

CRFPD Budget Hearing & Regular Business Meeting Agenda

April 24, 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 5:59 PM by the Chair.
2. Introductions & public comments – Phil Sollins attended; no public comment was offered.
3. Budget Hearing
 - a. At 6:00 PM, the Budget Hearing was opened and turned over to the Budget Officer. Hagler requested increasing line item 25 in the LB 30 from \$25K to \$29K due to recommendations from SDAO regarding an expected increase in liability insurance (SDIS).
 - b. Vote on adopting the Budget - O'Donahue moved that the Board adopt the proposed budget with the requested increase in line item 25 and concurrent decrease in Unappropriated Ending Fund Balance. Conder seconds the motion, and it passes unanimously.
 - c. Adopt by resolution the proposed tax levy – This will be passed at the next Regular Board meeting.
 - d. Close the Budget Hearing – The hearing was adjourned at 6:05 PM and the Regular Business Meeting resumed.
4. Minutes of the March meetings – Hagler moved and Taylor seconds that the minutes be approved as presented by the Secretary. These were approved by unanimous consent.
5. Treasurer's Report – O'Donahue reports that the major transaction for the month was purchase of a treadmill for Locke Station. Transfers to the Reserve Funds were made as approved at the last Regular Meeting.
 - a. Reconciliation Report – This was recorded for the auditor.
 - b. Monthly Report – Reviewed.
 - c. Financial & Scholarship Policy updates – O'Donahue brings up a potential issue with the proposed financial policy update concerning the prior notification of \$20K+ purchases just going to the Treasurer. Hagler proposes adding text at the end of section #7 “for distribution to the Board prior to the meeting”, and this had unanimous consent. O'Donahue proposes changing the two Board member requirement for Board member reimbursement, but after discussion this was left alone. O'Donahue then proposed removing section #9 as unnecessary; Conder seconds and it is approved unanimously. After discussion, section #10 is left as is. O'Donahue proposes accepting the updated CRFPD Financial Policy as amended; Conder seconds, and the motion passes unanimously. O'Donahue then moves the Board accept the updated Scholarship Policy; Conder seconds, and the motion is approved unanimously. Conder will distribute both, marked as 2024 Final.
6. Fire Chief's report - Chief Janes reports that a significant call in the District for April was a trail rescue. The potential replacement for Dave Busby (CFD Emergency Planning) has accepted a conditional offer from the City. The Hot Topics newsletter is done, and mailers (postcards) should be done by the end of the week. Lt. Gurule's last day at Locke Station is Thursday. Janes reports that CFD has had staff at a Chemeketa Community College event for recruitment purposes. Station 3 has an issue with the concrete work done there, and will require repositioning of equipment and additional out of service time. Station 2 upgrades are proceeding, and should be complete by the end of the year. Staffing at Locke Station is back up to 12 RRVs (Rural Resident

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Volunteers) now. Conder requests pictures and brief bios of the new RRVs for posting, and will email Lt. Rose about it. Discussion continues on additional staffing for Locke; Chief Janes will keep the Board apprised of potential changes in staffing costs. Janes will check on the potential timeline and cost for replacement of the next Type 3 engine for strategic planning purposes.

- a. Incident reports – There were 59 calls for service within the District responded to for the month of March, including two fires.
 - b. Locke Fire Station/Lt's report – Locke Station was out-of-service for 20.5 hours for the month of March.
 - c. Status of "Network in a box" & impact on station's Comcast TV – Hagler previously updated the Board via email; she will move forward with the City on it.
 - d. CFD's Report on District owned apparatus and condition. (This was tabled for later discussion with the new Lieutenant).
7. Correspondence
- a. Meeting notifications
 - i. [Evvnts | Gazettetimes.com](#),
 - ii. Emails sent to our distribution list,
 - iii. Posted on CorvallisRFPD.Com
8. New Business
- a. Update to Station Calendar for January - Review Hot Topic's postcard addressing; returned postcards should be reviewed.
 - b. Hagler Proposal to add a "News and Events" tab to the website – There is no objection from the Board to Hagler proceeding with this.
9. Old Business.
- a. Prep for Wildfire Awareness Month and CRFPD Open House – Conder moved that the Board authorize \$200 for the purchase of food/drink for the Locke Open House and RRVs; Polikoff seconds and it is unanimously approved.
 - b. District-focused Evacuation Exercise Planning Webinar 4/30 with Dave Busby - Hagler sent out a draft flyer for review, and will get pictures for inclusion from Chief Janes.
 - c. District-focused/sponsored Firewise Meetings – Hagler will meet with Busby after the Locke Open House to discuss how to move forward.
 - d. Seismic Upgrade Discussion - Taylor reports discussion with Oregon Dept. of Geology and Mineral Industries (DOGAMI) is going well but not concluded. DOGAMI still is of the opinion that Locke Fire Station is in good shape with no real concerns.
 - e. Generator Update – Polikoff reports on an issue with the natural gas supply to the new generator. After investigation and discussion with the general contractor, the mechanical contractor has agreed to rectify the issue at no cost to the District.
 - f. Items tabled from Strategic Meeting on February 14
 - i. Limits to CRFPD's Ability to Make Payments to the RRVs – Conder proposes taking this up at the next Strategic Planning Meeting, and the Board agrees.
 - ii. Understanding SDIS coverage - Hagler (Tabled for next Strategic Planning Meeting).
 - iii. Supplemental Water Resources in the District- (Tabled for next Strategic Planning Meeting).
 - iv. Discussion of potential changes to RRV benefits.

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- g. Exercise Equipment at Locke – Polikoff reports the new treadmill has been installed and is much appreciated by the RRVs. Conder mentions a potential cable issue on a different piece of equipment; Polikoff will check with Fitness Equipment of Eugene on where we are in maintenance schedule. O’Donahue and Conder will coordinate with Lt. Rose about a walk through at Locke in the near future.
 - h. Locke Station Remote meeting logistics - Taylor reports the recently purchased Owl3 is working well for remote viewing of Board meetings.
 - i. Locke Roof Replacement – Polikoff reports that the roof replacement is currently scheduled to commence on Monday April 29, but he will inform Lt. Rose if the schedule changes.
 - j. Review Board Calendar for March - Hot Topics, Field Mowing. Conder reports these were completed.
10. Other Matters
- a. Late agenda items
 - i. Polikoff stated that the fire alarm panel for Locke is reportedly failing and is not able to be serviced; the vendor will be providing a quote for a replacement panel.
 - b. Set Time and Date of Next Meeting – This was set for May 29th at 6:00 PM at Locke Station.
 - c. There being no further business to conduct, the Regular Meeting was closed at 7:48 PM by the Chair.