

Medford Rural Fire Protection District #2
200 South Ivy, #180, Medford, Oregon
June 1, 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
-	Director Jack Tait
X	Director Dan Sylvester

Introduction of Guests- None

Staff Members in Attendance

Eric Thompson, Fire Chief
Pam Webber, Executive Admin Assistant
Mark Shay, Deputy Fire Marshal

Public Comment- None

Motion to approve Minutes of May 11, 2022 Board of Directors Meeting- Sandrock
Second- Sylvester

Motion carried- Unanimous

Agenda Meeting Attendees- Brooks & Sandrock (by phone)

Budget Hearing to adopt the 2022-2023 Annual Budget- Marcisz

Marcisz reviewed the 2022-2023 Budget Committee Approved Annual MRFPD2 Operating Budget.

Motion to adopt the Annual 2022-2023 MRFPD2 budget via resolution- Sylvester

Second- Sandrock

Motion carried- Unanimous

Financial Report- Marcisz

As of May 31, 2022

Demand Account		Interest*	Capital Reserve		Interest*
Fund 5942*	1,239,949.95	807.28	Fund 5946	916,398.34	580.95
Chckg Acct 0847	5,818.61	Not avail	Pool Plus- 4155	6,000.91	Not avail.
Total	1,245,768.56		Total	922,399.25	

*Interest noted for information is included in totals.

Financial Report continued from page 1:

- No tax receipts to report
- Second City Contract payment is pending, currently @ \$97,969.77
- Transfer from the Demand to Reserve account in the amount of \$410,000 pending

Expenses

PO#1899 Rosebud Media- Budget Hearing Legal Notice	631.56	1-5060
PO#1900 Board Members- Annual Board Stipend	3,875.00	1-5040
Secretary/Treasurer Stipend	750.00	1-5180
Total	5,256.56	

Motion to pay \$5,256.56 in expenses- Sandrock

Second- Sylvester

Motion carried- Unanimous

Correspondence

- Interest rate change- .75 to .90

New Business

Duties/Limitations for Administrative Assistant- Marcisz

Marcisz would like to define the roles and responsibilities of the Administrative Assistant. Webber will present a list of duties she provides to the board.

Board Candidate Forum- Marcisz

Marcisz noted that we may have two board positions open in the near future. There is currently one candidate available from the last forum. There was discussion regarding the best method to advertise. Sandrock suggested the District web site. Chief noted that he has observed other districts using social media sites.

Dan Marcisz requested an advertisement on the District web site. He also suggested service organizations. Marcisz will create a letter that could be mailed out.

Old Business

Succession plan discussion for Sec/Treas- All

There was discussion regarding the regular monthly procedures and having the tasks incorporated into a Calendar that could be used as a guide. Marcisz will provide.

Annexation Review Process- Shay

Shay reported on the department's process when a request for annexation is received. Shay noted that there are several key areas that he addresses:

- Does the annexation make sense for Medford responding units?
- Developed property is inspected for access and water availability.

Hillcrest Annexation Review & Decision- Brooks

- The County will send a Fire Safety Inspection (FSI) document
- The access meet Oregon Fire Code Standards
- There is no available hydrant
- A 12,000 gallon water holding tank will be requested
 - The tank needs to be weather proof
 - Have access able (near driveway) dry hydrant with a 4" connection
- There will be a turn-around at end of 200 foot driveway
- Shay will inspect during building process
- Shay feels that this property is a reasonable request for annexation.
- Shay responded to the property owner by suggesting best practices of preparation.

Motion to approve the annexation of 5075 Hillcrest Road into the MRFPD2- Marcisz Second- Sandroek Motion carried- Unanimous

Response from City regarding the Wildland Relief Payment- Marcisz

Marcisz contacted Trevor of the City Finance office to confirm that the District does not owe the City for percentage of the Wildland Relief payment. MRFPD2 will retain 100% of the payment.

Fire Chief's Report

- Report on City's response to House Bill 2560- Relating to expanding remote public access and participation during a government, public body meeting through use of technology. Webber contacted the City Recorders office to confirm compliance and confirmed that the district is in compliance in room 151 by having a telephone and a means to be transferred in by phone. The City is in the process of installing video and electronic/virtual means to improve the access.
- Chief reported that June 1, 2022 is the first day of ODF, Fire Season. Chief reported the fire danger is currently a level "low". The weather service is anticipating lower temperatures for the month of June.
- The Community risk assessment is complete and will be presented to the Medford City Council June 9, 2022 during the Medford Study Session. Chief plans to present the results of the study at the July meeting.
 - Chief gave an overview and noted the suggested changes to minimal staffing, relocating FS#15 to the North East, and advocating conversations with the JC International Airport and the City of Jacksonville. Additionally, looking into the Fire District annexing the City (Fire Dept) into the district.
 - The report will be utilized to develop the Strategic Plan (due by October).
 - The plan will be utilized to build the next biennial budget.
 - There were several questions regarding FS15, and the protection of the Airport.

Good of the Order

- Marcisz thanked the Board members for the sympathy cards.
- Marcisz requested more historical information on the web site.

- There was a brief discussion regarding the Board positions. Sylvester will be Vice President as of July 1, 2022
- Joe Brooks will not be available for the July meeting.

Meeting Adjourned
4:30PM

Action Items

Action Item	Responsible Person	Due Date
Duties and responsibilities of the Administrative Support	Webber	July meeting
Tentative summary report on the Community Assessment	Thompson	July meeting

Respectfully submitted by Pam Webber, MFR