

Medford Rural Fire Protection District #2
200 South Ivy, #151, Medford, Oregon
July 6, 2022 3:00PM
Board Meeting Minutes

Call to Order 3:00PM- Following Budget Committee Meeting- Marcisz

Roll Call

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

Introduction of Guests- None

Staff Members in Attendance

Eric Thompson, Fire Chief
Pam Webber, Office Administrator

Election of Officers- Election of officers shall be held at the first meeting of the fiscal year (July). Current practice is for rotation of the President and Vice President position among the entire board, with the Vice-President succeeding to President. Secretary-Treasurer position is determined by concurrence of the Board.

Oath of Office Administered- Chief Thompson

Public Comment- Cary Halligan

Halligan reported that the Phoenix/Talent build-back following the Almeda fire is moving forward. There is concern about the City of Talent Urban Renewal Area (TURA) plan and how the proposed plan will reduce funding for JCFD#5.

Motion to approve Minutes of June 1, 2022 Meeting- Tait

Second- Sylvester

Motion Carried- Unanimous

Agenda Meeting Attendees- Brooks and Sandrock

Correspondence

SDAO Board of Directors Training Attendees- Marcisz
All Board members will attend the August 1st training. Marcisz will see that everyone is registered. The district will pay mileage and will reimburse parking expenses.

Financial Report- Marcisz

As of June 30, 2022

Demand Account		Interest*	Capital Reserve		Interest*
Fund 5942*	737,731.43	933.91	Fund 5946*	1,327,114.20	715.91
Checking 0847*	7,325.84	.09	Pool Plus- 4155*	6,001.08	.05
Total	745,057.27		Total	1,333,115.28	

*Interest noted is included in totals.

- County Tax Receipts \$ 39,147.72 included in totals
- Transfer to Pay Bills \$ 127,000.00 reflected in totals
- Transfer from Demand to Reserve \$ 410,000.00 reflected in totals
- Updated Interest rate .90

Expenses

Line

PO#1889 Municipal Emergency Services- Wildland Hose	\$6,874.36	2-5560
PO#1909 City of Medford 2 nd Half Contract Payment	125,536.54	1-5100
PO#1903 Card Member Services- Sea Western, Liquid Smoke	2793.00	2-5565
Secretary/Treasurer Stipend	750.00,	1-5180
Total	\$135,953.90	

Motion to approve expenses in the amount of \$135,953.90- Tait

Second- Sylvester

Motion carried- Unanimous

Correspondence from the State Pool- Marcisz

- Reported a rate change to 1.15%

New Business

SDAO Summer Conference- Marcisz

Will be held in Salem September 14 & 15th. Requires a two night stay. Dan Sylvester committed to attend. Marcisz will see that he is registered.

Old Business

Duties of the Administrative Assistant- Webber

The Board requested a report from Pam Webber outlining the duties that she carries out for the District. Webber presented a report with brief explanations of the duties (attached).

Succession plan for Secretary/Treasurer- Marcisz

Marcisz presented a multi-page document that described the Secretary/Treasurer duties. Marcisz offered to send it to the board members electronically.

Potential deadline for calendar completion

Marcisz included some of the due dates and deadlines in his succession document. He will also include the annual budget calendar.

One of the Budget Committee members informed Sec/Treasurer that he will be moving out of the Fire District. There was a discussion regarding recruitment for more budget committee members.

Marcisz offered to deliver a presentation to local service organizations. There was a discussion and several suggestions to advertise for the Secretary/Treasurer position in anticipation of the end of Marcisz' term. He has announced that he will not renew. Advertising could be accomplished via the:

- Monthly Retirees Breakfast Meeting
- Local newspaper
- Mailer to the District residents
- Fall newsletter

Item not on the agenda- Pumper Order

Chief Thompson presented a purchase order and proposal for the purchase of the budgeted pumper. Chief is anxious to get the order placed. Currently, the lead time is 22.5 months. He reminded the group that the Apparatus Committee is already in process of purchasing the equipment. At this time there is not a specific "in-service" date. By signing the agreement, this will allow Webber to forward the purchase order to Hughes to indicate we are ready to place the order. The board authorized the Chief to sign the contract.

Motion to approve the Hughes Fire Equipment Purchase Order #1910 in the amount of \$919,470.00- Marcisz

Second Sylvester

Motion carried- Unanimous

Chief reported that the District purchased pumper ordered during the 20-21 budget cycle is in process. It will be inspected in July for a delivery date of August 2022.

Fire Chief's Report- Thompson

Community Risk Assessment Report

Chief presented the Community Risk Assessment to the City Council in June. The MRFPD2 Board member also received a copy of his PowerPoint presentation. The recommendations listed in the report are currently being vetted. Chief will work with the City Finance office to compile a corresponding cost.

Chief will deliver the Strategic Plan in October. The District will see a draft report in September. This plan will serve as a foundation for the next several budget cycles. One of the recommendations is to conducting a Facilities Master Plan to analyze our existing facilities and their locations. We have selected a vendor and we are in the process of developing a contract for services.

Single Roll Squad Program

This incident response program is designed to give citizens more options and reduce the usage of the Advance Life Support (ALS) units (fire engine response). This is a partnership with Mercy Flights who has hired a nationally known consultant to oversee the development of the program. Medford Fire anticipates the program will begin with two, two man units. The squad program is a part of carrying out the strategic plan

Wildfire Staffing Grant

Medford Fire Department received an Oregon State Fire Marshal's Wildfire Staffing Grant in the amount of \$35,000. This grant will fund added staffing hours during wildfire season.

State Defensible Space Code Program

State agencies are currently developing a process to regulate defensible space, following the passage of Senate Bill 762. The August agenda will include a report by Fire Marshal Chase Browning to fully explain the Defensible Space requirements by the State of Oregon. The Insurance Service Office is in the process of determining if there will be any wildfire hardening changes for new construction.

Chief explained that the Board is not expected to respond to this State mandated program. However, there will be an informational article in the fall newsletter. More information will be released later this year.

Annual Report

The Annual Report is near completion. Chief gave an overview and noted the page that is dedicated to MRFPD#2.

Good of the Order

- Marcisz inquired about the new fire alliance group. It consists of two board members from FD#3, FD#4 and FD1#. This group is designated to identify opportunities that could benefit the service delivery in those districts.
- There was a brief discussion regarding several developments including the South Stage Interchange, the Foothills expansion and the SE expansion that will result in a heavier call load.

**Meeting Adjourned
4:25PM**

Action Items

Action Item	Responsible Person	Due Date
Obtain quote for post card mailer to advertise for Budget Committee Members.	Webber	August Meeting
Develop advertisement information for the MRFPD2 Secretary/Treasurer.	Marcisz	ASAP

Respectfully submitted by Pam Webber, MFD