

# Minutes of CRFPD Regular Business Meeting

January 31, 2024

**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 6:00 PM by the Chair.
2. Introductions & public comments - No public comments were offered.
3. Minutes of the December meeting – These were accepted by unanimous consent as presented by the Secretary after a minor revision from Hagler.
4. Treasurer's Report - O'Donahue reports that major transactions were receipt of major tax revenue from Linn & Benton Counties, as well as payments for Rural Resident Volunteer (RRV) scholarships, legal consultation fees, and the completion of the generator replacement project. Hagler moved and Conder seconds approval of the report, and it is approved unanimously.
  - a. Transfer Proposals - Conder moved, Polikoff seconds a resolution to transfer \$140,000 to the Equipment Reserve Fund and \$100,000 to the Capital Reserve Fund from the General Fund, as the Budget Committee approved for FY23-24. Discussion followed on whether to increase transfer to equipment reserve and lessen capital reserve transfer, and whether to wait till after the next Board Strategic Meeting to address this issue. A vote is taken; Polikoff votes yes, Conder, Hagler, O'Donahue and Taylor vote no; the motion fails. Issue will be taken up again at a future meeting
5. Fire Chief's report - Chief Janes reports there was a significant apartment fire in SW Corvallis. There was also a significant number of calls during the recent ice storm. The Station 2 remodel is aiming for a December completion date. Janes reports the Oak Creek draft site on the new evacuation route looks improved, and he is hopeful it will prove workable during upcoming training sessions. Lt. Gurule will be leaving Locke station; Janes describes the next steps to get a new Lieutenant for the station. Chief Janes states that Dave Busby (CFD Emergency Planning Manager) should have all Zonehaven zones completed for both the City & CRFPD within a week, and Busby has offered to assist if the Board wants to host a community info event for District residents; the Board will discuss at a later date. Busby additionally reported that a community evacuation exercise is planned for May and that fuels reduction and neighborhood resilience events are planned. A spring Volunteer Fire Academy should provide several RRVs for Locke to return staffing levels to normal. Janes reports he will be updating his reports to the Board with more call information in the future.
  - a. Incident reports – There were 60 calls for service within the District that were responded to in the month of December.
  - b. Fire Marshal's report – No report.
  - c. Locke Fire Station/Lt's report – Staffing at Locke is currently at 8 RRVs.
  - d. Status of Brush Rig orders – Chief Janes reports that these will probably be delivered in mid-late summer of 2024.
  - e. Replacement of Tender 146 & spray arm retrofits – Janes reports the delivery of the tender is still two years out. There is no information yet on cost of spray arm retrofits for the other tenders; a new vendor is being sought.
  - f. Status of "Network in a box" & impact on station's Comcast TV – Janes reports that the parts have arrived, and the city will be scheduling installation.

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6. Correspondence
  - a. Meeting notifications
    - i. [Evvnts | Gazettetimes.com](#)
    - ii. Emails sent to our distribution list
    - iii. Posted on CorvallisRFPD.Com website
7. New Business
  - a. SDAO
    - i. OGEC hitting pause – Hagler reports mandatory ethics training for Board members has not been made available yet.
    - ii. Public Infrastructure IDA – SDAO is collecting information on infrastructure damage during the recent ice storm. Chief Janes is not aware of any damage to CRFPD or CFD property/vehicles.
  - b. SDIS Insurance update – Conder reports that SDIS is using last year’s numbers for the District.
  - c. Budget Committee
    - i. Add 2 new members from the public – Phil Sollins agrees to be appointed to the Budget Committee. Don Barton has previously agreed to fill the other vacant position.
    - ii. Set Date – Conder proposes March 27<sup>th</sup> for the Budget committee meeting, and appointing O’Donahue as Budget Officer; this is approved by the Board with unanimous consent.
8. Old Business
  - a. ZoneHaven update – Hagler broaches the prospect of an update to the Board on Zonehaven by Dave Busby at a future meeting. Chief Janes states he thinks that would not be an issue.
  - b. Proposal to replace mattresses at Locke – Hagler proposed the District authorize the Lieutenant to purchase mattresses for an amount not to exceed \$10k; O’Donahue reports a motion is not needed as the previous authorization for a larger amount will cover the purchase.
  - c. Oak Creek Evacuation Route update – Board members reported that there was good community involvement at the introductory event staged by Benton County.
  - d. Locke Roof Replacement – Polikoff reports he has sent out invitations to bid on the roof replacement to four local contractors; one response has been received so far. Polikoff will compile responses for Board review before asking the Board for authorization to proceed with the project.
  - e. Strategic Planning – The next meeting is scheduled for February 14<sup>th</sup>. Hagler states she would like feedback on her spreadsheet as soon as possible.
    - i. Potential for conflict of interests – Hagler states the re-opening of Station 5 could result in potential conflict of interest due to possible lower insurance rates for Board members living in the Oak Creek area.
    - ii. Shirts with CRFPD Logo – Hagler will be getting a quote for materials. Polikoff would like material to handout to potential RRV recruits; Chief Janes will bring CFD-prepared material to the next meeting for the Board to consider.
  - f. Streamline website – Conder reports he and Hagler have been working on this. There has been no movement toward getting a government URL for the District.
    - i. Issue with updates to Corvallisrfdp.com – Conder heard from District member that CRFPD minutes haven’t been updated; he has since posted them.
  - g. Review Board Calendar – December

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- i. SDAO annual convention reservations – Polikoff states he may attend the Saturday session.
- ii. Scholarships - prepare and distribute checks – Conder reports this has been done.
- iii. Go-Daddy Website renewal – Conder reports that the Streamline service requires a Go-Daddy subscription.
- h. Review Board Calendar – January
  - i. Contract Payments and Adjustments to the City due NLT January 15<sup>th</sup> – O’Donahue reports this has been paid.
  - ii. Benton County Elections – No elections this year (odd years only).
  - iii. Appoint Budget Officer & set Budget Committee date – See item 7c above.
  - iv. Local Budget Law/workshops and law changes – O’Donahue reports he will attend.
  - v. CFD’s Report on District owned apparatus and condition. – Janes states he will make sure this is reported.
  - vi. Send City a copy of the Liability Insurance coverage per contract – Conder states he will handle.
  - vii. Annual Review of Financial Policy – Conder proposes the following change to the existing CRFPD Financial Policy;

In reimbursing RRVs, a single authorization would be required for use in a bank-to-bank transfer that would not require RRVs to sign form but would require their email or mobile phone number. Issuance of a paper check would be optional.

Hagler seconds, and discussion follows. O’Donahue expresses concerns with the change and would like time to investigate further; after further discussion, a vote is held; the motion passes unanimously. Conder states he will send an updated copy of the Financial Policy to the rest of the Board after revision.
9. Other Matters
  - a. Set time and date of next Regular Meeting – This was set for February 28<sup>th</sup> at 6:00 PM.
  - b. There being no further business to conduct, the Regular Meeting was closed at 8:15 PM by the Chair.