**Attending Board Members:**  Bob Conder (Chair), Alex Polikoff (Secretary), Tony O’Donahue (Treasurer), Heidi Hagler (Vice-chair), John Taylor

**Corvallis Fire Department (CFD)** – Chief Ben Janes

1. There being a quorum present, the Regular Meeting was called to order at 6:02 PM by the Chair.
2. Introductions & Public Comments – There were no public comments offered.
3. Approve minutes of the April meetings – These were accepted by unanimous consent as presented by the Secretary.
4. Treasurer’s Report – O’Donahue reported that major transactions for the month of April were reimbursements paid to the Rural Resident Volunteers (RRVs). Approximately 30 rural address signs were ordered by District members in the last year.
   1. Reconciliation Report – This was submitted to the auditor.
   2. Monthly Report – This was reviewed by the Board.
   3. Resolution to adopt the budget and set the tax – O’Donahue moved to adopt the budget and impose the taxes for FY 24-25 as submitted at the last Board meeting; Conder seconds the motion, and it is approved unanimously (see attachment). O’Donahue will send a signed copy of the resolution to Polikoff.
5. Fire Chief’s report - Chief Janes reports that the neighborhood evacuation exercise was held and initial assessments were met; feedback will be passed on to stakeholders. The Genesys program worked as expected. Some issues to be addressed were that some community members didn’t get their alerts and that turnout was less than anticipated; otherwise, the exercise was well received by the public. There was discussion on how notification of the exercise was made to members of the District, and how to improve messaging in the future. ODF wildfire risk signs are now in place. CFD will be hosting a tabletop wildfire exercise in June. CFD Emergency Manager (EM) Busby will end his employment on June 28th; Sierra Anderson will be the new EM, and will start on June 24th. CFD is still waiting on the retrofit to be completed on the City tender. The new CRFPD tenders should still be on schedule. There was some discussion on a potential staffing increase at Locke Station, with no action anticipated until the 1st quarter of 2025. There were 24 applicants for the September Volunteer Academy. O’Donahue broached the potential backfilling for the current Locke Lieutenant under our contract; Janes states it is very possible, and he will provide cost figures and further info to the Board.
   1. Incident reports – There were 58 calls for service in the Fire District for the month of April, including 2 fires. Locke Station vehicles responded 36 times in that period
   2. Fire Marshal’s report – No report.
   3. Locke Fire Station/Lt’s report – Current staffing at Locke is 11 RRVs. There are no crew leaders among the RRVs at present, but there will be in the near future.
   4. CFD's Report on District owned apparatus and condition. (This was tabled for later discussion with the new Lieutenant).
6. Correspondence
   1. Meeting notifications
      1. [Evvnts | Gazettetimes.com](about:blank),
      2. Emails sent to our distribution list,
      3. Posted on CorvallisRFPD.Com
7. New Business
   1. Station Walkthrough – Conder and O’Donahue performed a walk-through of Locke Station, and noted several issues to be addressed (blinds, bath fans, etc.). Conder will follow up on hinge repair for the exercise room door.
      1. Status of Mattress Replacements – Conder reports that we are waiting for a proposal from Lt. Rose based on feedback to be received from the RRVs on the issue.
      2. Grease Trap Leaking in Dorm Hallway – Conder reports that Lt. Rose will have Middleton Heating address the leak.
   2. Review CRFPD Open House – Conder reports attendance was down this year. Polikoff suggested holding the event in May instead to encourage more public attendance; Chief Janes states there should be a “plan B” if inclement weather is present as happened at this year’s event.
   3. Review of District-focused Evac Exercise – See item #5 above.
8. Old Business.
   1. Status of “Network in a box” & impact on station’s Comcast TV – Hagler reports the City is expected to work on it further this week.
   2. Seismic upgrade discussion – Taylor reported that FEMA confirmed the CRFPD scorecard was the result of Locke being a new building. Taylor will look into getting quotes for seismic evaluation of the station.
   3. Exercise Equipment at Locke – Polikoff reports that safety bars were re-ordered for the weight station, and a cable replacement kit was ordered by Fitness Equipment of Eugene.
   4. Locke Roof Replacement – Polikoff reports that the roof replacement was successfully completed as quoted, with a minor $400 adder for replacement plywood decking.
   5. Website update w/News & Events – Conder reported he removed the evacuation exercise notice from the site, and that fire danger signage information will be added.
   6. Review Board Calendar – June
      1. Adopt the Budget by resolution and file with Linn & Benton Counties by July 1 deadline
9. Other Matters
   1. Late agenda items
      1. Taylor reported that he spoke to BC Fulsher about OSHA cards for Locke station. Janes stated that the Safety Committee is doing quarterly safety reviews.
      2. Generator alarms – Polikoff reported that there is still an alarm that won’t clear; the generator tech will be servicing the unit tomorrow (May 30).
      3. Fire panel – Polikoff reported that the repairs to the existing fire alarm panel in Locke are complete, and that a replacement panel will not be needed.
   2. Set time and date of next meeting – This was set for June 26th at 6:00 PM.
   3. There being no further business to conduct, the Regular Meeting was closed at 7:38 PM by the Chair.