

Medford Rural Fire Protection District #2
200 South Ivy, #151, Medford, Oregon
3:00PM - January 5, 2022
Board Meeting Minutes

Call to Order 3:00PM- Regular Meeting

Roll Call

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

Guests- Cary Halligan, JCFD#5

Staff Members in Attendance

Eric Thompson, Fire Chief (By phone)
Pam Webber, Executive Admin Assistant

Public Comment- None

Motion to approve Minutes of December 1, 2022 Meeting- Sandrock
Second- Tait
Unanimous

Agenda Meeting Attendees- Joe Brooks and Lisa Sandrock

Financial Status Report- Marcisz
As of December 31, 2021

Demand Account		Interest*	Capital Reserve		Interest*
Fund 5942**	2,342,330.69	894.88	Fund 5946*	934,660.12	357.08
Checking 0847**	4,421.94	.04	Pool Plus- 4155*	5,982.99	.05
Total	2,346,752.63		Total	940,643.11	

*Interest noted is included in totals.

Tax revenue 12/1/21 \$44,946.84

Tax revenue 1-5-22 \$41,000 Pending

The contractual payment made to the City is 80% of tax revenue from July-December 2021

Expenses

PO#1871 Henry Schein, Inc- Easy IO Drills (Pending invoice)	9,317.58	1-5140
PO#1872 Dan Marcisz reimbursement for printer cartridge	44.99	1-5160
PO#1873 City of Medford (1 st Contractual payment-rev from Jul-Dec)	1,706,912.70	1-5100
Secretary/Treasurer Stipend	750.00	1-5180
Total	1,717,025.27	

Expenses continued from page #1

Motion to pay \$1,717,025.27 in expenses- Tait

Second- Sylvester

Motion carried- Unanimous

Correspondence

- Christmas card from JCFD#4 (Shady Cove)
- Legislative Summary from the State of Oregon- Note special attention to the following areas that involve the district.
 - A requirement that public meeting telephonic access will be offered as an option to the public. Joe Brooks made a request to note meeting telephone availability on the agenda and on the District website.
 - The State has hired a public records advocate who will be available to help the district with public records requirements.

New Business

Donation for the OR Fire Chiefs Association (OFCA) Conference- Marcisz

Marcisz requested a report from Chief regarding the donation to the OFCA fund raising event. Chief reported that golf tournament was a successful fund raising effort. SDAO was very appreciative of the donation and the Support Staff assistance from MFD.

Donation for the Special Districts Association of Oregon (SDAO) Conference

Marcisz suggested that the District donate a gift basket to SDAO for fund raising during the February conference. He suggested a gift basket from Harry and David in the amount of \$50.

Motion to approve a gift basket donation for the SDAO conference, not to exceed \$50- Sandrock

Second- Tait

Motion carried- Unanimous

Old Business

Secretary Treasurer Succession Plan

- Marcisz is in the process of creating a procedure manual and succession plan.
- He will reach out to a SDAO during the conference on how other Districts are conducting business.
- Sandrock noted some helpful QuickBooks features that will make his job more streamlined.
- It was suggested to extend the date to present to March. This will allow him more time to compile the information, and network for additional information at the conference.

Donation from US First Responders Association-

US First Responders Association offered a donation of \$1,000 to the district as their support to Fire Districts. There is a request that the presentation take place a fire station. This will offer a good opportunity for photos. The representative from Jagermeister will be coming from Portland to do the presentation of the check.

All the board members confirmed they plan to attend along with Chief Thompson. The presentation will be held at Station 16. Lisa would like to spend some time with the representatives to learn more about their program. Marcisz will email the confirmed date and time to Chief and the board members.

Chief Thompson requested to utilize the funds to offset expense for the MFD Awards Banquet. The Awards Banquet is a means to formally recognized promotions, achievements, life-saving awards, etc. Most of the achievements are recognized with a uniform bar that is worn on the Class A uniform. Spouses are invited to attend. Chief invited the Board members to attend. The Banquet will take place 6:00PM, April 9, 2022 at the RV Country Club.

A Resolution was presented to accept the grant:

Be it resolved that the Board of Directors of the Medford Rural Fire Protection District #2 accepts the \$1,000 donation from the United States First Responders Association. There are no restrictions on the expenditure of these funds.

Motion to approve the resolution to accept a grant in the amount of \$1,000 from the US First Responder Association-Tait

Second- Sandrock

Motion carried- Unanimous

Budget Calendar- Marcisz

Marcisz presented the Budget Calendar for 2022 (copy included with minutes). He will be gathering information from February to April. Marcisz will confirm the \$51,000 payments from the State of Oregon for the Alameda Fire relief will be include in the budget. Marcisz informed the Chief that final budget submissions are due March 2, 2022.

Resolution Appointing MRFPD2 Budget Officer:

Be it resolved that the Board of Directors of MRFPD2 appoints Dan Marcisz as the Budget Officer for the creation of the 2022-2023 Budget. He is responsible for the creation, presentation, and proper filing of all documents required by the State of Oregon for the Budget process.

Motion to approve a resolution to appoint Dan Marcisz as the MRFPD2 Budget Officer- Tait

Second- Sandrock

Motion carried- Unanimous

SDAO Conference Attendees- Marcisz

Packets were distributed to Dan Sylvester, Lisa Sandrock, Dan Marcisz and Joe Brooks. There was discussion regarding transportation.

Fire Chiefs Report

- On January 18, 2022 five new MFD recruits report to work.
- Chief received approval for a second Deputy Chief- This is to distribute duties more equally. The job announcement posting this week is both external and internal.

- Chief has received approval for another Captain’s position beginning in June. The position will be assigned to the Deputy Chief of Professional Standards. Chief is grateful for the support from City Administration for these positions.
- The Pierce Fire Pumper production will begin in April 2022 with completion slated for July 2022 (with all national challenge the completion date may change).
- The County approved Mercy Flights and MFD to map out the EMS pilot program. Lessons learned will be gleaned from a similar program in Portland, OR. Chief expects a program foundation completed by the end of January 2022. The program will help to reduce ALS responses from responding to low priority calls, with a teared response.
- Chief emailed a copy of the area map and new unit number system that was officially adopted in November 2021. This project has been in process for about five years. The State of Oregon is encouraging the National, Best Practices systems. Chief noted all departments on the Interstate 5 corridor adopted the new numbering system resulting in about 90% Oregon department participation. District 9, will be joining the new system within one year.

Good of the Order- None

**Meeting Adjourned
4:20PM**

Action Items

Action Item	Responsible Person	Due Date
None		

Respectfully submitted by Pam Webber, MFR