

Minutes of CRFPD Regular Business Meeting and Budget Hearing

April 26, 2023

Attending Board Members: Bob Conder (Chair), Don Barton (Vice-Chair), Phil Sollins, Alex Polikoff (Secretary), Tony O'Donahue (Treasurer)

1. There being a quorum present, the Regular Meeting was called to order at 7:00 by the Chair. The meeting was held remotely via Zoom.
2. Introductions & public comments – Heidi Hagler and Michael Livingston attended; no public comments were offered.
3. Comcast and “Network in a box” – Michael Livingston (City of Corvallis IT Director) describes the proposed system for upgrading the Locke internet service, stating it will provide a 4-year payback for the District. Conder moves that the Board accept the city proposal for an amount not to exceed \$8000. Barton seconds the motion, and discussion followed. O'Donahue voices concern about who will pay for maintenance, and Conder states that the contract specifies the City will be responsible for maintenance of the new system. A vote is taken, and the motion is approved unanimously.
4. Budget Hearing – The Regular Meeting was suspended and the Budget Hearing opened at 7:35 PM.
 - a. Change or adopt the Budget Committee's approved budget – No changes were proposed to the budget recommendations from the Budget Committee. Sollins proposed adopting the budget as submitted by the Budget Committee, O'Donahue seconds the motion. The vote is held and budget approved unanimously by the Board.
 - b. Enact resolutions to adopt the budget, make appropriations, and impose and categorize the tax – This will be done at the May Regular Meeting.
 - c. The Budget Hearing was closed and the Regular Meeting reconvened at 7:39 PM.
5. Minutes of the March Regular Meeting – These were approved by unanimous consent as presented by the Secretary.
6. Treasurer's Report – O'Donahue reports that major transactions for the month were for electric and plumbing services. The report was accepted without objection.
7. Fire Chief's report - Conder reviewed the monthly report in the absence of Chief Janes. Station 3 construction is proceeding, and the City authorized funding for a remodel of Station 2. Chief Janes would like CRFPD to contribute towards a 3-year contract with Zonehaven; this will be discussed further when the Chief returns next month.
 - a. Incident reports – There were 29 calls for service within the District for the month of March, including one fire.
 - b. Fire Marshal's report – The Locke Open House has been moved from May back to its traditional time slot of October due to availability of the Fire Marshal.
 - c. Locke Fire Station/Lt's report – The Corvallis Fire Department (CFD) is planning on having a volunteer Fire Academy in September. CFD was awarded a grant for a new Type 3 engine by the OSFM. CFD is reviewing specifications for future purchase of tenders for when 146 (tender at Locke Station) needs replacement.
8. Correspondence
 - a. Meeting notifications-
 - i. Notice of Budget Hearing in the Corvallis Gazette Times
 - ii. Notice of the Board Meeting - This was sent via:

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- J. [Events | gazettetimes.com](https://www.gazettetimes.com)
- K. Emails sent to our distribution list
- L. Posted on CorvallisRFPD.Com

b. All other correspondence was by email and is stored in Efiles

9. New Business

a. Streamline

- i. Offering a CRFPD.gov web address – Conder will investigate this further.
- ii. OFSM webinar series – Polikoff requests adding the link to the District website; he will send the link to the Board for posting.

b. Small Dumpster from Republic Services to arrive May 1st – Due to accumulation of garbage at Locke station, Conder requests that another Board member assist in removal; Sollins volunteers to assist.

c. Quote on access panels for attics per OSHA request – Conder proposes accepting the proposal to install a ladder at the hose dryer attic access point for an amount not to exceed \$2000. O'Donahue seconds the motion, and it is approved unanimously.

10. Old Business

- a. Storage shed for Locke – Conder reports he has conferred with Lt. Gurule about placing a new storage shed at the Southeast corner of the Locke parking lot.
- b. Comcast & “Network in a box” – This was covered previously under agenda item #3.
- c. Locke Generator replacement and Solar Panel installation – Polikoff reports that the grant application for solar panels for Locke were judged complete and that ODOE Community Renewable Energy competitive awards will be announced in May. Polikoff reports that engineering drawings were completed and that a walk-thru will take place on Tuesday with the project manager for the generator replacement project. This will be a precursor to putting out a bid package.
- d. Streamline website update – Heidi Hagler asked for clarity on what changes would require Board approval; discussion followed.
- e. Review Board Calendar & Locke Maintenance schedule – Conder reviewed the Board calendar for the month of May.

11. Other Matters

- a. Late agenda items – O'Donahue mentioned concern about bills being paid when he is on vacation. Conder states he will stand in for O'Donahue as needed. Sollins also offers to assist if available.
- b. Set time and date of next meeting – This was set for May 31st at 7:00 PM.
- c. There being no further business to conduct, the Regular Meeting was closed at 8:38 PM by the Chair.