

**Medford Rural Fire Protection District #2
Telephonic Meeting
April 1, 2020 3:00PM
Board Meeting Minutes**

Call to Order 3:00PM- Regular Meeting

Roll Call

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

Introduction of Guests- Cary Halligan

Staff Members in Attendance

Eric Thompson, Fire Chief
Justin Keylock, Logistics/Battalion Chief
Greg Kleinberg, Fire Marshal, Fire & Life Safety
Pam Webber, Executive Admin Assistant

Public Comment- None

Motion to approve Minutes of March 4, 2019 Board Meeting including correction of the agenda meeting attendees - Brooks

Second- Sandrock

Motion carried- Unanimous

Agenda Meeting on 3/18/20 cancelled due to Covid-19 activities

Telephone meeting conducted 3/5/20- with Jack Tait & Bill Riggert

Financial Report-

No report on account balances, due to the meeting falling on the first day of the month.

Balances will be reported in May

Expenses		Line Item
PO#1787 Cascade Fire Equip- Axes and New York Hooks (6/s and III)	343.00	2-5560
PO#1758 Northside Ford Trucks- F550's	119,640.42	2-5500
PO#1788 Cascade Fire Equip- Hose Appliances	1,090.00	2-5560
PO#1793 Zoll Medical Corp- X series Defibrillator Upgrade Kit (removed)	405.17	1-5140
PO#1795 Nag Industries- Binoculars for new vehicles (3)	1,313.97	2-5560
PO#1796 Mobile Installations- Install Firecom System in Type III	2,718.00	2-5560
PO#1797 Zoll Medical Corp- CPR Stat Pads (20)	2,032.50	1-5140
PO#1799 LN Curtis- Flathead axes and Halligans for new vehicles	1,502.83	2-5560
PO#1881 Card Member Services- Computer Services/Type III Equip	234.83	1-5160
Secretary Treasurer Monthly Stipend	750.00	1-5180
Total	\$129,625.55	

Continued from page 1

There was some discussion regarding the Zoll Medical Defibrillator Upgrade Kit. It was determined that this invoice should be further researched, therefore it will not be approved for payment.

Motion to remove the Zoll \$105 invoice, pending more information- Brooks

Second- Marcisz

Motion carried- Unanimous

Motion to pay \$129,625.55 in expenses- Sandrock

Second- Brooks

Motion carried- Unanimous

Correspondence

- Marcisz communicated he was notified that the state pool interest rate dropped to 1.74%. The rates at the highest point were 2.50%
- SDAO- A Staff and Board Member Training will be held August 25 & 26th in Brookings. Bill Riggert informed the members he is interested in attending this training.

New Business- None

Old Business

Policy Manual- Marcisz

2nd reading of the Harassment policy.

Motion to approve the Harassment and Non-Discrimination Policy- Riggert

Second- Brooks

Motion carried- Unanimous

Budget Planning- Marcisz

- Marcisz is projecting a 3% revenue increase.
- The Capital Reserve will be budgeted at \$1,600,000 to begin the new fiscal year.
- The interest revenue is projected to decrease from \$25,000 to \$12,000.
- The General Fund is at \$106,245 and will carry over at \$111,000.
- He is budgeting an interest reduction from \$10,000 to \$4,000.
- All City contract items added together total approximately 1.795M for the City Contract
- Marcisz reviewed the line items and the changes from the current year to 20/21.
- Operating Contingency will be budgeted at \$160,000.

The directors were in agreement with these amounts. Board will receive budget once the auditor has reviewed.

Succession Planning Candidate Forum- Marcisz

The Succession Plan announcement is posted on the MRFPD2 website for a Candidate Forum that will take place on July 1, 2020. There are two citizens that are interested and Marcisz will stay in contact them.

Staff Report

Covid-19 Report/Status

Thompson reported that a great deal of time has been utilized to ensure that the staff is adequately protected. The dispatch call screening has changed to address patients who may have symptoms associated with Covid-19 to reduce exposure and protect our Firefighters.

The City directed Chief Thompson to open the Emergency Operation Center specifically to address the peak of activity that is estimated to take place in the next two weeks. The call volume currently is very manageable.

We have responded to approximately 50 potential Covid-19 patients. MFD is working with neighboring agencies to support one another in the event that we experience sick FF's.

There have been several responses where we learned later that the patients tested positive for the virus and our firefighters were closely monitored. Thompson reported that we have adequate testing available for our personnel that is an accelerated process. MFD has adequately stocked with protective equipment and the stock is monitored on a daily basis.

New Activity Report- Thompson

Thompson reviewed the new activity report that will allow us to share what we are doing in the organization and keep the board members informed.

In the future he will add a Finance section and more about all the activities that the Firefighters are involved in besides emergency calls.

Chief will be emailing additional information that will be helpful to decipher the statistics. There was a request for page numbers. There was additional discussion regarding the parameters of measuring response times and tracking.

MFR Recruitment Update-Thompson

Thompson noted that the recruitment process is currently on hold due to requirements for Covid-19. The new recruits have completed their academy and they will be report for duty at their assigned stations on 4/16/20.

Controlled Medications Lock Boxes- Keylock

It is the department's goal to install controlled medication lock boxes on each apparatus. This is a DEA standard to secure, monitor entry and track the use of the medications. Employees can only open the lock box by entering a code. Approximately half of the department fleet is outfitted. There is a need to purchase eight boxes to secure all of the fire fleet. The cost of each box is \$1,652 and the total expense to outfit all the rigs is \$13,296. Chief Thompson asked if the board will consider supporting the purchase. There was a discussion regarding the number that the board would support according to the number of Rural District apparatus. Marcisz suggested budgeting \$6,800 to purchase four units. There was a consensus to have the boxes listed in the upcoming budget. Chief noted that the City will purchase the remainder. There is approximately a two to three week delivery time.

Good of the Order

- Keylock gave an update on the Type 6 slip-in build process. He anticipates the rigs will be complete by mid-May. Marcisz noted that it is important that the product is received by June 30th.
- Marcisz noted that three board positions will be up for election. There is a cost associated with the election process and it is budgeted. He is hopeful to have a budget meeting in person in May. There is potential that we may have to have an electronic meeting. Marcisz will get budget committee members email addresses to distribute the budget documents.
- Marcisz noted if Board Members utilize the Best Buy for computer maintenance services, be sure to deliver the paperwork to him. He also noted that you need to take the power cord when you deliver your computer to the store for repairs. Make certain that you have Marcisz's cell number as a security code.

Action Items

Action Item	Responsible Person	Due Date
None		

Meeting Adjourned
4:22

Respectfully submitted by Pam Webber, MFR