

# Minutes of CRFPD Regular Business Meeting

February 28, 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 Regular Meeting was called to order at 6:00 PM by the Chair.
  2. Introductions & public comments – Dan Dix attended; no public comments were offered.
  3. Minutes of the January Regular Meeting – Polikoff moved and Hagler seconds that these be accepted as presented by the Secretary; approved by unanimous consent.
  4. Treasurer's Report – O'Donahue reports major transactions for the month of January were a major contract payment to the City of Corvallis, a payment to SDIS for insurance, and scholarship payments to the Rural Resident Volunteers (RRVs). Funds were received from the sale of the replaced generator from Locke Station.
  5. Fire Chief's report - Chief Janes reviewed the new report format, and the Board expressed appreciation for the new format. Taylor would like to see response time included in the data. Janes reports he met with Dave Busby (CFD Emergency Planning Manager) and reported the following:
    - i. All zones in Zonehaven have been completed with the exception of the Oak Creek area.
    - ii. There is a workshop planned for March 9 in the Walnut Room for the neighborhood association.
    - iii. Busby suggested the District could hold workshops which he can assist with.
    - iv. Busby would be happy to assist with a District Webinar, and can also help with the District website.
    - v. Busby will continue in his position with the City till the end of June; CFD is in the process of replacing him.Hagler offered to meet with Busby about presentations for the District. CFD will be at the Oak Creek draft site on 4/23, 25, and 26 for training. Janes estimated an April/May time frame for switching Lieutenants at Locke. The next Fire Academy will have 8 participants. City tender 141 will get the spray arm retrofit for use in wildfires. The City Type 6 brush rig (purchased with a grant) should be delivered by summer.
  - b. Incident reports – There were 102 calls for service within the District for the month of January, including two fires.
  - c. Fire Marshal's report – No report.
  - d. Locke Fire Station/Lt's report – No report due to absence of Lieutenant.
  - e. Status of Brush Rig orders – No updates to report.
  - f. Replacement of Tender 146 & spray arm retrofits – no timeline on retrofits yet (waiting on contractor).
  - g. Status of "Network in a box" & impact on station's Comcast TV – There is a walk-through scheduled for next week, installation will hopefully follow shortly thereafter.
  - h. CFD's Report on District owned apparatus and condition – Janes states this is on his to-do list, and will be provided by spring.
6. Correspondence
  - a. Meeting notifications
    - i. [Evvnts | Gazettetimes.com](https://www.evvnts.com)

# Minutes of CRFPD Regular Business Meeting

February 28, 2024

- ii. Emails sent to our distribution list
  - iii. Posted on CorvallisRFPD.Com
7. New Business
- a. Items tabled from Strategic Meeting on February 14:
    - i. New Mission, Commitment & Vision Statement of the CRFPD – Hagler will update with changes discussed and send to the Board for review before the next Regular Meeting.
    - ii. Water Resources Priorities – Heidi asked about the difference in who pays for resources between Benton County and CRFPD. Janes suggested going to the County for more information on that.
    - iii. Additional Option 2 staffing follow up – Chief Janes reports he is still working on options and a draft MOU for presentation to the Board.
    - iv. Limits on CRFPD’s ability to make payments to the RRVs – Hagler contacted SDAO and reports she is still working on it; she would like the Board to review material before the next strategic meeting, and also consider possible benefits to pay for that our legal counsel could review.
    - v. Understanding SDIS coverage – No update.
    - vi. Supplemental Water Resources in the District – This was tabled till the next Strategic Meeting.
  - b. Exercise Equipment at Locke – Polikoff reports the existing treadmill has been broken since September and parts are not available for repair. Polikoff moves that the Board authorize the purchase of a new treadmill for an amount not to exceed \$4,800 and Taylor seconds. Conder offers a friendly amendment to increase the amount to \$5,000 and Polikoff agrees. A vote is held and the motion passes unanimously.
  - c. Locke Station Remote meeting logistics – Conder suggests the District purchase and Owl3 to improve remote meetings, and Taylor volunteers to pursue further research and purchase. Conder asks Taylor to include Conder before the purchase for an authorization of up to \$2,000; Taylor agrees.
  - d. KT Analysis introduction – Taylor reviews a potential method for the decision making process for the Board. Conder asks if it could be utilized for staffing decisions at Locke, and Taylor states yes. Hagler expresses concern with potential inequitable results in different areas of the District. Taylor asks for Board input on weighting the factors. Conder asks Taylor to send the spreadsheet out for response by the Board members.
8. Old Business.
- a. ZoneHaven update – See item 5i.
  - b. Locke Roof Replacement – Polikoff reviews bids, and Taylor moves that the Board authorize the replacement of Locke Station roof for an amount not to exceed \$65K, Hagler seconds the motion. Discussion follows, and O’Donahue then offers a friendly amendment to increase the authorization amount to \$70K, Taylor accepts. A vote is taken; Polikoff aye, Hagler aye, O’Donahue aye, Taylor aye, Conder nay, the motion passes.
  - c. Strategic Planning – See item 7a.
    - i. Shirts with CRFPD Logo – Hagler reviewed options and discussion followed. Hagler will purchase shirts after the Board provides their sizes to her.

# Minutes of CRFPD Regular Business Meeting

February 28, 2024

- d. Streamline Website & Price Increase – Conder reports the monthly website fee will be increasing from \$100 to \$125; he will authorize the expense.
- e. Review Board Calendar – February
  - i. Budget Committee and Budget Officer appointed – O’Donahue was previously appointed as Budget Officer, and the Committee has also been appointed.
  - ii. Set Budget Hearing date – This was previously set for March 27. O’Donahue requests that potential budget expenditures for the next fiscal year be forwarded to him for consideration in the budget.
  - iii. Verify "Hot Topics" mailing, price of signpost order, and "or current occupant" listing.
  - iv. Hot Topics additions – Oak Creek, vehicle purchases, generator replacement.
  - v. SDAO annual convention – Polikoff reports he was not able to attend as registration was full.
- 9. Other Matters
  - a. Late agenda items – Conder reports the SDIS best practices survey is available, and that the Oregon Government Ethics Commission still hasn’t established dates for mandatory training.
  - b. Set time and date of next meeting – This was set for March 27<sup>th</sup> at 6:00 PM.
  - c. There being no further business to conduct, the Regular Meeting was closed at 8:04 PM by the Chair.