

Medford Rural Fire Protection District #2
200 South Ivy, #151, Medford, Oregon
April 6, 2022 3:00PM
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

**Introduction of Guests-
Staff Members in Attendance**

Eric Thompson, Fire Chief
DC Bryan Baumgartner
DC Devon Brown
BC Justin Keylock
SS Brittney Burroughs

Public Comment- None

Motion to approve Minutes of March 2, 2022 Meeting- Tait
Second- Sandrock
Unanimous

Agenda Meeting Attendees- Joe Brooks and Lisa Sandrock in person
Dan Marcisz confirmed attendance through the end of June for each member.

Expenses

Line #

PO#1878 Bound Tree Medical- EMS Medical Supplies	1,784.23	1-5140
PO#1879 Special Districts Association of Oregon- Annual Dues	135.00	1-5050
PO#1880 NorCal Containers- Storage containers, Training Ground	13,390.00	2-5515
PO#1882 Crater Chainsaw-Chainsaw & Chains for new pumper	1,316.99	1-5560
PO#1892 Brenda Morris- Book keeping services	75.00	1-5180
PO#1893 Dan Marcisz Reimbursement for printer paper & ink	55.98	1-5160
Secretary/Treasurer Stipend	750.00	1-5180
Total	17,507.20	

Motion to approve payment of the expenses in the amount of \$17,507.20- Sandrock
Second- Tait
Unanimous

Financial Continued- Marcisz

- One Bound Tree item was backordered. It will not be paid for until it arrives.
- Marcisz reviewed financial income report.
- Sandrock asked if interest rates went up. They have gone up twice (noted under correspondence).

Correspondence- Marcisz

- The Microsoft account is being renewed and will be charged next month.
- Marcisz also received two notices that interest rates had increased. On March 16th, the interest rate changed by 22% from 0.45% to 0.55%. On April 7th, it will increase another 18% from 0.55% to 0.65%.
- SDAO will be hosting a webinar tomorrow from 12-12:30. Marcisz is curious about the guidelines and requirements for accommodating public comments in meetings when the public does not attend the meeting. Chief Thompson said the City has a process. He will get back to the board regarding the City process. Sylvester offered to attend the meeting.
- Marcisz provided an update on Senate Bill 1582 regarding annexation. It stayed in the committee and didn't make it to the floor. The lobbyist said it will be reintroduced.

New Business

Consideration of Support for Congressional Spending

The letter Chief Thompson presented to board regarding funding for radio expenditure was discussed. This funding includes allocations for Police, Fire, and Public Works to purchase radios. The 2019 Public Safety Bond does not cover all the cost of the project, and the city is looking at a 1.5 million funding shortfall for the project. The City is requesting Congress to set aside discretionary funding to address the funding gap.

Pres. Brooks notified the Board that he signed the letter at Chief Thompson's request. This would fund new digital multi-band radios, and essential components. Chief Thompson said this is a three-five year project. MFD would advocate for ECSO to have a dedicated radio tech. The department currently relies on Day Wireless. For the time, BC Keylock will attend training for new radio programs. Currently, each agency is responsible for themselves, but the hope is that ESCO would provide this service countywide. Chief Thompson expects to hear the result mid-summer. He believes MFD is the only agency to submit this request.

Marcisz reviewed the Local Government Investment Pool (LGIP) information. Riggert is still on the contact info list. Marcisz is the only one with editing rights, others have viewing rights. He asked to update info, and the board agreed. He will send out info electronically. Brooks asked if there was any reasons to not have all five members included. Marcisz said it is not necessary, but he will provide info to each member if they are interested.

Old Business

The Jägermeister donation has been utilized for the Awards Banquet. Chief Thompson thanked the Board for supporting the recognition of the personnel. It was used for the venue, food, and awards. Marcisz will see that it is reflected in the financial record.

Fire Chief's Report

- Chief Thompson introduced DC Devon Brown of Professional Standards. Professional Standards includes training, EMS, statistics, etc. DC Brown comes to MFD with a strong EMS background and will work with Dr. Bond and MFI on a new response model. The direct reports and workload has been adjusted and equalized. BC Keylock and FM Browning will be report direct to DC Brown beginning April 24th.
- **Budget Submissions** - Chief Thompson updated the Board on the status of pumper equipment purchases. As the equipment has been ordered, the funds are encumbered, but only a few items have arrived. There is a chance with supply chain issues that some equipment will not arrive before June 30th. The Board's decision will impact carryover amount. Chief Thompson asked for the Board's direction on how to proceed with items that haven't arrived yet.

Marcisz discussed how this has been handled in the past with auditor requirements. Tait asked what Marcisz recommended and if contingency account could be used. The new budget will be approved and adopted in June. Sandrock asked if we could get a better forecast in-between now and then. Sandrock suggested that we wait until we have a better idea of when items will arrive.

Chief Thompson asked if it's ok to pay a PO for this fiscal year in another fiscal year. It's not auditor friendly. Brooks suggested a supplemental and using contingency. Chief Thompson suggested discussing the situation with the auditor and asking for their recommendations. Marcisz will contact and ask about using the contingency or unappropriated funds. He will notify the Board via email what he finds. It can be discussed at the next officer's meeting. Chief Thompson said we can ask vendors for more specifics of when items will arrive and narrow down what will arrive post June 30th.

