

Final Minutes - CRFPD Regular Business Meeting

July 15, 2026

Board Members Attending: Heidi Hagler (Chair), Bob Conder (Vice-Chair), Christy Vale (not available), Tony O'Donahue (Treasurer), John Taylor (Secretary)

CFD – Chief Ben Janes

Agenda

1. Call to order - Being a quorum present, the Regular Meeting was called to order at 6:00pm by the Chair.
2. Introductions & public comments – none in attendance
3. Late agenda items –
 - a. Affirmed that the 4/5 directors present received the Oregon Government Ethics Law Guide for Public Officials (2026)
 - b. Will need to approve our financial auditors engagement letter, and will do that in new business.
4. Consent Agenda- O'Donahue moves to accept the consent agenda, Taylor seconds and the motion passes with four out of four present directors.
 - a. Meeting Minutes: Secretary
June 17, 2026 Regular Board Meeting
 - b. Tabled Items from Chief's Report Chief Janes
 - i. Backfill for current Lt position
 - ii. Service area tax gap
 - c. Correspondence (informational)
Meeting notifications
[Evvnets | Gazettetimes.com](#)
Emails sent to our distribution list
Posted on CorvallisRFPD.Com
 - d. Old Business Items (informational)
 - i. Website policy update-changes approved; in-process (Hagler)
 - ii. Schedule Strategic Planning Meeting dates for after Triton report release (Board)
 - iii. Public Records policy update (Hagler/Vale)
 - iv. Seismic repair grant-tabled until there is an update (Taylor)
 - v. Blacktop resealing after i.v. above
 - f. Board Calendar Items for July & August
July
 - i. Last City payment due no later than 7/15
 - ii. Oath of Office, Election of Officers (new business below)
 - iii. Appoint Fire Chief & Agent (new business below)
 - iv. Review/approve auditor contract/prepare audit material (year 2 of 2-yr contract)

Final Minutes - CRFPD Regular Business Meeting July 15, 2026

- v. SDAO Annual Dues info-complete by 7/30 (done)
- vi. Submit appropriations resolution & LB 50 to BC & LC by 7/15 (done)
- vii. Review any required classes (& dates) for Board members

August

- i. Submit records to auditor (Treasurer)
 - ii. Watch for Linn & Benton County tax receipts, calc City payment for audit (Treasurer)
 - iii. Review all policies (except Financial; done in January), suggest updates (Board)
- g. Next Regular Monthly Meeting: August 19, 2026, 6:00pm
5. Treasurer's Report FY 2025-26 (See attached Treasure's Report) - Conder moved to accept the Treasurer's report and Taylor seconded and the motion passed unanimously. One point discussed prior to vote was clarification of some items in the \$2,320,690.19 paid to Corvallis for contracted services. It included the District's June 2026 payment paid July 1st which is part of the ending fiscal year. Our operating costs line includes RRV stipends and reimbursements. (6:05pm)
6. Fire Chief's report – see attached report. Conder moved to accept the Chief's report and O'Donahue seconded. The report was accepted unanimously.
- a. Incident reports
 - b. Emergency Managers' reports
 - c. Locke Fire Station - Lt's report (see attached report)
 - d. Phoenix G2 Project Manager Proposal – Bob Fennerer as potential PM will provide information to Hagler later this week.
 - e. New water tender update – the new CRFPD tender is here and reported as “pretty darn high quality”, - currently team is training. It was noted that the estimated cost to equip the new tender (previously approved) should be adequate so no new action is needed. Hagler will add to the Board and Station Maintenance Calendars for April: Complete equipment inventory of Station 6 and District-owned apparatus (including a report from the station Lt as to any recommended changes)
 - f. Conditions of Service report - The chief reported that the report has not yet been received but is expected soon.
 - g. The Chief shared that Benton County's FDs were deployed to assist in the fight against the East Evans Creek Fire in southern Oregon; two Type 3s, CFD Type 6, a tender, and an Adair Type 6. (6:22:50pm) Fire season this year has also produced five field fires to date. He reported the District's apparatus with spray bars have proved to be excellent in these situations.

