

Minutes of CRFPD Budget Committee & Regular Business Meeting

March 27, 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, Lt. Jake Rose

1. There being a quorum present, the Regular Meeting was called to order by the Chair at 6:00 PM.
2. Introductions & public comments – Dan Dix, Phil Sollins, and Don Barton (Budget Committee members) attended. No public comments were offered.
 - a. Locke Station Lieutenant/Jake Rose Introduction – The new Lieutenant, Jake Rose, introduced himself and announced that April 22nd will be his first day at Locke Station.
3. Budget Committee meeting
 - a. The Regular Meeting was suspended at 6:10 PM and the Budget Committee meeting opened.
 - b. O'Donahue read the Budget Officer's message from the proposed FY 24-25 budget, and Conder opened up the meeting to questions. Polikoff and Barton had questions regarding line items in the proposed budget that were addressed by O'Donahue. Barton proposed zeroing line 41 in the LB30. There was a vote to preserve the amount on line 41 in the LB30; Barton and Sollins voted no, Taylor abstained, and Conder, Polikoff, Dix, Hagler and O'Donahue voted in favor so the amount is retained. Barton proposed reducing the Reserve for Future Expenditures (line 59) in the LB30 to \$0. A vote is held; Barton voted for, Taylor abstained, all others voted against, the proposal failed. Polikoff proposed adding \$50k to the Capital Reserve Fund (line item 50); Dix, Polikoff, and Taylor voted for, all others voted against, the proposal failed. The Committee then unanimously voted to accept the General Fund LB 20 and LB30, as well as the LB11 for the Capital Reserve Fund and Equipment Reserve Fund as proposed by the Budget Officer. The Committee then unanimously approved of the proposed levy rate for the District of \$2.114 per \$1,000 of assessed value.
 - c. The Budget Committee Meeting was concluded and the Regular Meeting resumed at 7:05 PM.
4. Minutes of the February meetings – The Regular and Special Meeting minutes were accepted as presented by the Secretary by unanimous consent.
5. Treasurer's Report – O'Donahue reported that major transactions were for startup service on the new generator, CDW (communication service), and Scholarship reimbursements.
 - a. Financial & Scholarship Policy updates – Conder will update docs and send out to board prior to next meeting.
 - b. Transfer Proposals – O'Donahue moved that the Board approve transfers into the Capital and Equipment Reserve Funds as reflected in the FY 23-24 budget (\$100,000 and \$140,000 respectively); Conder seconds the motion, and it passes unanimously.
6. Fire Chief's report - Chief Janes reported that a fatal car fire on SW 53rd Street at the railroad trestle was the most significant call. CFD is working on adding fire risk signage, including a portable sign. All zones are in place for both the City and the District for the Zonehaven program. Evacuation modeling software (Ladris) is now available for both CFD and CRFPD. Janes reports the City is ready to begin interviewing for the replacement for Dave Busby (CFD Emergency Manager). Since CFD is having a wildfire awareness event, Janes would like to have the event coincident with the Locke Open House event. The City-owned tender is being upgraded with spray arms in Redmond for improved capability during wildfires.

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- a. Incident reports – For the month of February, there were 54 calls for service in the District that were responded to. Locke Station was out of service for 12% of the month.
 - b. Fire Marshal’s report – No report.
 - c. Locke Fire Station/Lt’s report – No report; Lt. Gurule is conducting training for the Fire Academy.
 - d. Status of Brush Rig orders – Janes reports the manufacturer is getting ready for production; they are still estimating delivery in the 3rd quarter of this year.
 - e. Replacement of Tender 146 & spray arm retrofits – Janes reports they are still waiting on a vendor to quote on the spray arm retrofits for the District tenders. Tender 146 will not be retrofitted as it is scheduled to be replaced.
 - f. Status of “Network in a box” & impact on station’s Comcast TV – Janes reports this is getting closer, and he will give the Board an update when available.
 - g. CFD’s Report on District owned apparatus and condition – This was tabled for a later meeting after the new lieutenant arrives.
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. Wildfire Awareness Month – The Board approved holding the event at Locke Station simultaneous with the District Open House.
 - b. CRFPD Open House – The Board approved holding the event on April 27th rather than in the fall.
 - c. Conder proposes holding the Budget Hearing coincident with the next Regular Meeting on April 24th; with no objection this is approved by unanimous consent.
 - d. District-focused Evacuation Exercise Planning Webinar 4/30 with Dave Busby – This will be announced in the CRFPD Hot Topics Newsletter and also advertised by the District. Hagler will coordinate this with Busby.
 - e. District focused/sponsored Firewise meetings – Hagler reports that grant money is available for holding an event for current and aspiring neighborhood Firewise Coordinators. There is no objection from the Board for Hagler discussing the topic further with Busby.
 - f. Seismic upgrade discussion with James Dinardo – Taylor reports the State required a review in 2005, and he suggests contacting the Oregon Department of Geology and Minerals for further data. Taylor states that the review showed minimal exposure, but he will follow up on it.
9. Old Business
- a. Items tabled from Strategic Meeting on February 14
 - i. Shirts with CRFPD Logo – Hagler reports these have been completed and issued.
 - ii. New Mission, Commitment & Vision Statement of the CRFPD – Hagler suggests deferring discussion until the next Strategic Planning meeting and the Board agrees.
 - iii. Limits to CRFPD’s ability to make payments to the RRVs – Hagler reported on her findings.
 - iv. Understanding SDIS coverage – This was tabled for a future meeting.

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- v. Supplemental Water Resources in the District – This discussion was tabled until the next Strategic Planning meeting.
 - b. Exercise Equipment at Locke – Polikoff reports the new treadmill will be delivered next Wednesday and the broken treadmill removed.
 - c. Locke Station Remote Meeting Logistics – Taylor reports that an Owl3 system was purchased and appears to work well; however, it will need an extension cord and USB-C compatible computer. He will coordinate with Conder for installation.
 - d. Locke Roof Replacement – Polikoff reports that the Locke roof replacement is currently scheduled for April 29th, and should not interfere with the Open House.
 - e. Review Board Calendar – March: Conder reviewed the calendar.
10. Other Matters
- a. Late agenda items - Conder proposes that the District join in the effort for recognition of Special Districts by the federal government for the purpose of applying for grants (HR 7525). The Board agreed, and Conder will follow up.
 - b. Set Time and Date of Next Meeting – This was set for April 24th at 6:00 PM at Locke Station.
 - c. There being no further business to conduct, the Regular Meeting was closed at 8:20 PM by the Chair.