This pumper will replace 8112 1998 Saber. This is City owned and will go to Applegate at its retirement.

- **Capt. of Support Services**- Chief Thompson presented justification for this position and discussed the impacts this would have on the organization. This position would report to and assist BC Keylock. BC Keylock currently relies on more than 20 program leads. This position would provide consistency, accountability, reduce turn-around time, and support wellbeing of members. They would also provide emergency scene support. Brooks asked how many program leads this position would replace. FC – 12-15. This position would oversee the remaining program leads.

Sandrock asked for clarification on the programs. Personnel volunteer for the lead positions internally. Tait asked for what the program lead does and their expertise level. Some

programs require education or contract management. These programs are on top of call increase and fulltime jobs. There was a discussion on the call volume and types of calls.

Sandrock asked what this position would cost. Chief Thompson said salary and benefits would cost \$170,000. He reviewed other department achievements the City has paid for (new DC and Capt., Shared FD, PD, and PW communication position, new pumper, 2 staff vehicles, and new BC vehicle). The new positions were not planned for and happened mid-budget cycle. The Community Risk Assessment is also in process. Chief Thompson wants to balance requests for the department's needs between the City and Rural Board. Sandrock asked if this would be an annual cost. Chief Thompson confirmed it would for the foreseeable future. Sandrock noted that other expenditures would need to be reduced for this position.

Marcisz noted that they have not seen a reduction of revenue, but annexations will impact revenue. There was discussion regarding protecting district area from annexations. There was also discussion of land in the Alameda fire scar.

Brooks asked about the impacts if the Board decided not to fund. Because program leads volunteer to take on the program, they cannot be held accountable to commit to these projects. The fire service has changed and the program lead model that worked years ago is no longer sustainable. Chief Thompson feels responsible to communicate what the Department needs to the Board and support the wellbeing of the personnel.

Sandrock asked where reductions would be seen. Chief Thompson suggested trade-offs with capital purchases. He wanted to see if Rural Board was open before analyzing the budget. Marcisz reviewed the budget and options on line items to fund position. Capital reserve could be reduced but Marcisz strongly urged against removing it completely. Tait noted we need to be careful that capital is enough for planned apparatus purchases.

The draft budget was reviewed and discussed. Chief Thompson discussed options with capital funds. There was discussion regarding payment options for apparatus. Options were designed to be able to accomplish Capital purchases, and afford the assist with personnel expenses.

Sandrock asked what the base salary would be. DC Baumgartner noted it's currently 103-107,000 and will change to 107-112,000 as of July. The wages and benefits are negotiated every three years. She suggested that the Board fund the base salary and the City fund the benefits. The justification and need for the position is clear, but she was unsure if the Rural Board could fully fund the position. Brooks noted that the Board takes pride in purchasing equipment for MFD. Sandrock noted that this would be a different direction. The Board also pays partially for the Office Administrator and the Deputy Fire Marshal. Sandrock asked if District tax rate could be increased. The district could ask citizens to vote on a tax increase. There was a discussion regarding Measure 5 and tax increases. District 2 currently has the lowest tax rate of most of its neighboring agencies. Property values are expected to continue to increase in value. Marcisz asked if he should create a budget with or without a SS Captain.

Sylvester asked about the condition of our fleet. Chief Thompson noted that, in the next few years, all frontline apparatus will be new. The reserve Truck will need to be replaced soon, especially to staffing a dedicated truck company each day. He also discussed the City's capital funds and how fund 370 worked and its intention to purchase apparatus and equipment.

The Board discussed what it would take to ensure there was enough in capital to fund future app. Purchases and if that would leave enough to fund the captain position. Chief will see if the City will consider supporting benefits. Sandrock noted that when the Rural loses revenue due to annexations, the City gains tax income. Sylvester noted the importance of the getting info to the public. The Board's consensus was to seek City's inclination and wait until next budget. Brooks asked that Chief continue to bring this up at regular meetings.

There was more discussion regarding budgeting future pumper purchases. Pierce has flexible payment options. Marcisz asked BC Keylock if Peirce would consider a discount if two pumpers were purchased and built at once (one paid for City and one by Rural). There is a \$36,000 discount from paying up front. It is the best option, however Chief Thompson proposed other options in order to allocate funding for other department needs. The Board's consensus was to pay up front for pumper.

Tait asked about leasing the Training field. City currently does not have a way to do this. There are also questions regarding liability in case of injury. The Rural board, as the City's partner, would share this liability.

There was more discussion regarding apparatus needs. If the Captain position was funded from capital, pumper purchases would be funded every 5 years instead of two. Chief Thompson noted that once all frontline apparatus are replaced, the need for more pumpers will decrease. The department will not need to ask the Board for as many apparatus purchases. Brooks asked each member if they supported the Captain position and contributing less to the capital account. Sylvester, Sandrock, and Tait agreed the position is valuable and worth funding. Marcisz preferred focusing funds toward apparatus and not supporting personnel. Brooks was favorable toward the Captain position if the City can support benefits. The Board's consensus to support the Captain position if the City has the inclination to support captain position.

Good of the Order

None

**Meeting Adjourned
1730**

Action Items

Action Item	Responsible Person	Due Date
None		

Respectfully submitted by Brittney Burroughs, MFD