

# Minutes of CRFPD Regular Business Meeting

## July 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 meeting was called to order at 6:00 PM by the Chair.
2. Introductions & public comments – Phil Sollins, Sierra Anderson (Emergency Manager for City of Corvallis) attended. Chief Janes introduced Sierra, who was the Emergency Manager for Eugene prior to being hired by Corvallis.
3. Approve minutes – The following minutes were approved by unanimous consent as presented by the Secretary:
  - a. Regular June meeting
  - b. Emergency July meeting
4. Treasurer's Report – O'Donahue reported major transactions for the month were payments for the RRV scholarships. General Fund expenditures for this fiscal year were 90% of that budgeted. Income was 4% higher than budgeted due to increased interest income. Tax income was 99.3% of forecast. The report was accepted by unanimous consent as presented by the Treasurer.
5. Fire Chief's report – Chief Janes reported that several CFD personnel are out serving on conflagrations. Janes stated the Watch Duty app is the best for monitoring the status of fires around the state. So far there have been no significant fires in the District or the City of Corvallis. Following up on a previous question, Janes stated the Fire Marshals report can now be removed as a regular Board agenda item; Janes will report on any items of interest.
  - a. Incident reports – There were 57 calls for service within the District for the month of June, including one fire.
  - b. Fire Marshal's report – Janes reports the investigation into a fire last summer is still open as a cold case.
  - c. Locke Fire Station/Lt's report – 10 candidates were selected for the next volunteer academy, which will take place in September. There are currently 10 Rural Resident Volunteers (RRVs) staffing Locke Station.
  - d. CFD's Report on District owned apparatus and condition - Tabled for Lt. Rose
  - e. Backfill for current Lt. position – Chief Janes reported that the Union wants to bargain on any staffing change, which could involve several months of wrangling. This would also impact any additional Lieutenant staffing. Janes recommends monitoring the situation for the present time.
  - f. Status of apparatus orders and retrofits/timing and cost of next Type 3 – Janes reported that the cost to add spray bars is \$3200. Hagler moved that the Board authorize \$4,000 for the addition of spray bars to brush rig 166; Conder seconds and the motion is approved unanimously. Janes is hoping that at the next Regular Meeting he will have a quote for the Board on a new Type 3.
6. Correspondence
  - a. Meeting notifications
    - i. Evvnts | Gazettetimes.com,
    - ii. Emails sent to our distribution list
    - iii. Posted on CorvallisRFPD.Com
7. New Business

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a. Cistern flange – Hagler reported she observed a crack in the Fawnee cistern flange, and that Don Barton suggested using an expansion joint there. Hagler will follow up with the vendor on it. O’Donahue suggested checking with the vendor on a possible service schedule.

### **8. Old Business**

a. Well/pump – Polikoff reports the well has been running dry, necessitating paying water delivery services to fill the cistern and maintain water to the station. He has received bids for drilling a new well, and because of the emergency has awarded the work to the contractor who can provide the service quickly even though the quoted cost was slightly higher. Station personnel will be visually monitoring cistern level to prevent running out of water; Conder asked about getting remote cistern level indication for the station, and Polikoff stated he will follow up on that.

b. Status of “Network in a box” - Hagler reported on the current status, and O’Donahue stated he will speak to the Lieutenant about it.

c. Seismic inspection quotes – Taylor will continue to follow up on this.

d. Status of station walkthrough items-

i. Mattress/frame replacements – O’Donahue reported that the beds for the RRVs at Locke are on order, and he will buy mattress protectors and fitted sheets as well.

ii. Window covering replacements – O’Donahue reported that the new blinds for Locke will have blackout and privacy capability. O’Donahue then moved that the Board authorize \$7500 for window treatments and installation for the 12 RRV rooms. Conder seconds the motion, and it is approved unanimously.

ii. Grease trap/duct issues – Conder reported that we won’t need to change out the existing kitchen hood; the work only requires replacing the ductwork. He is currently waiting on vendor pricing. Conder moved to authorize \$10,000 for updating the kitchen exhaust system, O’Donahue seconds, and the motion is approved unanimously. Conder reported that he and O’Donahue previously concurred on spending \$1200 to allow the contractor to replace the bathroom fans.

iii. Door hinges – Conder gave an update, and moved that the Board authorize \$5,000 for repair/replacement of door hinges. O’Donahue seconds, and the motion is approved unanimously.

iv. Chair replacements – Hagler reported that she is working on it, and believes 27 new chairs are needed for Locke station. Hagler moved to authorize \$8,500 to replace all non-dining room chairs at Locke, Conder seconds, and motion is unanimously approved.

v. Landscape options/quotes – O’Donahue reported that the contractor could do the work in the fall, and will come out to the station for consultation. O’Donahue would like to use fire-resistive material; Chief Janes suggests looking at what was done at CFD Fire Station 1.

e. Generator repair – Polikoff reported there is still an issue with the natural gas supply to the generator, and that a Generac Master Technician will be coming to the station on August 6<sup>th</sup> to complete repairs.

f. Exercise equipment order status (cable replacements) – Polikoff reported that the the safety bars for the weight stand as well as new cables for the exercise machine have been installed.

g. SDAO offer: Board Practices Assessment – Hagler reported that participation would require a separate meeting before November. Hagler will follow up and get more information on the potential usefulness of the training to the Board.

h. Website updates:

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- i. News & Events – Heidi posted conversation with
  - ii. Resources & Info, FAQ updates- Heidi removed RAPTOR
  - i. Review Board Calendar-July
    - Last scheduled contract payment due NLT July 15<sup>th</sup>
    - Election of Officers & Oath of Office – Conder proposes the following slate of officers: Hagler as Chair, Conder as Vice-Chair, O’Donahue as Treasurer, Polikoff as Secretary. O’Donahue seconds the motion, and it passes unanimously.
    - Appointment of Fire Chief & Agent – Hagler moved that Ben Janes be appointed as Fire Chief and Agent for CRFPD; Conder seconds and the motion is unanimously approved.
    - Prepare audit material for KPB including contract
    - SDAO annual dues info completed by July 31<sup>st</sup>
    - Submit Appropriations Resolution & LB-50 to Benton County Assessor and Linn County Assessor by the 15th. – O’Donahue reported that this is done.
9. Other Matters
- a. Late Agenda Items
    - i. Banking - O’Donahue reported a fraudulent transfer from the District’s US Bank account. He stated he is utilizing software to authorize future draws on our account. O’Donahue will also explore future banking options.
    - b. Set time and date of next meeting – This was set for August 28<sup>th</sup> At 6 PM.
10. There being no further business to conduct, the Regular Meeting was closed at 8:25 PM by the NEW Chair.