

# Minutes of CRFPD Regular Business Meeting

## August 28, 2024

**Attending Board Members:** Heidi Hagler (Chair), Alex Polikoff (Secretary), Tony O'Donahue (Treasurer)

**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 members of the public attended. Board members Bob Conder and John Taylor were excused absences.
3. Late agenda items – none were proffered.
4. Approve July 31, 2024 Minutes - These were approved by unanimous consent as presented by the Secretary.
5. Treasurer's Report – O'Donahue reported that major transactions for the month were payments for RRV scholarships. Hagler moved approval, and Polikoff seconds; the report is approved unanimously.
6. Fire Chief's Report - Chief Janes reports that the District Type 3 brush rigs are under construction and scheduled to be completed by October, but might take longer. Recommendations from CFD for the next Type 3 purchase are not ready yet. The next firefighter academy will be starting in September. An apprenticeship program for 6 firefighters will be starting in February; this is a 2-year program courtesy of a \$1.6M grant. Janes reports that the District will be receiving funds for CRFPD tenders that were utilized on conflagrations within the state. Locke now has a Community Volunteer. O'Donahue mentioned the possibility of utilizing software for assessing firefighting resource distribution.
  - a. Incident reports – There were 80 calls for service within the District for the month of July, including 5 fires.
  - b. Emergency Manager's report – no report
  - c. Locke Fire Station/Lt's report – no report (due to the Lieutenant on vacation)
  - d. CFD's Report on District owned apparatus and condition - (This was tabled for Lt. Rose's assessment)
  - e. Backfill for current Lt. position - (This was tabled until further updates are available).
  - f. Status of apparatus orders and retro fits - The vendor will visit in the near future to quote on a spray bar retrofit for tender 146. Discussion followed on contract repairs with Benton County Shops and future notice to the Board ahead of time on large expenditures. O'Donahue moved that the Board authorize \$7,000 for catastrophic repair of brush rig 163; Hagler seconds the motion, and it passes unanimously.
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. Mowing – Polikoff reports he requested a delay due to the new well installation, but that is no longer needed. Conder will contact the mower to make sure the service is completed.
  - b. Board policy updates – Hagler reports many older Board policies are on the District website. Hagler would like to review these older policies, and will contact SDIS first with any questions before requesting assistance from our legal counsel on them.
9. Old Business

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a. Well/pump – Polikoff reports the new well was drilled to 240’ and is fully operational, providing 20 gpm to Locke Station. Carolyn Locke visited the station, and expressed appreciation the new well didn’t require an easement on her property. When getting bids for the pump installation, a leak was found in the line from the existing well to the pumphouse. After repair, the existing well supplied enough water that water hauling was no longer required until the new well was put in service. A leak detection service found the main line to the station was good and the main loss of station water was due to a leaky irrigation valve. Expenses were primarily as bid and well under the authorized amount. Polikoff will follow up on the potential cost of a secure cover for the well.

b. Status of Ethernet – O’Donahue stated that the RRVs are satisfied with the current service, and he is waiting on speed checks to be done around the station. O’Donahue will follow up with the Lieutenant on this.

c. Seismic inspection quotes – Hagler reported that Taylor received 3 negatives and 2 potential positive responses on getting a seismic assessment for Locke Station. Taylor will continue to follow up on this issue.

d. Status of station walkthrough items

i. Mattress/frame replacements – O’Donahue reported that new mattresses and bed frames were delivered to Locke, as well as new sheets & mattress covers for the RRVs.

ii. Window covering replacements – O’Donahue reported that the new blinds were ordered and paid for.

ii. Grease trap/duct quote – Hagler reported that though the Board authorized \$10k for the repair, the quote came in higher and requires both roof repair and electrical work. Conder thought \$20K would cover the additional cost. Hagler moved that the amount approved for the kitchen exhaust fan project be increased to \$20K. Polikoff seconds the motion, and a vote is taken; Hagler, O’Donahue and Polikoff vote yes, the motion passes.

iii. Bathroom exhaust fans quote – Hagler stated that this repair will happen on Friday.

iv. Door hinges – Hagler reported that this project has been completed.

v. Chair replacements – Hagler reported on different chair options, and Chief Janes inquired as to the ability to get demonstration chairs. The Board had consensus on asking the vendor for demo chairs before making a purchase decision.

vi. Landscape options/quotes – O’Donahue contacted one vendor for a bid, and is working on getting others.

e. Generator repair – Polikoff reported that the generator master technician completed repairs on August 6<sup>th</sup> and the natural gas supply has been restored. The tech stated he will also replace further components as a precautionary measure. O’Donahue inquired as to the testing intervals; Polikoff will provide more info on the cost for increased frequency of testing.

g. SDAO offer: Board Practices Assessment – Hagler tabled this until the next Regular Meeting to allow for more Board participation.

h. Website updates:

i. News & Events – Hagler will check into staging & posting a conversation with the new Emergency Manager for CFD and Benton County Sheriffs Office Emergency Manager.

ii. Resources & Info, FAQ updates – Hagler reported this was updated.

i. Review Board Calendar for August

- KPB audit/turn over records – O’Donahue reported he is handling this.

- Watch for Linn County and Benton County tax receipts/calculate contract payment to be audited by KPB

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- Send Board Policies to all Board Members: financial, ethics, dorm entry, etc. (as reminders).

### 10. Other Matters

a. Banking – O’Donahue reported he has implemented a 2-stage authorization for ACH accounts due to an external fraud concern.

b. Set time and date of next meeting – This was set for September 25<sup>th</sup> at 6:00 PM at Locke Station.

11. There being no further business to conduct, the Regular Meeting was adjourned at 7:50 PM by the Chair.