Currently, Corvallis Fire Department is seeing the highest hiring rate in it's 150 years, with 30 new firefighters on probation. Additionally, there are two firefighter apprentices (having past experience) that are learning equipment driving techniques. This will have many ripple effects as several are promoted through ranks, e.g. to battalion chief, lieutenant, etc.

Final Minutes - CRFPD Regular Business Meeting

July 15, 2026

Conder requests that the Chief asks whoever writes up the social media posts on fire suppression incidents call out when CRFPD's equipment/RRV's play a significant role. Janes says he will do so.

7. New Business (6:38pm)

- a. Election of Officers, Fire Chief (Board) – Conder moves to keep the current slate of CRFPD officers and fire chief for this next fiscal year and Hagler seconds. The board unanimously accepts this motion.
- b. O'Donahue moved to accept the proposed engagement letter from the current financial auditors (Koontz, Blasquez & Associates) for the next fiscal year (2026-27) at \$5500.00 and Conder seconded. The motion was passed unanimously with present directors, 4/5.
- c. Disposition of replaced tender (Janes/Conder) – Conder is working on it, no update tonight.
- d. CivicPlus (Streamline) – CivicPlus has bought Streamline and other local government web service suppliers and is in turn owned by a private equity firm. Hagler has been looking at price increases with other district partners. Hagler is putting this item onto our agenda to look at other opportunities and alternatives to CivicPlus, but in the meantime, since the annula payment is due July 1st she suggests we keep CivicPlus for now as we explore other options. O'Donahue moves to accept CivicPlus/Streamline for the next year, Conder seconds and the motion passed unanimously.
- e. Additional new request from a property owner to enter CRFPD – Hagler will work with Benton and Linn Counties to develop a procedural packet for new properties requesting to join CRFPD. This becomes more complicated when the property is in Linn County. Per Oregon statue when a “district” crosses county lines for taxing purposes, the principal county (or lead county) is the county with the most land in the district. For CRFPD, the county with the most land is Benton County. Therefore, the process to be appropriately taxed by CRFPD begins with Benton County, which then informs Oregon Department of Revenue, who in turn notifies Linn County that they can now start collecting taxes for the district.
- f. RRV Recognition – Hagler will work with Lt. Rose to develop an appropriate acknowledgement for one of the long-servicing RRV's who recently left service.
- g. “Information” Email Response Process – All board members receive an email when someone writes to the generic information request email for the district. Following a short discussion, the process as how to handle and reply to these requests was outlined. The Chair will answer all emails unless they determine it needs to be answered by another director. If that is the case, the Chair will engage with the director they choose to ensure the appropriate response.

8. Old Business

- a. Seismic grant status (if available-Taylor) – update planned in August
- b. Ethics training & SDIS Best Practices-complete? (Conder) 4/5 directors have verified completing training. Our newest director needs to update Conder on progress.
- c. Landscape information on website (O'Donahue/Vale) – no new update
- d. Mower status (Hagler) – No new info to update team.

9. Other Matters

Final Minutes - CRFPD Regular Business Meeting July 15, 2026

- a. Concluding thoughts
- b. Close regular meeting – Conder moves to close the meeting at 7:05pm, and Taylor seconds.
The motion passes unanimously.



CRFPD 06_26

Monthly Treasurer report



CRFPD_ChiefsReport
_062026.pdf



LT Report 6.17.26.pdf

The video recording of this meeting is available at the below URL:

Duration: 01:04:23

Shareable

link: https://us02web.zoom.us/rec/share/BbZ7BKdZYkD4IZxrnsnwU8_X3bJKki4FG-T1ZfzrGoq6aBdk2hPAf9OmXXFFPgv.xx5a9bU-esqDEO9D

Passcode: vCAE5%
10. @4