

Medford Rural Fire Protection District #2
200 South Ivy, #180, Medford, Oregon
February 2, 2022, 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- Kevin Watt, MFD Captain

Staff Members in Attendance

Eric Thompson, Fire Chief
Pam Webber, Executive Admin Assistant

Public Comment- None

Motion to approve Minutes of the January 5, 2022 meeting, with corrections noted- Marcisz
Second- Sandrock

Correction to the Jan 5, 2022 Board Meeting Minutes- New Business- Corrected that the donation for the OFCA Fund Raising Event. The next business item referred to a similar dollar donation for the SDAO Conference.

Agenda Meeting Attendees via conference call- Joe Brooks & Lisa Sandrock

Financial Report- Marcisz

As of January 31, 2022

Demand Account		Interest*	Capital Reserve		Interest*
Fund 5942**	718,272.82	646.10	Fund 5946*	935,017.33	357.21
Checking 0847**	6,310.23	.56	Pool Plus- 4155*	5,983.04	.05
Total	724,583.05		Total	941,000.37	

*Interest noted is included in totals.

\$93,000 in tax receipt already included (State Legislative tax relief package included. This is a one-time payment of \$51,000).

There was a brief update on HB 5066. Marcisz noted that the district will pay 80% of the \$51,000 paid by the State to the City. There may be more information reported from Jackson County. There was a discussion regarding annexation of District #2 property into Phoenix.

Financial Report continued from page 1

Expenses		Line #
PO#1874 Global Star- Satellite phone annual fees	960.00	1-5175
PO#1875 OR Fire District Directors Association- Annual Dues	1,250.00	1-5050
PO#1876 Special District Insurance Services- Annual Gen Liability	1,532.00	1-5080
Secretary/Treasurer Stipend	750.00	1-5180
Total	\$4,492	

Motion to pay \$4,492.00 in expenses- Tait

Second- Sandrock

Motion carried- Unanimous

Correspondence- Marcisz reported that the SDAO conference will be strictly virtual. There will be no cost to the board to attend the conference virtually.

Item not on the agenda: It was noted by Marcisz that the Policy Manual states members are paid \$25.00 to attend training.

Motion to compensate the Board members attending the SDOA conference virtually \$25.00 per member per day of attendance- Sandrock

Second- Tait

Motion carried- Unanimous

Easy IO Device Presentation- Watt

There was a presentation by Captain Watt to demonstrate the updated Easy IO (Interosseous) devices. The district recently funded the purchase of the updated devices with longer battery life and a battery indicator. The old devices were outdated, losing their battery life and needed to be replaced.

New Business

Call for Newsletter Articles- All

There were several suggestions for items including:

- Fire Department Museum
- US First Responders/Jägermeister \$1,000 donation
- New hires
- Pumper on order
- Safety- Checking fire extinguisher
- Safety- Fuel reduction, cleaning gutters, ladder fuels
- Change smoke detector batteries
- Address signage
- Community connect info- Parks & Metheny

Webber will compose the newsletter, send it for review to Board members and submit it to be printed on February 14, 2022. It will be distributed and occupy mailboxes in late February and prior to the March 1, 2022 Open Burning period.

Old Business

Follow up on donation from US First Responders Association- Marcisz

Resolution 2022-2 recognizing the \$1,000 donation from Jägermeister. The Resolution 2022-2 was read:

Be it resolved that the Board of Directors of 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 the donated funds.

Motion to accept resolution #2022-3- Sandrock

Second- Tait

Motion carried- Unanimous

Secretary Treasurer Succession Plan- All

- Marcisz met with the bookkeeper to determine if she could offer any assistance.
- All mail will be received at the Medford Fire Ivy Street office.

Fire Chief's Report

Community Risk Assessment/Standard of Cover

Chief distributed a memo (attached) addressed to the City Manager for reporting to the City Council on the Community Risk Assessment/Standard of Cover Analysis for the Fire Department. He also gave the history of a request for more staffing several years ago. This resulted in the recommendation to conduct a Community Risk Assessment and Standards of Cover Report. This will also be a good opportunity to revisit response time performance. The report will result in a risk profile to present to the City Council and community. This will be information on all of the City's infrastructure, current processes, standard practices, and station locations. The district board will also supply information for the report. AP Triton will be providing a draft report March 30, 2022. The report will include an analysis and recommendations for future improvements of service. The typical process takes a minimum of 30 days to complete information acquisition. It takes another three months to complete the technical review and another two to four weeks to finalize. The project is currently on track with the estimated completion date of March 31, 2022.

Both the fire and police departments are going through this process. Chief will continue to provide the board with information as it develops.

Report on Deputy Chief Recruitment- Thompson

Chief shared an organizational chart (attached) that includes the addition of a Deputy Chief. He will be reviewing the reorganization with the Command Staff and redistributing the responsibilities. This is a step in the right direction to redistribute workloads and more effectively manage the organization.

Chief went on to report that he is in the process of conducting interviews and has narrowed the selection for the Deputy Chief of Professional Standards. He will report more on this next month.

Training Trailer Disposal

Per the June 2, 2021 minutes noting the decision to sell the 2006 Training Trailer \$1,000, a buyer has been identified and the title was presented for signature. Once the transaction is complete, the board will be presented with the \$1,000 check.

EMS Pilot Program

Chief gave an update on the EMS Pilot Program, Mobile Integrated Health. Mercy Flights has a team working with the supervising physician to design the program. Our goal is to have the initial phases of the program in operation on the street in the fall.

Defining the District Board's Vision

Chief encouraged the board to start thinking about their long term plans and goals. He realizes that it will not be complete in time for the current budget process. But this will help Chief develop his budgets in the future.

There was discussion regarding communicating the Mission, Vision and Values to the public. Chief offered to invite the District as a part of his City strategic plan.

Good of the Order

- Marcisz informed the board that the 1099's will be mailed this month.
- There was a discussion regarding the compensation for the special projects such as the newsletter article. This is also to confirm that the board is aware of the extra time invested for special projects

**Meeting Adjourned
4:55PM**

Action Items

Action Item	Responsible Person	Due Date
Newsletter and Burn Permit to printer.	Webber	2/14/22

Respectfully submitted by Pam Webber, MFR