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

**Corvallis Fire Department (CFD)** – No representation; Chief Janes (planned absence), back-up Fulsher (ill)

1. There being a quorum present, the Regular Meeting was called to order at 6:00 PM by the Chair.
2. Introductions & public comments – Christy Johnson attended; no public comments offered.
3. Late Agenda Items – Hagler would like to discuss the CRFPD Hot Topics postcards.
4. Consent Agenda – Polikoff moved to approve the consent agenda with a corrected date of July 30th for the next Regular Meeting. Taylor seconds the motion, and a vote is held; Hagler, Conder, Taylor and Polikoff vote yes, the motion is passed.
	1. Meeting Minutes as presented by the Secretary
		1. May 28, 2025 Regular Board Meeting
		2. May 14, 2025 Strategic Planning Meeting II
	2. Treasurer’s Report for May, 2025 as prepared by the Treasurer
	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. Maintenance schedule review w/Lt. (Tabled - Hagler)

ii. Website policy update - changes approved; in-process (Hagler)

iii. Seismic repair grant - tabled until there are updates (Taylor)

* 1. iv. SDIS Best Practices - table until newly elected Board members complete ethics training (Hagler)

 g. Board Calendar Items for June (informational)

 i. Scholarships - prepare and distribute checks

 ii. Accept results of May Special District Election (done)

 h. Time and date for next Regular Board Meeting: 6:00 p.m. July 30, 2025

1. Fire Chief’s Report – The Chief’s report was reviewed briefly, noting call volume and RRV (Rural Resident Volunteer) staffing. There are 31 applicants for the upcoming Volunteer Academy scheduled for the fall.
	1. Incident reports – There were 78 calls for service within the District for the Month of May, including two fires.
	2. Emergency Managers’ reports – No report
	3. Locke Fire Station/Lt’s report – The station had a full complement of RRVs during the month of May, but several are leaving for the summer. Locke station was in service 99% of the time. The station maintenance schedule is being updated with the assistance of Hagler.
	4. Update on new apparatus deployment dates – No update
	5. Phoenix G2 Proposal – No update
2. New Business
	1. Board Calendar for July:
		1. Last scheduled contract payment due by July 15
		2. Election of officers & oath of office
		3. Appointment of Fire Chief & Agent
		4. Prepare audit material for KPB including contract – Hagler will ask O’Donahue for any preparation needs.
		5. SDAO annual dues info completed by July 31 (done)
		6. Submit Appropriations Resolution & LB-50 to Benton & Linn County Assessors’ offices by July 15 (done).
	2. Options for RRV program upgrades – Hagler reviewed the results of meeting with the Lt. and discussed several suggestions proposed by the RRVs. Hagler reported that the Chief would like to review options internally at CFD before proceeding. A Board discussion followed regarding alternatives such as increasing scholarship money or the house fund for the station. It was decided to discuss the issue further at the next Regular Meeting.
3. Old Business
	1. Kitchen exhaust project/new cost and scope – Hagler reported that the project received a PE stamp, and then reviewed the associated increase in cost due to the engineering change. Conder moved to authorize $35,000 to complete the kitchen exhaust upgrade project. Taylor seconds, and a vote is held. Hagler, Taylor, Polikoff, and Conder vote yes, and the motion passes.
	2. Status of move to credit cards - Hagler reported that credit cards being issued to Board members.
	3. Landscape Plan update - Hagler reported that Owen Dell (consultant) performed a site visit at Locke free of charge. Owen is having difficulty getting contractors to provide pricing; there are no proposals as of yet. Owen suggested asking the insurance institute for moneys for the project.
	4. Edits and updates to Board Manual – Halger moved to accept the revision of section 5.2.b.1 as proposed by Taylor and Conder. Taylor seconds. Hagler, Taylor, Polikoff, and Conder vote yes, and the motion passes. Conder move to approve the revision of section 7.2.b as proposed by Taylor and Conder. Taylor seconds, and the motion passed unanimously. Conder moved to accept the CRFPD Board Duties and Responsibilities Policy Manual with the approved revisions (see amendment below). Polikoff seconds, and a vote is held; Hagler, Taylor, Polikoff and Conder vote yes, and the motion is approved.
4. Other Matters
	1. Postcards – Hagler reviewed previous concerns expressed over the number of CRFPD postcards returned as undeliverable. Upon investigation, she determined the return rate is very low, 3.4%, so concerns regarding effectiveness appear unfounded. Conder suggested using the elections database rather than the assessor’s database for addressing District members.
	2. Hagler recognized retiring Board member Polikoff for his service on the Board.
	3. There being no further business to conduct, the Regular Meeting was closed at 7:16 PM by the Chair.

**Amendment:**

Shown in quotes are the approved sets of language to be integrated into the CRFPD Board Duties and Responsibilities Policy Manual.

Section 5.2.b.1

“Approve all contracts binding the district except when the Board has expressly delegated limited contracting authority to the Fire Chief.”

Section 7.2.b

“Outside of the board meetings, board members will not attempt to influence

the Fire Chief or other CFD employees nor advocate for a particular outcome in regards

to personnel matters, purchasing issues, the award of contracts, or the selection of

consultants.”