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

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

1. There being a quorum present, the Regular Meeting was called to order at 6:03 PM by the Chair.

2. Introductions & Public Comments – Chris Wicke and Diana Myers attended; no public comments were offered.

3. Late agenda items – Annexation (see item 8d).

4. Approve September 25, 2024 Minutes – this was tabled for action at the next Regular Meeting.

5. Treasurer’s Report – Major transactions for the month were rural address signs and Rural Resident Volunteer (RRV) scholarships. Conder moved to accept the report as submitted by the Secretary, Hagler seconds, and the motion is approved unanimously.

6. Fire Chief’s report – Chief Janes reports that Locke Station staff excelled in handling a significant fire. Janes anticipates the Type 3s that were ordered by the District will be produced in December, and should be fully ready for service by next fire season. There were some issues with the Station 2 remodel, but it should be complete by January. The 6 apprentice positions with CFD had 200 applicants and will be closing October 31st; the program will begin in February. The District is expecting reimbursement for participation in fighting conflagrations in the state during the summer.

 a. Incident reports – There were 84 incidents responded to in the District for the month of September, including four fires.

 b. Emergency Manager’s report – Janes reports that the Emergency Operations Plan has been approved by the Corvallis City Council. A fuels reduction project is being worked on, and the monthly training exercise is going well. A strategic vision is in the works as well.

 c. Locke Fire Station/Lt’s report – The Fawnee cistern has been winterized. The station is fully staffed at 12 RRV’s, and Locke was in service 94% of the time during the previous month.

 d. CFD's Report on District owned apparatus and condition (Tabled for Lt. Rose’s assessment).

 e. Backfill for current Lt. position (Tabled until there are updates).

 f. Status of apparatus orders and retrofits/timing and cost of next Type 3 – Chief Janes reviewed the cost of additional equipment (radio etc.) on the proposed super single Type 3. Janes recommends approval of purchase before the price substantially increases next year. The existing Type 3 is outdated and cannot be used in many situations. Conder moves to approve the purchase of a new Type 3 fire truck for $350K, and O’Donahue seconds. A vote is held, and Hagler, Conder, Polikoff, O’Donahue and Taylor vote yes; the motion passes. Janes will check with the vendor on any potential discount for early payment.

7. Correspondence - Hagler reported on 2 constituent emails that were responded to.

 a. Meeting notifications (informational)

 i. Evvnts | Gazettetimes.com,

 ii. Emails sent to our distribution list

 iii. Posted on CorvallisRFPD.Com

8. New Business

1. Station 6 plumbing issue – Conder reported on the drain issue inside Locke; he will proceed with drain cleaning in the station and an assessment of the drain pipes for $1234, and will have the water tested for bacteria and metals.
2. Generator/pump lightning suppression – Hagler reports on an assessment from a lightning protection contractor. Polikoff will talk with M&W Electric about protection and grounding for the pumphouse and with Generac about the potential need for additional grounding and will report back to the Board on it.
3. EAB Meeting Jan. 8, 2025 – Conder reported he attended the meeting; however, Chief Janes is the official voting representative of the District. Hagler will take Conder’s place in attending future meetings as an observer.
4. Annexation – Hagler discussed the potential negative impact to District revenue if there is an upward trend in annexation of District property by the City of Corvallis.

9. Old Business

 a. Completed items (informational)

 i. Fawnee cistern: roof debris nominal, bolt ring epoxied

 ii. Women’s bathroom lights and showerhead fixed

 iii. Panel connections checked (on maintenance schedule)

 iv. Bay door repaired

 iv. Chairs are ordered, and delivery is scheduled for 11/4. Conder will check on disposal of the existing chairs.

 b. Well/pump

 i. Security – Polikoff reported that no quotes have been received yet on a more secure cover for the new wellhead.

 ii. Info on testing – Polikoff reported on periodic maintenance testing options for the new generator; Board consensus is to request annual testing with a load bank test. Polikoff will move forward with a signed agreement.

 c. Seismic inspection quotes – Taylor reported on seismic testing options for Locke Station, and recommended the lowest cost option for performing an analysis. Hagler proposes that the Board authorize up to $7k for a seismic evaluation for Locke, and Taylor seconds. Discussion followed, and a vote is held; Conder votes yes, Polikoff no, Taylor yes, O’Donahue no, and Hagler yes; the motion passes.

 d. Status of station walkthrough items

 i. Grease trap/duct project update – Hagler reported that the kitchen was built to code but not according to plan. Hagler is working on a revised scope of work with the contractor.

 ii. Landscape options/quotes – O’Donahue reported that Locke landscaping is in need of work. He contacted an expert in firescape design, and the cost could be up to $10k. O’Donahue moved that the Board authorize up to $50K for landscaping of Locke Station, and Hagler seconds. Discussion follows; Hagler would like to see it done in steps. O’Donahue then amends his motion to engage Owen Dell to produce a landscape design for an amount not to exceed $10k. Polikoff seconds the motion, and a vote is held. Conder votes yes, Polikoff yes, Hagler yes, O’Donahue yes, and Taylor votes no; the motion passes.

 f. Website updates:

 i. News & Events (nothing new until Nov) - Hagler

 ii. Policies on website – Hagler got info from SDAO, continuing work.

 iii. New RRV info is posted (Conder - informational)

1. Review Board Calendar - October & November:

**October**

1. CFD Open House@ Locke (discuss spring date in January) – Moved to late Spring for future.
2. 4a's on tax collection due from Benton County and Linn County - prep for budgeting process
3. Send reminder to CFD to winterize the Fawnee Cistern (done)

**November**

1. Resolution to transfer funds to Capital & Equipment Reserve Funds
2. SDAO/SDIS Best Practices deadline - November 13th
3. SDIS Insurance review
4. SDIS - Longevity Credit - Board approval to commit to 2 year period
5. KPB audit - accept/approve/review
6. Pay Oregon Department of Revenue audit fee by December 31st
7. Thank you & gift cards - Intern of the Year

**December**

1. SDAO annual convention reservations
2. Scholarships - prepare and distribute checks
3. Go-Daddy Website renewal – Website moved to Streamline Inc.

10. Other Matters

 a. Set time and date of next meeting – This was set for December 11th at 6:00 PM.

11. There being no further business to conduct, the Regular Meeting was closed at 8:31 PM by the Chair.