

Minutes of CRFPD Regular Business Meeting

July 27, 2021

Attending Board Members: Bob Conder (Chair), Don Barton (Vice-Chair), Phil Sollins (Treasurer), Alex Polikoff (Secretary), Tony O'Donahue

Corvallis Fire Department (CFD) – Chief Kenneth McCarthy

1. There being a quorum present, the Regular Meeting was called to order by the Chair at 7:00 PM.
2. Introductions & public comments – John Taylor asks who the new fire marshal is, Chief McCarthy says Jonathon Jones is the new Marshal. Pam Burnor expresses interest in ODF fire restrictions (to be discussed later in the meeting). Heidi Hagler strongly supports putting monthly financials on the website; Sollins inquired as to which documents she would like to see.
3. Administer the oath of Office for new Board Member – The Chair administered the oath of office to both Tony O'Donahue and Alex Polikoff and provided certification of same.
4. Vote on the Board Officer's Positions – Conder proposes a slate of Officers for the Board as follows: Conder as Chair, Polikoff as Secretary, O'Donahue as Treasurer, Barton as Vice-Chair. Barton seconds the motion, and it passes unanimously.
5. Appointment of Fire Chief & Agent – Conder asks Ken McCarthy to be Chief of CRFPD, and volunteers to remain as Agent for the District; with no objections, the appointments are approved by unanimous consent.
6. The Minutes of the last Regular Meeting were approved by unanimous consent as presented by the Secretary.
7. Treasurer's report – Donahue, taking over from Sollins, stated nothing was outside the norm in this month's report. He also acknowledged Sollins for his work as Treasurer for the last year. Discussion followed with respect to how much information the Treasurer should convey during the Board meetings going forward. There was also discussion concerning whether the report should be posted to the website. O'Donahue proposes to work on a report format to be posted to the website prior to future Board meetings; Barton seconds the motion, and it passes by unanimous consent.
 - a. Treasurer's monthly report – This was approved by unanimous consent.
8. Fire Chief's report – Chief McCarthy reports call volume becoming more normal since Covid pandemic has lessened. Fortunately no significant issues presented during the July 4th celebrations. There is a burn ban in effect throughout the District. The Chief met with ODF about fire restrictions based on current fire danger levels. The Chief will bring the new Fire Marshal and Battalion Commander to a future board meeting. Funding approval for the Station #3 remodel/upgrade would put personnel at Station #5 for approximately 42 weeks. The Chief also explained how the Oak Creek area would be covered between Stations #2 and #5 during work on Station#3. Funding status will be known in the October/November time frame, and it would be January before personnel would be moved.
 - a. Incident reports – There were 76 calls responded to in District for the month of June, including 5 fires.
 - b. Fire Marshal's report – Inspections will resume in August.
 - c. Locke Fire Station/Lt Kalenius' report – Locke Station was out-of-service for 10 hours in the month of June. Staffing is currently 10 RRV's (Rural Resident Volunteers). 10 candidates have been recruited for the fall Volunteer Academy. The new Port-a-Tank for the tender is ready to be installed.
9. Correspondence
 - a. Meeting notification – This was done via email and the District website
 - b. All emails and other electronic communications are stored under "E-Files"
10. New Business
 - a. Conference Room plaque – Conder proposes that the Board authorize him to purchase a plaque naming the conference room at Locke Station for George Mears, in honor of his role in having the Station built. Barton seconds the motion, and it is approved unanimously.
 - b. Proposal that CRFPD adopt the Public Use Restrictions of ODF in the full District – Conder proposes Resolution R07272021, Barton seconds the motion. The Chief mentions a related enforcement issue. Sollins, O'Donahue mention possible problems extending the restrictions to agricultural areas. Polikoff would like to review the impact of the recent ODF bill. Conder tables the motion till the next Regular Meeting.

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- c. Preparing for Contract negotiations – Chief McCarthy recommends a discussion between 2 people from City and 2 from the Board to hypothesize on what a new contract might look like. Conder and Sollins volunteer to serve in that capacity.
- d. Contracting for document drawer cleanup – Conder would like to investigate contracting with someone to help clean out old paper files in Locke station.

11. Old Business

- a. Fawnee Water Tank project update – Barton reports that the tank will start to be filled Friday. The water pump and VFD drive were delivered. Barton has been looking for plumbing and electrical contractors to do the work, but it has been difficult and costs have increased. Barton moves that the Board increase funding for the project to \$200K from \$150K as originally authorized. Sollins seconds the motion. Barton, Sollins, Conder, Polikoff vote in favor, O'Donahue abstains, the motion passes.
- b. Strategic planning/Calculating the effects of quantifiable events on cash flow – Hagler and Sollins have been working on this issue. Hagler discusses the unpredictability of future expenses for the District, offers to work on a tool for use by the Board free of charge. The Chief offers potential assistance from the City. The Board expressed support of Hagler's offer.
- c. Station walkthrough and January's update
 - i. Plan to upgrade Generator – Polikoff reports that the existing diesel backup generator for Locke Station has very limited runtime, not nearly suitable for a long outage such as a Cascadia event. He will research options and costs for replacement of the existing generator for Board consideration. Polikoff also reports that during the recently performed load test the generator failed to start initially due to an aged control board. Conder proposed that Polikoff be authorized to spend \$2000 on replacement of the generator control board; Barton second the motion, and it passes unanimously.
 - ii. Family Room Upgrades – Conder reports that the Lt. will order furniture.
 - iii. Station floors – Flooring has been selected; installation is being coordinated with the Lt.
- d. Review of Board Calendar for August
 - i. KPB Audit prep/Turn over Records – O'Donahue is handling with assistance from Sollins.
 - ii. Watch for Linn and Benton County tax receipts – Treasurer responsibility
 - iii. SDAO membership renewal – Conder will be looking into this.

12. CorvallisRFPD.com website updates.

- a. Video of the last Regular Meeting was included.
- b. Streamline Web Hosting – Conder reports having a concern with potential use of Streamline for web service; he will look into the matter further.

13. Other Matters

- a. Barton reports possible issue with fire vehicle access and turnaround capability on Panorama drive. Barton indicates that the Road District is willing to work with Benton County on the issue. He also reports the Consumer Power substation is being vacated in Oak Creek.
- b. Conder reports he will be asking a County Commissioner to come to a Board meeting to report on the status of the Sheep Farm access road.
- c. Set time and date of the next Regular Meeting – This was set for August 24th at 7:00 PM.

14. There being no further business to conduct, the Regular Meeting was closed at 9:14 PM by the Chair.