

Minutes of CRFPD Regular Business Meeting

October 25, 2023

Attending Board Members: Bob Conder (Chair), Alex Polikoff (Secretary), Heidi Hagler (Vice-Chair), John Taylor

Corvallis Fire Department (CFD) – Chief Ben Janes

1. There being a quorum present, the Regular Meeting was called to order by the Chair at 7:00 PM. Board member Tony O'Donahue was excused.
2. Introductions & public comments – Leo Williamson, Ann Eisinger, and Phil Sollins attended. No public comments were offered.
3. Minutes of the September meeting – Hagler moved the minutes be accepted as presented by the Secretary, and Taylor second. The minutes were then accepted by unanimous consent.
4. Treasurer's Report – Conder presented the report in the absence of the Treasurer. Major transactions for the month of September were a special payment to Benton County from the Capital Reserve Fund and a payment for legal services. Hagler moves the report be accepted as presented, Polikoff seconds, and it is approved unanimously.
5. Fire Chief's report - Chief Janes reports that Station 2 is now closed for remodeling, and the crew is staffing Station 5 again. A fire in the District on 60th Street as a result of a suicide fully involved the structure. Janes also states there were 3 fires responded to of suspicious nature on the same night in August. The Chief will bring a proposal before the Board at the next Regular Meeting regarding additional staffing at Locke Station. The chassis' for the Type 3 brush trucks on order will be at the local dealer in 3 weeks, and it is hoped to receive the completed trucks by next year's fire season. Chief Janes reports the District's older brush truck would take \$15k to repair and he recommends against; he would advise waiting for the new replacement trucks to arrive. The Fawnee water resource should be winterized and Chief Janes requested the Board's version of the Locke Station Maintenance schedule to have it compared to the Station version.
 - a. Incident reports – Reporting from CFD delayed.
 - b. Fire Marshal's report – No report.
 - c. Locke Fire Station/Lt's report – Station 6 staffing is currently at 12 Rural Resident Volunteers (RRVs). The Station was out of service for 16.5 hours since last month's report.
 - d. Potential for replacement of Tender 146 & spray arm retrofits – Chief Janes reports he has had no answer yet to his inquiries on tender spray arm retrofits. The Chief reports that the cost of the proposed new tender will probably increase if not ordered from the latest proposal. Polikoff proposes authorizing the purchase of a replacement tender for 146 (without prepaying) for an amount not to exceed \$625K, and Hagler seconds the motion. Discussion followed, including questions on the District equipment replacement schedule and difficulties with using the existing tender for firefighting operations. Hagler then calls the question, and there is no objection to ending debate. A vote is taken: Taylor votes yes, Hagler yes, Polikoff yes, and Conder yes. The motion passes.
 - e. Status of "Network in a box" & impact on station's Comcast TV – Janes reports that the City is doing what it can to try to speed up the process, but the switch in on backorder.
6. Correspondence
 - a. Meeting notifications were made via:
 - i. [Events | Gazettetimes.com](#),
 - ii. Emails sent to our distribution list,

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iii. Posted on CorvallisRFPD.Com

7. New Business

- a. Open House Prep – Chief Janes reports that Station 6 looks well prepared. Conder will be picking up supplies for the open house. Janes states that the City open house at Station 1 was lightly attended; one potential factor is CFD is no longer allowed to advertise the event in local schools. Conder will send an email advertising the event to the District email list, and Hagler will contact the PTA about it.

