

**Medford Rural Fire Protection District #2**  
**200 South Ivy, #180, Medford, Oregon**  
**August 4, 2021 3:00PM**  
**Board Meeting Minutes**

**Call to Order 3:00PM- Regular Meeting**

**Roll Call**

X	President Joe Brooks
X	Lisa Sandrock
X	Sec/Treasurer Dan Marcisz
X	Director Jack Tait
X	Director Dan Sylvester

**Introduction of Guests-** Seth McEwen (Interim Training Chief)

**Staff Members in Attendance**

Eric Thompson, Fire Chief  
Pam Webber, Executive Admin Assistant

**Public Comment-** None

**Motion to approve Minutes of the July 7, 2021 Board of Directors Meeting- Tait**

**Second- Sandrock**

**Motion carried- Unanimous**

**Agenda Meeting Attendees-** Brooks & Sandrock

**Financial Report**

As of July 30, 2021

<b>Demand Account</b>		<b>Interest*</b>	<b>Capital Reserve</b>		<b>Interest*</b>
Fund 5942*	404,639.28	184.91	Fund 5946	782,783.54	395.48
Chckg Acct 0847	5,842.12	1.02	Pool Plus- 4155	5,982.72	.06
<b>Total</b>	<b>410,481.40</b>		<b>Total</b>	<b>788,766.26</b>	

\*Interest noted is included in totals.

7/7/21 Tax receipts in the amount of \$24,757.85 included in total (5942)

**Expenses**

**Line #**

PO#1860 Card Member Services- Board member computer	729.99	1-5160
PO#1861 Brenda Morris- Reconciliation for final audit	112.50	1-5023
Secretary/Treasurer Stipend	750.00	1-5180
<b>Total</b>	<b>\$1,592.49</b>	

Marcisz reported on a credit issued by Card Member Services for utilizing card- \$20.00

**Continued from page 1- Expenses:**

**Motion to pay \$1,592.49 in expenses- Sandrock**

**Second- Tait**

**Motion carried- Unanimous**

**Correspondence-** Marcisz shared that he received information from SDAO advising that the Board Member Training can be attended electronically if preferred. See Marcisz if board members are interested.

**New Business**

None

**Old Business**

**Item not on the agenda- Umpqua Bank Signatures**

Marcisz noted that the paperwork to update the bank signatures is still in process. He will notify members when they can sign on the MRFPD2 account. All board members need to sign at the McAndrews, Umpqua location. Ask for Bret Walters.

**Budget Committee members stipends- Marcisz**

Marcisz was informed by the auditor that he cannot, by law give a gift to the budget committee members. They were sent thank you notes.

**Policy Manual Discussion (all changes noted in attached document)- Marcisz**

Terms of Office- Board Officer Succession (Second Reading)

**Motion to approve the submitted "Terms of Office" policy- Tait**

**Second- Sandrock**

**Motion carried- Unanimous**

Duties of the Board Sec/Treas (Second Reading)

**Motion to approve the two submitted items to the "Duties of the Board Sec/Treas"- Sandrock**

**Second- Tait**

**Motion carried- Unanimous**

Terms of Office- Deletion of annual officer rotation (First Reading)

**Motion to approve the deletion of previous officer rotation procedure and insertion of presented policy- Tait**

**Second- Sandrock**

**Motion carried- Unanimous**

Powers of the Board changes (First Reading)

**Motion to approve the change from chairman to the President- Sylvester**

**Second- Tait**

**Motion carried- Unanimous**

Special Projects Stipend- Marcisz

This was informational only.

### **SDAO Training- Marcisz**

Marcisz shared some information regarding the SDAO training will be offered both in person and virtual. Marcisz confirmed that the board members Sandrock and Sylvester (attending two different classes) will utilize the district credit card for class related expenses.

### **Motion to approve SDAO training for Sandrock and Sylvester, not to exceed \$750- Marcisz**

**Second- Sylvester**

**Motion carried- Unanimous**

### **Fire Chief's Report**

#### **Update on emergency notification system**

An emergency notification was inadvertently transmitted to Josephine and Jackson county residents, particularly "Ring" application members. The messages were regarding a Level 3 evacuation, they varied from one another, and covered five counties. Chief and Aaron Ott, Emergency Manager tracked down the messages and found that they were sent in error. Medford Fire posted on the City and Fire Department social media platforms, that the information was sent in error.

#### **Update on Recent Wildland Fires**

Chief reported on the past week of lightning strikes and fires that resulted in 80 different fires. ODF is addressing the Medford unit fires. He explained the benefits of the electronic camera monitoring system. The camera views can be found on YouTube- Roxy Ann Peak Live Feed. Chief noted that the SW ODF is very aggressive in their approach and therefore, very successful.

#### **Emergency Notification**

Chief reported the Emergency Alert Notification (support by EverBridge) system is only for quick notifications for public safety. It is not to be used as a media update notification system. All MRFPD2 constituents are included in the Medford notification group. He recommended that district members sign up for Nixel accounts. The FD is in the process of obtaining the ability to send notifications over Nixel. Notifications will only be sent if the incidents are endangering residents, and will only be sent to centralized locations.

There was discussion regarding the area Public Information Officers and the best platform to disseminate information. Wireless Emergency Alert (WEA) has the capability to reach all cell phones. This discussion continued regarding the options and potential solutions.

The updated information will be presented to City Council Thursday, 8/5/21. The information will be distributed to the community in the near future.

#### **Training Budget- Thompson/McEwen**

Chief introduced a new direction by the training department. He updated the board on the transition of Tom McGowan to fire suppression and Seth McEwen to oversee the training department for the next six months. Seth has assisted the department with the Training Division in the past. He is analyzing the program, and he would like to refocus the Training Committee. Funding will continue

to be directed to the training grounds. But, in an effort to get a better value, the previously budgeted items are being reconsidered.

McEwen noted the MFD 15 year-old ventilation prop needs to be rebuilt. While the budgeted \$70,000 will be utilized on the training grounds, it may change. The planned training prop will serve three companies at one time. Sandrock noted that she would like to know which items will be redirected. McEwen responded by explaining that he is reassessing the belay system, the tower strike plates and the forcible entry prop. Brooks would like a written explanation of the changes. Sandrock also noted that the department should be charging other agencies to utilize the training ground.

**Pierce Inspection- Thompson**

The apparatus team made a visit to the factory to spec the MRFPD2 engine. This apparatus will be shorter and the hose beds will be lower. The goal is for the engine to be more effective and safer for Firefighters. Pierce is approximately six months behind schedule, and the rig will be delivered sometime in 2022. There was a discussion regarding the purchase of the equipment for the rig.

**Fire Administration Updates- Thompson**

Chief informed the board of the Blumberg retirement, the promotion of Cole Rohrbough to Engineer and several Administrative Assistant reassignments in the headquarters office. The goal is to have five firefighters hired and processed through the academy by the next fire season.

**Phoenix UGB**

Chief informed the board that the City of Phoenix is in the process of expanding their urban growth boundary. Much of the property is MRFPD2 property that was damaged by the fire.

**Good of the Order**

- Cyber Crime training is being offered by SDAO. It is on the web site and Marcisz will send the link.
- Discussion regarding the Board’s acknowledgment of personnel promotions.
- The Election Certificates were distributed.

**Meeting Adjourned  
1704**

**Action Items**

Action Item	Responsible Person	Due Date
Special Project Stipend added to old business next month	Webber/Marcisz	September Mtg

Respectfully submitted by Pam Webber, MFD