

Medford Rural Fire Protection District #2
200 South Ivy, #180, Medford, Oregon
September 2, 2020 3:00PM
Board Meeting Minutes

Call to Order 3:00PM- Regular Meeting

Roll Call

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

Introduction of Guests- None

Staff Members in Attendance

Eric Thompson, Fire Chief
Pam Webber, Office Administrator

Public Comment- None

Motion to approve minutes of August 5, 2020 Board Meeting- Joe Brooks

Second- Jack Tait

Motion carried- Unanimous

Agenda Meeting Attendees- Joe Brooks and Bill Riggert (by phone)

Financial Status Report- Marcisz

As of August 31, 2020

Demand Account		Interest*	Capital Reserve		Interest*
Fund 5942	182,815.17	152.29	Fund 5946	1,351,605.42	1,143.76
Chckg Acct 0847	13,371.14	.40	Pool Plus- 4155	5,976.69	.25
Total	196,186.31		Total	1,357,582.11	

*Interest noted is included in totals (state interest rate is 1.3%)

Taxes collected this month- \$11,243.11

Expenses

Line

PO#1821 Card Member Services, Staples for Ink Cartridges	40.99	1-5160
Secretary/Treasurer Stipend	700.00	1-5180
Total	\$740.99	

Motion to pay expenses in the amount of \$740.99- Sandrock

Second- Tait

Motion carried- Unanimous

Correspondence- Marcisz

- Marcisz shared a news article regarding JCFD#5 and Ashland Fire partnership conversations. There was a brief discussion and Chief Thompson explained the conversations that are taking place regard the merging of the two departments. The discussion has not been placed before the governing body at this point.
- Response and note of thanks from past Fire Marshal, Greg Kleinberg.

New Business

Procedure to place items on meeting agenda- Marcisz

According to Roles and Responsibilities of the board members, the proper procedure to place an item on the agenda is to communicate with the President or Vice President who will communicate the item during the executive board meeting (held half way between each monthly meeting). If it is not on the agenda, but the board agrees to discuss a subject, the board as a whole can discuss the matter.

Review MFD/MRFPD2 Contract- Annexations- Riggert

Riggert referred to two recent annexations to the City of Medford. He asked the Chief for clarification on the process. The city has the legal right to annex into the urban growth boundary. He went on to explain that RV Manor is planning a gated community expansion that resulted in an annexation. On Coalmine Road, there will be a residential development. An annexation consists of numerous public hearings, and presentations indicating the City's responsibility to provide services for the annexed property. The board is notified by documents from the City.

Riggert asked if annexations will affect the District/City contract. The response is no, the district pays 80% of the rural district tax collected by the county.

Review Apparatus Purchasing Practices (including equipment)- Riggert

Riggert posed the question of why the MRFPD2 purchases rolling stock. There was discussion regarding the contractual agreement. Marcisz explained that the 20% not paid to the City of Medford agreement, is utilized to purchase equipment for the Medford Fire Department. Chief went on to explain that the items purchased are equipment items necessary to provide services in the rural setting. There was further discussion regarding the level of liability experienced by the district opposed to other Fire Districts that have employees and facilities. There was also discussion regarding the district equipment and long term care of the equipment.

Item not on the agenda- Questions about upcoming Firefighter retirements- All

There were questions about the current firefighter openings and upcoming retirements in December. Chief Thompson noted that he is in the process of obtaining permission to proceed with a recruitment process.

Staffing Reductions Update- Thompson

Chief reported on the recent recruiting and that the Administrative office is staffed again. He is hopeful that we will be presenting monthly reports once again. He noted that the department members experienced uncertainty, but the moral is improving.

Old Business

Item not on the agenda- Board Training- Marcisz

Marcisz shared with the group that he recently learned the board of directors should have a discussion at the beginning of each year to determine when the regular board meetings will take place.

Fire Chief's Report

Annual Report- Chief

Chief presented the annual report. This year was delayed due to an employee changes and the impact of COVID.

Good of the Order

- **Marcisz-** Request to showcase the MRFPD2 equipment in the semi-annual district newsletter. He noted it is important that the article explains how the agreement to purchase rolling stock is constructed. Additionally, it should be noted that the City maintains the equipment.
- **Riggert-** Suggested an article on the rate per thousand paid by the patrons.
- **Brooks-** Joe will not available for the September 16th agenda meeting. Marcisz will stand in for him.

**Meeting Adjourned
4:13PM**

Action Items

Action Item	Responsible Person	Due Date
Newsletter	Webber	October meeting

Respectfully submitted by Pam Webber, MFR