8. Old Business.

- a. Fireworks Policy summer 2024 discussion with ODF Representative – Leo Williamson (Oregon Dept. of Forestry) states that fireworks found at Bald Hill during July 4th have spurred conversations about signage banning fireworks. Williamson states that ODF has no authority to ban fireworks outside of fire season, but will collaborate with the District on sign placement once fire season has been declared; he further states April-May would be a good time to for such collaboration. Chief Janes adds that there have been no fires in the District caused by fireworks in the last two years.
- b. ZoneHaven update – Hagler reports that the overview given by Dave Busby to the Board was very helpful. The ZoneHaven IGA was sent to District counsel for comment, and then modified as an agreement that includes the City as a party. Chief Janes proposed sending the revised IGA to the County attorney first for comment, and then to the City. Taylor expressed concern about when the program would actually be operational, and whether additional monies would be required. Hagler asked for the consensus of the Board to forward the District counsel edits with Taylor's typo corrections to the County, which was then given.
- c. Proposal from RRVs to replace power tools – Since O'Donahue is not present, Conder moves to table the issue; Polikoff seconds, and it is agreed unanimously.
- d. Proposal to replace mattresses at Locke – Hagler reports that the mattresses CFD purchased have different usage patterns than the Locke mattresses. Hagler moves giving monies not to exceed \$18k to the RRVs to purchase new bed frames and mattresses (including removal of old mattresses, delivery of the new ones, and processing of the old frames); Conder seconds. Discussion followed comparing CFD vs. CRFPD needs. Polikoff objects to the large cost differential from what the City paid. A vote is taken: Conder, Hagler, Taylor vote yes, Polikoff votes no. The motion passes; Conder will follow up with the Lieutenant on the purchase.
- e. Board Policy Manual Review – Conder reviews some minor changes he suggested to the revision that the District counsel provided; Hagler noted changes proposed by O'Donahue. There is no objection from the Board members to making the changes he suggested. Hagler will distribute the updated policy document to the Board before the next Regular Meeting so it can be voted upon and signed.
- f. Oak Creek Evac Route/update on impact to draft site – Chief Janes reports that the County will not widen the road to alleviate concerns about fire vehicle access but the County will spread rock to lengthen the path to drain site. Chief Janes still sees potential difficulties as currently configured during an Oak Creek evacuation. The Chief says the City will be practicing fire operations at the site to see how well it works.
- g. Locke Generator replacement and Solar Panel installation – Polikoff reports that both the new generator and propane tank have been delivered on-site, and the slabs and housing for the

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generator are almost complete. The natural gas piping will now be routed underground in front of the station rather than through the equipment bay, but this will not cost the District any additional monies. Standby generator out-of-service time will be kept to a minimum by the general contractor. Completion of the project is estimated at November 8th.

- i. Possible disposition of retired generator – Polikoff reports he has established an account with GovDeals.com in order to sell the existing generator when removed from service. Benton County Shops has agreed to assist in selling the equipment.
- ii. Locke Roof Replacement – No update.
- h. Strategic Planning – Hagler asked whether the Board would like to convene a meeting to discuss how to proceed with a strategic plan for the District. The Board agrees to use a December date for a Special Meeting for such a discussion. Taylor will coordinate for a date/time with the Board members and Chief Janes.
- i. Streamline website
 - i. Updates to Corvallisrfpd.com – Conder reports the website was updated with the Agenda for this meeting and Locke Open House information.
 - ii. Conversion to CorvallisRFPDor.gov site progress – Conder reports that the government is not reviewing applications at present due to staffing issues.
 - iii. Board Feedback on Draft FAQ – Hagler will resend the FAQ to the Board; Polikoff provided positive feedback on her efforts.
- j. Review Board Calendar & Locke Maintenance Schedule
 - i. Clean and burnish floors – 1st and 3rd Monday - sweep/mop/dry/burnish
 - ii. Clean Filter in Dishwasher
 - iii. Read generator and fire pump diesel levels. Fill @ 1/2
 - iv. Clean station lights – inside and out
 - v. Turn off outdoor sprinkler system and open drains – see winterize instructions at control box
 - vi. Test backflows
 - vii. Alarm system – annual inspection
 - viii. Over-head door inspection – Applegate (Every 12 months)
9. Other Matters
 - a. Set Time and Date of Next Meeting – This was set for November 29th, 6:00 P.M. as an in-person meeting at Locke Fire Station.
 - b. There being no further business to conduct, Polikoff moves to adjourn, Hagler seconds, and the motion is approved unanimously. The Regular Meeting is closed at 9:33 P.M. by the Chair.