Final Minutes of the CRFPD Regular Business Meeting
October 21, 2026

Board Members Attending: Heidi Hagler (Chair), Bob Conder (Vice-Chair), Christy Vale (via Zoom), Tony O'Donahue (Treasurer), John Taylor (Secretary)

CFD – Chief Ben Janes (via Zoom)

Agenda

1. Call to order- Being a quorum present, the Regular Meeting was called to order at 6:00pm by the Chair.

2. Introductions & public comments – Michael Miller present via Zoom

3. Late agenda items – Bob Fenner will join later for a planned 6:30pm discussion re: contractor policy and current projects.

4. Consent Agenda – Conder notes that the treasurer's report is not included in the consent agenda and should therefore be it's own agenda item, and moves to accept the consent agenda. O'Donahue seconds and the motion passed unanimously.

   a. Meeting Minutes: — Secretary
      i. August 19, 2026 Regular Board Meeting
      ii. September 16, 2026 Regular Board Meeting
   b. Tabled Items from Chief's Report — Chief Janes
      i. Backfill for current Lt position
   c. Correspondence (informational)
      Meeting notifications
      Evvnts | Gazettetimes.com,
      Emails sent to our distribution list
      Posted on CorvallisRFPD.Com
   d. Old Business Items (informational)
      i. Website policy update-changes approved; in-process (Hagler)
      ii. Schedule Strategic Planning Meeting dates for after Triton report release (Board)
      iii. Website quotes (Hagler)
      iv. Landscape information on website (O'Donahue/Vale)
   f. Board Calendar Items for September & October
      October
      i. 4a's on tax collection due from LC and BC; prep for budget process
      ii. Check w/ CFD-Fawnee Cistern winterized?
      iii. Schedule Auditor meeting for Nov (or Dec)
      iv. Review Stn Maint Schedule with LT (now Fenner)
      v. SDIS Best Practices due in Nov.

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November

i. Resolution to transfer funds to capital reserve and equipment reserve funds

ii. SDAO/SDIS Best practices form due 1st week (Conder)

iii. SDIS Insurance review (+ longevity credit if available)

iv. Receive/review audit (if available, or schedule for Dec)

vi. Pay OR Dept of revenue audit fee by 12/31

vii. Vi. SDAO annual meeting reservations

g. Next Regular Monthly Meeting: November 18, 2026, 6:00

5. Treasurer's Report – Hagler moved to accept the treasurer's report as sent out, and Conder seconded. The motion passed unanimously.

6. Fire Chief's report (see attached)
   a. Incident reports
   b. Emergency Managers' report (attached) – In response to a question, Chief Janes shares that Benton County's emergency management group is the department responsible for notifications and alerting throughout all of Benton County's districts, including the city of Corvallis. Corvallis' EM team acts as back-up to the county.
   c. Locke Fire Station - Lt's report (attached)
   d. New water tender update (foam purchase question, deployment date)
   e. Super Single update – CRFPD's new type 3 is nearing completion. CFD employees have traveled to Medford for its final review & inspection. This is similar to the process used by CFD on their recent Type 6 purchase. Following acceptance, it will go to station 1 for final outfitting. CFD crews will do the final outfitting which saves money relative to the cost at the factory.
   f. Conditions of Service report (AP Triton) – CRFPD's Hagler has completed her review, and Janes is working on CFD's second pass. Corvallis city is still in negotiations with OSU.
   g. Update on Stn 6 Lt. Rose replacement – Thomas Kirk, an engineer and paramedic will be the new Station 6 Lt. He is noted as excellent at training RRVs, especially to qualify as AOs.

7. New Business
   a. Review/Discuss "Greenberry Gap" letter and approach – Chief Janes shared that Benton County's GIS team is reviewing the 7 road miles condition for property inclusion into a given fire district. He reiterated property owners' options; to opt-in, or accept the 3X state rate of the cost to manage a fire on their property. When the property is sold, renovated, etc., the property will then be automatically opted-in.
   b. Status of water tender sale – Conder shared that the latest bid was for $80k, which was below the board's reserve price. Discussion ensued with a general desire to close bidding near the next board meeting such that a Board decision could be made timely. O'Donahue moved to extend

the bid time until 11/19/26 if the reserve price isn't met, and Conder seconded. The motion passed unanimously.

c. Foam purchase for tender- O'Donahue, requested that CFD inform us about the status of firefighting foam inclusion on the new type 3, and/or how it was being paid for. Janes to check into this but noted that CFD provided the inspection and equipment installation which was helpful to the District for myriad reasons.
d. Public information request & policy – Hagler shared that CRFPD's bookkeeper provided an estimate of their time charges ($660 total) to comply with the request. Hagler will email the estimated cost to the requestor. Hagler also reviewed a draft of an updated public records policy which was based on an SDAO template with our Attorney's suggested modifications. In support of this, O'Donahue moved that we accept the prepared policy entitled "A Resolution Adopting A Public Records Policy", and Conder seconded. The motion passed unanimously. The resolution was then entitled as Resolution 10/21/2026.19.22 Public Records Policy.
e. Bob Fenner Projects [6:43-7:20]
    i. Apparatus Bay Exhaust System - Conder moves to authorize Hagler to review the Steele Electric contract for the Phoenix G2 Fire Alarm system installation, pending an update, with scope and cost and move forward. Taylor seconds and the motion passes unanimously.
    ii. Intercom (Tap Out) system repair & G2 Phoenix Alerting System update was provided.
    iii. CRFPD-Fenner Contract Status & charges to date. O'Donahue moves to accept contract as described to the Board in an email dated 10/21/26, Conder seconds and the motion passes unanimously. This email from Hagler includes the contracted hourly rate of $80.
    iv. Potential safety grant – Fenner shares that CRFPD's work may make it eligible for a $2500 grant. He will apply if possible as alarm systems, security systems, auto-locks, etc. are possibilities.
    v. Next steps for station maintenance were discussed.

8. Old Business
    a. Ethics training & SDIS Best Practices-completion. Conder shares CRFPD is complete, and that in 2027 calendar year the Board will need to do updates.
    b. Review proposed changes to Board Duties & Responsibilities Manual (All). This item was tabled pending additional review.

9. Other Matters
    a. Concluding thoughts – Conder notes that SDIS best practices may be changing for next year.
    b. Close regular meeting – Conder moves to close the meeting at 7:38pm, and Taylor seconds. The motion passes unanimously.

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EM report for CRFPD Oct 2026.docx

CRFPD_ChiefsReport_102026.pdf

LT Report 10.15.26.docx

The video recording of this meeting is available at the below URL:

Duration: 01:34:43
Shareable
link: https://us02web.zoom.us/rec/share/jmsQ4aNm9DVwMoLlCSzlTugV1zR0FGhPHMu1v6E_3aHQOUr9cwHkmJXG8Ok1BEAD.6-_BT1DinYVl3tRQ
Passcode: 0G@%WrDu