**Attending Board Members:**  Bob Conder, Alex Polikoff, Tony O’Donahue, Heidi Hagler, John Taylor

**Corvallis Fire Department (CFD)** – Chief Ben Janes

1. There being a quorum present, the Regular Meeting was called to order at 7:41 PM by the Chair.
2. Introductions & public comments – Chris Wicke attended; no public comments were offered.
3. Late Agenda Items – Conder wishes to discuss SDIS Best Practices.
4. Consent Agenda – Taylor moved to accept the consent agenda items as presented, Polikoff seconds, and a vote is taken; Hagler, Conder, O’Donahue, Taylor and Polikoff vote yes, the motion passes.
	1. Minutes for February 26, 2025 meeting – As presented by the Secretary
	2. Treasurer’s Report – As presented by the Treasurer
		1. Reconciliation Report
		2. Monthly Report
	3. Tabled Items from Chief’s Report
		1. Backfill for current Lt. position
	4. Correspondence (informational)

i. Meeting notifications

[Evvnts | Gazettetimes.com](https://www.gazettetimes.com/events/),

Emails sent to our distribution list

Posted on CorvallisRFPD.Com

* 1. Old Business Items (informational)

ii. Parking area drainage plan arranged; scheduled when better weather (Hagler)

iii. Maintenance schedule review w/Lt. - Tabled

iv. Financial Policy Annual Review - Tabled for Treasurer

v. Website policy update-changes approved - In-process

 f. Board Calendar Items for March (informational, all completed)

* + 1. Volunteer Insurance – no longer needed
		2. Propose Budget (done)
		3. Budget Committee Meeting (done)

 g. Board Calendar Items for April (informational)

 i. Budget related, within deadlines: hold Budget Hearing, publish LB-1, submit resolutions.

 ii. Open House arrangements and attendance (April 26)

 h. Time and date for Budget Hearing Meeting – This is set for 6:00 PM on April 30.

 i. Time and date for next Regular Meeting: This is set for April 30, following the Budget Hearing.

1. Fire Chief’s report – Chief Janes reports that the Station 2 remodel is finally done, and Station 5 will subsequently be closed again. Janes discussed potential future challenges in keeping Locke Station staffed with RRVs (Rural Resident Volunteers). Chief Janes stated he will not be able to be present for the Locke open house in April.
	1. Incident reports – There were 56 calls for service in the District for the month of February, including one fire.
	2. Emergency Managers’ reports – There was a table top hazmat exercise held in March, along with a business resiliency workshop. A wildfire evacuation exercise is scheduled for April 30th.
	3. Locke Fire Station/Lt’s Report - The inventory of CRFPD equipment has been updated. Station staffing is currently at 12 RRVs. Station 6 was in service 99% of the time for the last month.
	4. Update on new apparatus deployment dates – The new Type 3’s for the District are due to be placed in service in June. They are planned to be on display at the Locke Open House.
	5. Report on District Owned Equipment – This was included in the written Chief’s report.
2. New Business
	1. Discuss $120K move to the Equipment Reserve Fund – O’Donahue moved that the Board authorize the transfer of $120,000 from the General Fund to the Equipment Reserve Fund, and Taylor seconds. It was noted that this transfer was included in the 2024-2025 budget. A vote is taken; Hagler, O’Donahue, Tayor, Conder and Polikoff vote yes, the motion passes.
	2. SDIS Best Practices – Conder read the SDIS checklist item that all members of the Board are aware that they cannot use their office for personal benefit, and all Board members affirmed they heard and understand the statement and agree to continue to comply.
	3. O’Donahue and Hagler agreed to review the District Financial Policy and bring any suggestions for modification to the next Regular Meeting.
3. Old Business
	1. Well/pump security – Polikoff reports no update.
	2. Seismic Inspection – Taylor stated the final report has been issued, and WRK (consulting engineers) will proceed with the grant application process.
	3. Kitchen exhaust project – Hagler reported there has been no progress with Middleton and Hendrix as alternate vendors, Hagler will proceed with NW Mechanical as the project contractor.
	4. Auditor’s contract renewal – O’Donahue moved that the District proceed with renewing the contract with the present District auditor at the proposed $5,500 fee for the 2025-26, 2026-27, and 2027-28 financial statements, and Taylor seconds. A vote is held, and Hagler, O’Donahue, Taylor, Conder, and Polikoff vote yes; the motion passes. Hagler will sign the contract and mail it to the auditor.
	5. Contracting Policy – Polikoff reported that the existing CRFPD Public Contracting Policy is already in line with the template suggested by SDAO, so no revision of the policy is needed.
	6. Document reorganization – Polikoff reported that he disposed of checking account invoices prior to the last 5 years as approved by the Board. He asked the Board if there were any objection to dispose of the LGIP (Local Government Pool) monthly account statements prior to 5 years ago, as the State requires a 3 year minimum retention period. There being no objection from the Board, Polikoff will proceed with disposal.
4. Other Matters - There being no further business to conduct, the Regular Meeting was closed at 8:24 PM by the Chair.