

# Minutes of CRFPD Regular Business Meeting

February 22, 2023

**Attending Board Members:** Bob Conder (Chair), Don Barton (Vice-Chair), Phil Sollins, 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 7:00 PM by the Chair. The meeting was held via Zoom due to ongoing pandemic considerations.
2. Introductions & public comments – Matt Reilly and Heidi Hagler attended; no public comments were provided.
3. Minutes of Last Meeting – These were accepted by unanimous consent as presented by the Secretary. Sollins also suggested including Director position numbers in the minutes; Conder and Polikoff will ensure these are posted to the website instead.
4. Treasurer's Report – O'Donahue reported major transactions that included the bulk of payment to the City of Corvallis for Fire Services, radios for the new Brush rig, and scholarship checks to Rural Resident Volunteers (RRVs). The report was accepted by unanimous consent.
5. Fire Chief's report - Chief Janes reported on a major fire at West hills & 53<sup>rd</sup> Street. CFD accepted 11 firefighter applications, the highest number in history. There will be a career fair at OSU for firefighter recruitment in March. Janes reports the Station #3 remodel is well underway, and he anticipates the station will be back in service in September. Unfortunately, the Volunteer Academy is impacted by the ongoing station remodel work due to the number of beds available. Zonehaven software is still being evaluated, and will have a public input stage. Chief Janes also reports there is a long lag time associated with new vehicle production, and that this may require consideration of earlier vehicle purchases for the District than currently planned.
  - a. Incident reports – There were 45 calls responded to within the District, including 3 fires (none reported as significant).
  - b. Fire Marshal's report – No report.
  - c. Locke Fire Station/Lt's report. – The station was out of service for 10.5 hours. Staffing is currently at 11 RRVs. Conder reports the hose dryer in the station will potentially be removed because of longstanding interference with ceiling access.
6. Correspondence
  - a. Meeting notifications – These were provided via:
    - i. [Events | gazettetimes.com](https://www.gazettetimes.com)
    - ii. Emails sent to distribution list
    - iii. Posted on CorvallisRFPD.Com
7. New Business
  - a. Appoint Budget Committee – Conder asks Matt Reilly if he will serve in place of Howard Jones on the Budget Committee, Reilly agrees. O'Donahue then reviewed the Budget timeline.
  - b. Oak Creek Evac Route update – Conder met with Benton County Commissioner Pat Malone; he reports that County engineers have completed their design. Conder wants the County to confirm the District draft site is as shown on the plans. Chief Janes mentions potential issues with traffic interfering with CFD draft operations as proposed. Barton mentions the possibility of making the evacuation road two lanes in that area. Parking issues were also discussed as potentially impacting future drafting operations.

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- c. Storage shed for Locke – Conder reports an electrician working at Locke remarked on insufficient clearance in front of equipment stored in the electrical room. Conder asks about help establishing a disposal policy, Barton will assist. Conder moves to purchase a storage shed for Locke for a price not to exceed \$5k. O’Donahue seconds the motion. Barton would like to see a disposal policy in place first. Polikoff requests coordination with CFD on locating the shed before the purchase is made. A vote is taken, and the motion passes unanimously.
8. Old Business
    - a. May Election Cycle – Conder asks whether the Board thinks it appropriate to send an email out to District members about running for the upcoming Director positions. Discussion followed with general agreement to do so; Conder will draft said email.
    - b. Oregon OSHA Consultation Report – Conder reported on the progress of several OSHA items.
    - c. Comcast Speed and Cost Issue – Conder reports on the Comcast proposal to increase Locke internet speed, states it is very expensive. Chief Janes recommends waiting on Comcast proposal so he can follow up with the City IT department about how necessary the existing line is; the Board agrees to that strategy.
    - d. Locke Generator replacement and Solar Panel installation – Polikoff reports he has completed the grant application to Oregon Dept. of Energy for funding of solar panels for Locke Station. He is waiting for updates to previous price quotes on the replacement generator before ordering. Polikoff asks if Board agrees with purchase of 5 year warranty option – consensus is affirmative. Conder requests that Polikoff send the preliminary structural drawings to the CFD Fire Marshal to ensure the propane tank distance to the Station is acceptable. Polikoff will check with Lt. Gurule on the generator enclosure distance to the driveway.
    - e. Update/Digitize Locke Blueprints – Polikoff proposes that the blueprints for Locke Station be at least digitized, and possibly transferred to CAD drawings so they can be easily updated. Conder states he will try to digitize the blueprints and then find out the cost to put the station prints on CAD.
    - f. Streamline website update - Conder proposes that Heidi Hagler be the District webmaster; discussion followed on how to manage postings to the site. Conder states he will work with Hagler going forward.
    - g. Review Board Calendar – Polikoff requests to add cleaning of leaves from the generator enclosure to the Station maintenance schedule; Conder requests Polikoff to send an email about it to him.
  9. Other Matters
    - a. Late agenda items – O’Donahue inquires about in-person vs. hybrid future Board meetings, mentions new legislation requiring virtual access along with in-person. Barton responds that allowing for the public to call in to the meetings is sufficient.
    - b. Set time and date of next meeting – This was set for Mar 29<sup>th</sup> at 7:00 P.M.
    - c. There being no further business to conduct, the Regular Meeting was closed at 9:31 P.M. by the Chair.