

Minutes of CRFPD Regular Business Meeting

November 29, 2023

Attending Board Members: Bob Conder (Chair), Alex Polikoff (Secretary), Tony O'Donahue (Treasurer), 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 at 6:00 PM by the Chair.
2. Introductions & Public Comments – Peter Gelser (auditor) and Carolyn Mayers attended. No public comments were offered.
3. Minutes of the October meeting – Hagler moved to accept, Conder seconds the motion, and the minutes were accepted by unanimous consent as presented by the Secretary.
4. Auditor Report – Peter Gelser reported that there are no significant issues with the District financials for FY22-23 and no material deficiencies to report. The year resulted in a significant increase in interest income due to elevated interest rates. Hagler asks about how interest income allocations to the three funds are determined, Gelser responds it is a yearly average; O'Donahue offered the monthly spreadsheet to the auditor to arrive at more precise numbers. O'Donahue requested auditor provide him the District depreciation schedule. Gelser mentioned a minor difficulty with accrual accounting at the end of the fiscal year, noting it is not something he is concerned about. An audit recommendation was made regarding better tracking of debit card receipts, which was again stated as a minor issue. The Audit Report was then signed by Conder and O'Donahue. Gelser requested the August-October minutes from Polikoff.
5. Treasurer's Report – O'Donahue reports major transactions for the month were payment for the new Locke station generator, scholarship payments, and "network-in-a-box" equipment for Locke. O'Donahue discussed the potential to change from debit cards to credit cards for the District. Conder moved to accept the report as presented by the Treasurer, Hagler seconds, and the report is approved by unanimous consent.
6. Fire Chief's report - Chief Janes mentions a Pulsepoint app that shows fire department calls (for general info). The most significant event was a structure fire on Crescent Valley Drive. Janes reports that there were many calls for service during the month. Construction should begin shortly on the Station 2 remodel. Training will be taking place at the draft site on the Oak Creek evacuation route in the next couple of weeks, and added gravel has been smoothed around the site by Benton County. Janes states he will be presenting a staffing proposal for Locke station shortly, and it will be available at Board Strategy Meeting in December. Discussion ensued on methods to enhance recruitment of volunteers for Locke. Also, there was discussion on how the Chief's Report will be presented at future Board meetings.
 - a. Incident reports – There were 88 calls for service within the District for the month of October, including 4 fires.
 - b. Fire Marshal's report – No report.
 - c. Locke Fire Station/Lt.'s report – No report.
 - d. Status of Brush Rig orders – Chief Janes reports that the chassis have arrived, and he is hoping to have the trucks ready for next year's fire season.
 - e. Replacement of Tender 146 & spray arm retrofits – No update yet on the cost for retrofitting the existing District tenders with spray arms. The order for the new tender was placed on November 27th.

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- f. Status of “Network in a box” & impact on station’s Comcast TV – Janes reports we are waiting for the ordered equipment to arrive, which will then be installed. O’Donahue will speak to the Lt. about possible interference with the station TV.
7. Correspondence
 - a. Meeting notifications
 - i. [Evvnts | Gazettetimes.com](#)
 - ii. Emails sent to our distribution list
 - iii. Posted on CorvallisRFPD.Com
8. New Business
 - a. FY2022-23 Audit Review (This was covered under item #4)
 - b. Board Invite to Oak Creek Evac celebration in January 24 – Conder polls Board members on who will be attending.
 - c. Task schedule – Hagler reviewed a draft timeline for Board meeting tasks; Polikoff offered modifications which Hagler will incorporate.
9. Old Business
 - a. ZoneHaven update – Hagler reviewed an email received from Benton County Emergency Manager that excluded the CRFPD from the Zonehaven Intergovernmental Agreement; the result is that the request from the County for District funds for the Zonehaven project was rescinded.
 - b. Proposal from RRVs to replace power tools - O’Donahue reports that the requested tools were Purchased for use at Locke station.
 - c. Proposal to replace mattresses/frames at Locke – Hagler reports that the cost should be substantially less than that authorized by the Board; Hagler and O’Donahue will follow up with the Lieutenant to finalize.
 - d. Board Policy Manual Review and signing – Signed copies of the new manual were submitted by Board members Conder, Hagler and O’Donahue.
 - e. Oak Creek Evac Route/update on impact to draft site – This was covered in item #6.
 - f. Locke Generator replacement and Solar Panel installation – Polikoff reports the installation of the new standby generator is mostly complete; the new generator is in service, and the station was without standby generation for only one day. There were a few challenges, including a water main hit during excavation for the underground natural gas line. Also, the mechanical contractor initially piped for propane vapor, not liquid propane as required. It was discovered during startup procedures that some station load was not able to be manually transferred due to a faulty breaker; the breaker has since been replaced.
 - i. Possible disposition of retired generator – Polikoff reports that the replaced generator has been sold via the Govdeals website with assistance from Keith Nicolson, Benton County Fleet Manager. The new District Govdeals account could also be used to sell the District’s tenders when they are replaced.
 - ii. Locke Roof Replacement – Polikoff will check with District Counsel Eakins on project classification for Public Contract purposes.
 - g. Strategic Planning – It is decided that the Meeting will take place on December 11 at Locke station from 11:00 to 1:00. Board members will send suggested agenda items to Hagler by 12/7 for compilation.

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- h. Streamline website – Conder updated the Board on these:
 - i. Updates to Corvallisrfpd.com – This was updated with the agenda, approved minutes, and Treasurer’s report.
 - ii. Conversion to CorvallisRFPDor.gov Letter - Conder reports that he received a letter from the federal government denying our application for the URL. Hagler suggests that Conder call Congressperson Val Hoyle for possible assistance.
 - iii. Board Feedback on Draft FAQ – Hagler reports receiving feedback from the Board, and will continue work on the webpage.
- 10. Review Board Calendar November
 - a. Resolution to transfer funds to Capital & Equipment Reserve Funds – This will be done in January.
 - b. SDAO/SDIS Best Practices deadline – This was extended from November 13th to November 22nd. Conder reviewed the credits that the District received.
 - c. SDIS Insurance review – Conder will submit the forms for the insurance review. O’Donahue requested copies of the forms from Conder when they are completed.
 - d. SDIS Longevity Credit – Conder states this credit is not being offered by SDIS this year.
 - e. KPB audit - accept/approve/review – This was reviewed and accepted by the Board.
 - f. Pay Oregon Department of Revenue audit fee by December 31st – Gelser states he will take care of this.
 - g. Thank you & gift cards/Intern of the Year – Chief Janes will consult with Lt. Gurule about which intern will receive it. The Board then agreed on a \$50 gift certificate for the award.
- 11. Other Matters
 - a. Set time and date of next meeting – The Special Meeting was set for December 11th at 11:00 AM at Locke Station.
 - b. There being no further business to conduct, Polikoff moved to adjourn and was seconded by Conder. Without objection, the Regular Meeting was closed at 8:24 PM by the Chair.