**Attending Board Members:**  Heidi Hagler (Chair), Bob Conder (Vice-Chair), Alex Polikoff (Secretary), John Taylor. Tony O’Donahue is an excused absence.

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

1. There being a quorum present, the Regular Meeting was called to order at 6:00 PM by the Chair.

1. Introductions & public comments – Diana Myers, Christy Johnson, and Chris Wicke attended. No public comments were offered.
2. Late Agenda Items – Discussion on CRFPD document retention policy and the District agreement with the CPA were added as items.
3. Consent Agenda – Conder moved that the consent agenda be approved, and Taylor seconds. Discussion took place; with regard to the financial policy review, Polikoff stated that the existing CRFPD Public Contracting Policy should already be identical to what OAR requires. Polikoff will follow up on this. A vote is held; Hagler, Conder, Polikoff, and Taylor vote yes, and the motion passes.
   1. Minutes for January 29, 2025 meeting - Secretary
   2. Treasurer’s Report - 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)

i. Landscape progress: initial draft plan to be reviewed after 3/3 (Tony)

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

iii. Maintenance schedule review w/ Lt (Heidi-tabled)

iv. Financial Policy Annual Review (table for Treasurer)

v. Website Policy Update (See Attached Details)

* 1. Board Calendar Items for February (informational, all completed):
     1. Budget Committee and Budget officer appointed
     2. Set Budget Hearing date
     3. Verify Hot Topic mailing, price of sign post order and “or current occupant” listing
     4. Hot Topics additions
     5. SDAO annual convention
  2. Time and date of next regular meeting: March 26, 2025, 6:00 p.m. following Budget meeting
  3. Time and date for Budget Committee Meeting and Budget Hearing: 6:00 p.m. March 26 and April 30

1. Fire Chief’s report - Chief Janes reports that six apprentices have started the 2-year program beginning in February. Station 2 is close to completion, anticipated for next week. Hagler asks whether the Federal grant stoppage will affect the CFD; Janes states he doesn’t see any impact at present but sees the possibility for future impacts. Janes reports bargaining with the firefighter’s union on the new contract is continuing. Discussion regarding the future of Locke Station staffing will continue at the upcoming Strategic Planning meetings.
   1. Incident reports – No report submitted.
   2. Emergency Managers’ Reports – No report submitted.
   3. Locke Fire Station/Lt’s Report – No report submitted.
   4. Update on new apparatus deployment dates – Janes reports that the radios have been installed in the new Type 3 vehicles, but there is no completion date yet due to the Station #2 completion delays.
   5. Report on District Owned Equipment – Janes stated that Lt. Rose has completed the inventory of District-owned equipment, and did an excellent job.
2. New Business
   1. Dates and Planning for Strategic Planning Meetings - Hagler stated that the first Strategic Planning meeting is scheduled for March 24th from 11:00 AM till 2:00 PM. Hagler requests any suggestions for topics be submitted to her.
   2. Insurance/registration for New Type 3’s - Conder stated that the new vehicles have been registered and insured.
   3. Document Retention – Polikoff discusses the large volume of outdated paper records being kept by the District well beyond the mandated retention period. He would like to begin the process of disposal, starting with invoices/payments greater than 5 years old. Conder moves to authorize Polikoff to destroy canceled checks and invoices greater than 5 years old, and Hagler seconds. A vote is held; Hagler, Conder, Taylor, and Polikoff vote yes, the motion passes.
   4. CPA Agreement – Hagler stated she received documents proposing audit contracts for fiscal years 2025, 2026 and 2027. Hagler will follow up by reviewing previous contracts with the auditors.
3. Old Business
   1. Well/pump security – No update.
   2. Seismic Inspection – Taylor reported that he and Hagler met with the consultant (WRK) and discussed ways forward, which first requires some clarification from the WRK report. An updated report should be received by the end of this week, upon which it is expected that an additional $5000 (already authorized) will be spent on the project and then an application submitted for a grant for reimbursement of the $5,000 as well as further expenditures for seismic repairs.
   3. Kitchen exhaust project – Hagler reported that additional contractors have been invited to submit bids. One has declined, and the other has not followed up.
   4. Website updates – Hagler reported that she and Chief Janes will work on an article on Chip Ross, and Conder updated the website with Locke Open House and upcoming Board election information.
4. Review Board Calendar for March 2025:

* Volunteer Insurance/The Hartford if needed – It is recognized that Locke Station is already insured through SDIS, and this item is no longer needed on the Board calendar.
* Propose Budget – This has been scheduled.
* Budget Committee meeting – This has been scheduled.

1. Other Matters
   1. Concluding thoughts
   2. There being no further business to conduct, the Regular Meeting was closed at 7:01 PM by the Chair.