**Attending Board Members:**  Heidi Hagler (Chair), Bob Conder (Vice-chair), Alex Polikoff (Secretary), 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 6:00 PM by the Chair.
2. Introductions & Public Comments – Peter Gelser (Auditor), Diana Myers and Chris Wicke attended; no public comments were offered.
3. Auditor’s Report – Gelser reviewed the FY 23-24 audit, reported no surprises in the financials for this past year and noted this is an unmodified (i.e. “clean”) audit opinion. In a year-to-year comparison, the audit result was very similar to previous years. Gelser stated he would like to add a note to the financials reflecting commitments to purchase vehicles after the end of the FY; O’Donahue agreed to provide that information. Gelser stated he would like communication of that type of information to him in the future in case he misses it when he reviews the meeting minutes. Further, he believes the District should be wholly on a cash or accrual basis rather than the current blended system. O’Donahue suggested a future discussion with Gelser and the District accountant about that, and Gelser agreed to it. O’Donahue will report his recommendations to the Board following that discussion. Gelser discussed the possibility of the District using department designations as opposed to categories in its budget documents. O’Donahue will discuss this further with Gelser and make recommendations as part of the FY 25-26 budget process. Gelser also noted two items for which the Board will need to submit a corrective action plan before the end of January: tracking of year-end expenses differently, and a GAAP requirement for which Gelser did not recommend any process changes. Conder moved to accept the auditor’s report as submitted, O’Donahue seconds, and a vote is held; Hagler, Conder, Taylor, O’Donahue and Polikoff vote yes, the motion passes.
4. Minutes:
	1. September – O’Donahue moves that the Board approve the September minutes as presented by the Secretary, and Conder seconds; a vote is held; Hagler, Conder, Taylor, O’Donahue and Polikoff vote yes, the motion passes.
	2. October - O’Donahue moves that the Board approve the October minutes as presented by the Secretary, and Conder seconds; a vote is held; Hagler, Conder, Taylor, O’Donahue and Polikoff vote yes, the motion passes.
5. Treasurer’s Report – O’Donahue reported that major transactions for the month of October were the second half of the expense to purchase office chairs, the yearly audit fee, and Scholarships for the Rural Resident Volunteers. The District received $2.2M as tax revenue, of which 85% goes to the City for fire services. $5909 was received for wildfire conflagration support the District provided the state during the summer. Conder moved that the Treasurer’s report be accepted as presented, and Hagler seconds. A vote is held; Hagler, Conder, Taylor, O’Donahue and Polikoff vote yes, the motion passes.
6. Fire Chief’s report - Chief Janes reported that six people have been selected for the Apprentice Program, which will begin on February 17th. Two separate fires were responded to at the same house in the District; one was a garage fire and the second an electrical fire. CFD personnel are in Idaho doing a final inspection on the two Type 3 fire trucks that CRFPD ordered. The remodel of Station 2 should be finished by December 18th; Station 5 will then become vacant in January and will be available to finish outfitting the new District vehicles for service. Conder requested the ability to publish CFD photos on the Districts social media, which Chief Janes agreed to.
	1. Incident reports – There were 79 incidents responded to in the District for the month of October, including one fire.
	2. Emergency Manager’s (EM) Report – Janes reported the EM is working on fuels reduction projects and has completed the City’s Strategic Plan.
	3. Locke Fire Station/Lt’s report – no report.
	4. CFD Report on District Owned Apparatus – Conder requested an inventory of existing equipment before the new District vehicles arrive. After discussion, Chief Janes will work with Lt. Rose on inventorying the equipment as it moves off the existing vehicles to the new vehicles. Per O’Donahue’s question, Janes will verify that the bill for the new vehicles will come from Benton County.
	5. Update on new apparatus delivery dates – Janes reported the new Type 3 trucks will be delivered in early 2025.
	6. Backfill for current Lt position (tabled until there are updates) – no update.
7. Correspondence (informational)
	1. Meeting notifications
		1. [Evvnts | Gazettetimes.com](https://www.gazettetimes.com/events/),
		2. Emails sent to our distribution list,
		3. Posted on CorvallisRFPD.Com
8. New Business
	1. Station Maintenance Schedule Review – Hagler reported that she will work with Lt. Rose on this.
	2. “Network-in-a-Box” Charges – Conder reported that he received notification that District payments from last year were not reorded by the vendor. Also, current maintenance charges were approximately 3 times those expected when signing up for the service. He has asked City personnel to follow up on it but they haven’t responded yet.
9. Old Business.
	1. New chairs delivered/used chairs removed 11/4 – Hagler reported this is complete.
	2. Well/pump security – Polikoff reported that the contractor was contacted again but has not provided a quote yet for possible work. He will continue to follow up on it.
	3. Seismic Inspection - Taylor stated the report may be issued at the end of December.
	4. Kitchen exhaust – Hagler reported that the revised proposal for work by NW Mechanical needs to be approved by the Fire Marshal. Chief Janes asked to be kept in the loop on the approval process.
	5. Landscape Plan – O’Donahue reported he has engaged Owen Dell for a firesafe design for Locke Station. Hagler reported that the parking lot drainage could be an issue when the landscape work is performed and will coordinate with O’Donahue about it. After further discussion, Hagler moved that the Board authorize $5K for assessment and repair of the drainage system for the Locke parking lot, and Conder seconds. A vote is held; Hagler, Conder, Taylor, O’Donahue and Polikoff vote yes, the motion passes.
	6. Plumbing assessment – Conder reported the Locke water supply was tested for lead and tested negative. Evenflo Plumbing has determined that the station drain pipes are deteriorating and the drain piping either needs to be redone or cleared on a regular basis (such as quarterly). Hagler moved to authorize maintenance of the drains every 4 months, and Taylor seconds. A vote is held; Hagler, Conder, Taylor, O’Donahue and Polikoff vote yes, and the motion passes.
	7. Website updates – Conder updated the website to reflect that the fire season has ended.
	8. Generator and Well Pump Grounding/Lightning Suppression – Polikoff reported that M&W Electric inspected the new generator, and that it has 2 ground rods properly connected and is up to code. The grounding conductor at the pumphouse was replaced due to damage during recent work and was brought up to code. The electrician stated the metalwork on top of the pumphouse was actually a predator stand and not lightning protection, but that he saw no need for protection due to the proximity of the electrical distribution lines. He also saw no need for additional protection at the generator enclosure, but suggested surge suppression at the Locke service panel to protect against any strikes on utility lines nearby. There was Board consensus on holding off on installing station surge suppression until a photovoltaic system is installed, which could combine the two projects.
10. Review Board Calendar for December
	1. SDAO Annual convention reservations – Hagler will attend this conference.
	2. Scholarships – There have been no requests since the last Regular Meeting.
11. Other Matters
	1. Hagler moved that O’Donahue be appointed as the Budget Officer for the next budget cycle, and Taylor seconds the motion. A vote is held; Hagler, Conder, Taylor, O’Donahue, and Polikoff vote yes, and the motion passes.
	2. Set time and date of next meeting: This was set for January 29, 2025 at 6:00 PM.
	3. Close meeting – Conder moved to adjourn, Taylor seconds, and by unanimous consent the Regular Meeting is adjourned at 7:44 PM by the Chair.