sylvester, and Tait for their recent election to the MRFPD2 board of directors. Chief Thompson administered the Oath of Office for all board members to recite as stated in the MRFPD2 Policy Manual.

Tait was unable to attend the remainder of the meeting and departed at 3:08PM.

Public Comment- None

Financial Status Report- Marcisz

As of June 30, 2021

Demand Account		Interest*	Capital Reserve		Interest*
Fund 5942*	231,196.67	283.15	Fund 5946	782,388.11	290.37
Chckg Acct 0847	156,829.10	1.65	Pool Plus- 4155	10,322.68	1.69
Total	388,025.77		Total	792,710.79	

*Interest noted is included in totals.

Tax receipts in the amount of \$49,007.70 for June (included in totals)

\$150,000.00 Grant Funds sitting in Umpqua 0847.

Funds will be transferred to Pool Plus 5942 to garner a higher interest rate.

Marcisz presented expenses

Expenses

Line #

PO#1859 Cascade Fire Equipment- Nozzles for Brush Rig	\$937.00	1-5070
Secretary/Treasurer Stipend	750.00	1-5180
Total	\$1,687.00	

Motion to pay \$1,687.00 in expenses- Sandrock

Second- Sylvester

Motion carried- Unanimous

Marcisz took a few moments to explain the process of paying the bills each month to new board member, Dan Sylvester.

Correspondence- Marcisz

- Notification of the JC Election results.
- Invitation to the September 9, 2021 Board of Directors Training in Brookings or in the September 7, 2021 training in Klamath Falls. This will required an overnight stay. The district will pay all expenses associate with travel and attending the training. Any board members that wish to attend should contact Marcisz so he can register attendees.

New Business

Annexations- Marcisz

Marcisz wanted to know what the board members would like to know in relation to annexations. It was determined that all annexation packets will be emailed to board members.

Old Business

Policy Manual Update- Marcisz

Marcisz suggested Policy Manual changes to the "Terms of Office" section. Delete the entire last sentence "*The officers for each year will be recorded in the minutes of the July meeting.*" This is considered the first reading.

Duties of the Board Sec/Treasurer- The following bullet point will be added:

- Send out or assist in sending documents for Board Discussion. The distribution of documents shall occur the Monday following the agenda meeting.

This is considered the first reading.

Wildland Mitigation Grant

There was a brief discussion regarding the Jackson County grant for Wildland Mitigation. Marcisz also reminded the board members that the district received a grant of \$150,000 due to the loss of revenue following the Almeda fire and noted that the funding has been received.

Fire Chief's Report

- Chief reported that the 4th of July weekend was relatively quiet. Chief was pleased to see that citizens were more cautious. He noted that he staffed extra coverage for the holiday. This was helpful for a mass casualty incident on interstate 5.
- Anticipated Red Flag warnings will result in extra staffing, such as an extra type 6. Prescott and portions of the Greenway are closed out of precaution.
- On July 12, 2021 MFD will begin advertising for Firefighter positions (two current vacancies and two upcoming 2021 retirements). It is anticipated that we will hire in February 2022, followed by 10 week recruit academy. There was a questions about women applicants. Chief noted that historically, we have received minimal applications from women. He informed the board that several local agencies, including Medford will partner in hosting the Rogue Girls Fire Academy in an effort to attract young women who may be interested.
- Current Training Chief, Tom McGowan will be returning to a line firefighter. Captain Seth McEwen will temporarily fill the Training Chief position for six months while Chief Thompson addresses a possible restructure of the Command positions.

Item not on the agenda-

Computer for Board Member Sylvester- Marcisz

Marcisz suggested that a laptop computer be purchased for Board Member Dan Sylvester for board business.

Motion to purchase computer from a local computer store, not to exceed \$900.00- Sandrock

Second- Marcisz

Motion carried- Unanimous

Good of the Order

- Recognition of Budget Committee Member Services- Marcisz discussed a plaque. Riggert has requested that he is not presented with a plaque. Marcisz suggested a gift card and noted the \$50.00 limit stated in the Government Ethics section of ORS Chapter 244. Marcisz has received the opinion from the Auditor that we cannot tangibly recognize them.
- A plaque for Riggert’s service was discussed. Marcisz shared that Bill has requested that he is not presented with a plaque.

Motion to purchase a \$50 gift card as a gesture of thanks to Bill Riggert- Marcisz

Second- Sandrock

Motion carried- Unanimous

- Type III and Type VI Engine Tour- conducted prior to this meeting.
- Update District Board Picture- Tentatively will take place during the August meeting when all board members are present.

**Meeting Adjourned
4:52PM**

Action Items

Action Item	Responsible Person	Due Date
Policy Manual Updates	Marcisz	August 4, 2021

Respectfully submitted by Pam Webber, MFR