

Minutes of CRFPD Regular Business Meeting

July 27, 2022

Attending Board Members: Bob Conder (Chair), Don Barton (Vice-Chair), Phil Sollins, Alex Polikoff (Secretary), Tony O'Donahue (Treasurer)

Corvallis Fire Department (CFD): Chief Ben Janes

- A. There being a quorum present, the Regular Meeting was called to order at 7:02 PM by the Chair. The meeting was held remotely via Zoom due to ongoing Covid pandemic consideration.
- B. Introductions & public comments – Heidi Hagler and Tom Menshik attended; Menshik stated his appreciation of the Board's effort to include members of the public via Zoom.
- C. Minutes of last meeting – These were accepted as presented by the Secretary by unanimous consent.
- D. Treasurer's report - O'Donahue reports a payment was made to the City of Corvallis for contracted fire service, and he reviewed the status of District funds for the fiscal year. There being no objection, the report was accepted by unanimous consent.
- E. Fire Chief's report - Chief Janes reports that apparatus deliveries are 18 months to 2 years out and should be considered when deciding on future vehicle purchases. Chief Janes is continuing to look at future potential staffing for Station 6. He also reports that CFD is looking at hosting an Intermediate EMT class which could enhance service in the District.
 1. Incident reports – There were 44 calls for service in the District reported for the month of June.
 2. Fire Marshal's report – Chief Janes reports that the Fire Marshal would like to hold the District open house on a different day than the City holds theirs. Conder states there is no objection to that.
 3. Locke Fire Station/Lt's report – RRVs (Rural Resident Volunteers) received multiple DPSST training certifications. Locke is anticipating 4 new RRVs from the coming Volunteer Fire Academy in September.
- F. Correspondence
 1. Meeting notifications-
 - a. [Events | gazettetimes.com](https://www.gazettetimes.com)
 - b. Emails sent to distribution list
 - c. Posted on CorvallisRFPD.com
- G. New Business
 1. Purchase of New Radios – Chief Janes shared a proposal from Brett Loomis (CFD) to purchase new radios for the RRVs at Locke. Conder moves that CRFPD purchase 12 Kenwood radios for \$45k to be meted out to the RRVs; Barton 2nd the motion. Discussion followed, including which agency has the responsibility for bearing the cost of the radios. Polikoff moved to table the motion till next month's Regular Meeting pending further information, and Conder tabled the motion.
- H. Old Business
 1. Locke Generator replacement and Solar Panel installation – Polikoff reports that the application for an Oregon DOE grant for solar panels was not completed by the deadline, but that there will be a similar opportunity in the fall that the forms can still be used for. He also stated the general contractor and civil engineer inspected Locke station for modifications required for the generator replacement, and quoted \$3,000 for engineering services. The entire project is estimated to cost between \$70K and \$80K. Polikoff moved that the CRFPD authorize \$3.5K for engineering services for the generator replacement for Locke station. Conder 2nd the motion. Discussion followed, and the motion was approved unanimously. Barton volunteers to assist Polikoff in review of the deliverables by the engineer.
 2. Review Baseline & Scenario spreadsheets as updated – Heidi Hagler states she will include potential future Locke staffing scenarios in the spreadsheets.
 3. Review of Board Duties and Responsibilities Policy – No further action.
 4. Review Board Calendar for July & August

July

1. Last scheduled contract payment due NLT July 15th – O'Donahue reports this is complete.
2. Election of Officers & Oath of Office- Odd years only
3. Appointment of Fire Chief & Agent- Odd Years only
4. Prepare audit material for KB&A including contract – O'Donahue has engaged the auditors.
5. SDAO annual dues info completed by July 31st – Completed by Conder

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6. Submit Appropriations Resolution & LB-50 to Benton County Assessor and Linn County Assessor by the 15th – Completed by O'Donahue.

August

1. KB&A audit - turn over records
 2. Watch for Linn County and Benton County tax receipts - calculate contract payment to be audited by KB&A
- I. CorvallisRFPD.com website updates – Conder updated the website with new Lt. information. Conder will also clean up other issues from this month.
- J. Other Matters
1. Internet speed – Barton reports that the internet speed is not sufficient for training purposes at Locke. Conder will look into the existing Comcast agreement to see what performance was specified.
 2. Locke Phone number – Lt. Gurule proposed adding another phone number so that one will be specifically for the public, and another line will be dedicated to internal communications. The Board will take the matter up after receiving more information about the cost.
 3. Fire Code – Sollins asked about adopting the Fire Code from the City. Conder states the District had voted previously to adopt the City Fire Code. Chief Janes believes it is stated in the contract; he will follow up on this.
 4. Set time and date of next meeting – This was set for August 31st at 7:00 PM.
- K. There being no further business to conduct, the Regular Meeting was closed at 8:44 PM by the Chair.