**Attending Board Members:**  Bob Conder, Alex Polikoff, Tony O’Donahue, Heidi Hagler, 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 – Gabe Shepherd (Benton County Commissioner), Diana Myers, and Chris Wicke attended; there were no public comments offered.
3. Late Agenda Items – Scheduling for a Board strategic planning meeting was added.
4. Consent Agenda – Conder moved to adopt the consent agenda items, and Polikoff seconds. A vote is taken, and the motion passes unanimously.
   1. Minutes for December 11, 2024 meeting Secretary/Chair
   2. Tabled Items from Chief’s Report
      1. Backfill for current Lt position
      2. Report on District Owned Equipment
   3. Correspondence (informational)

i. KPFF inquiry resolved by FM Jones

ii. Meeting notifications

[Evvnts | Gazettetimes.com](https://www.gazettetimes.com/events/),

Emails sent to our distribution list

Posted on CorvallisRFPD.Com

* 1. Tabled Old Business Items

i. Well/pump security (Polikoff - tabled)

ii. Maintenance schedule review w/ Lt (Hagler - tabled)

* 1. Set time and date of next meeting: February 26, 2025, 6:00 p.m.

1. Treasurer’s Report – O’Donahue reported that major transactions for the month were RRV tuition reimbursement, payments for the two new brush rigs for the District, and payment to the City of Corvallis for fire services.
   1. Reconciliation Report
   2. Monthly Report
   3. Corrective Action Plan (audit) – Hagler reported that a letter was produced by her and O’Donahue addressing the recommendations of the District auditor, and that the letter was forwarded to the Department of Revenue as required by law. Hagler moved that the Board approve the letter, and Conder seconds. A vote is held and Hagler, Conder, Polikoff and O’Donahue vote in favor. Taylor abstains, as he was attending remotely and was not able to hear the discussion due to a technical issue. The motion passes.
   4. Change in Accounting – O’Donahue moved that the District utilize a modified cash accounting method rather than the present accrual accounting method as recommended by the District’s CPA, and Conder seconds. A discussion followed, and a vote is then taken; Hagler, Conder, Polikoff, O’Donahue, and Taylor vote yes. The motion passes.
2. Fire Chief’s report - Chief Janes reports that the City responded to over 10,000 calls during last year for the first time. There was a significant fire on Highland Dell, with a structure totally involved. Station 2 is not back in service yet. Seven new firefighter/medics are on line. CFD support was provided for the LA fires, including Lt. Rose; no District apparatuses were used.
   1. Incident reports – There were 54 calls for service in the District during the last reporting period, including two fires.
   2. Emergency Managers’ reports – There is a large tabletop exercise planned for January 30th that will concentrate on evacuation during a flooding event.
   3. Locke Fire Station/Lt’s report – Locke Station is fully staffed with 12 Rural Resident Volunteers. The Station was effectively in service 100% of the time for the month of December, and 99% during the month of January.
   4. Update on new apparatus deployment dates - Both of the District’s Type 3 fire trucks that were ordered have arrived. They are being fitted for service, and both are expected to be deployed in time for the upcoming fire season.
3. New Business
   1. Open House: April 26 – There is no Board authorization necessary for food and drink expenses. Hagler will discuss details with Lt. Rose.
   2. Hot Topics Update – Hagler reported that a draft version of the newsletter has been prepared.
   3. Shonnard’s irrigation contract – O’Donahue stated he will be managing this based on needs related to the landscape work.
   4. Board Elections 2025 – Polikoff announced he does not plan to run for his Director position again. O’Donahue stated he plans on running again. Hagler would like to hold two Strategic Planning meetings before Polikoff departs the Board; Taylor will poll the Board for prospective dates and times.
   5. Ethics Classes, Best Practices Discount – Conder reported that the SDIS Best Practices insurance discount is no longer available.
   6. Appointment of Budget Committee Members – O’Donahue moved that the Board appoint the following members of the public to the Budget Committee: Chris Wicke, Diana Myers, Dan Dix, Don Barton, and Phil Sollins. Hagler seconds the motion, and a vote is held; Conder, Hagler, Polikoff, O’Donahue, and Taylor vote yes; the motion passes. Hagler volunteered to be the Budget Executive Officer; with no objection from the Board, she is appointed by unanimous consent.
   7. Schedule for Budget Hearing and Committee Meetings
      1. Proposed March 26 for the Budget Committee meeting and April 30 for the Budget Hearing – These dates were approved by the Board by unanimous consent.
      2. Proposed start time 5:30 PM – The start time for the Budget meetings was discussed and 6:00 PM was approved by the Board by unanimous consent.
4. Old Business
   1. Seismic Inspection – Taylor reviewed the draft seismic engineer report by WRK, and stated that the WRK principal is willing to do a site visit. Hagler and Taylor volunteered to meet with the principal engineer at Locke Station or by Zoom to discuss questions and potential next steps.
   2. Kitchen Exhaust Revised Quote – Hagler reviewed a quote for approximately $20K for the repair work. Hagler will check on timing for the work schedule with Lt. Rose. Conder moved that the Board authorize the kitchen exhaust work for an amount not to exceed $30K, and Hagler seconds the motion. A vote is held; Hagler, O’Donahue, Polikoff, Conder, and Taylor all vote yes, and the motion passes.
   3. Landscape progress – O’Donahue reported that the design for Locke Station is underway.
   4. Quote/scope for Parking Area Drainage Repair - Hagler reported that a written scope of work was requested, and the quote was for approximately $4,600. Hagler will consult with O’Donahue on further work as it relates to the landscape plan, but will proceed with the project as previously authorized by the Board.
   5. Website updates – Hagler will consult with Chief Janes on further updates.
   6. Network-in-a-box contract – Conder reported that the District bill was reduced after discussion with the vendor and this issue has finally been resolved.
5. Review Board Calendar for January 2025:

1. Contract Payments and Adjustments to the City due NLT January 15th - *Done*

2. Benton County Elections - report current Board positions - odd years only - *Done*

3. Appoint Budget Officer-*Done* & set Budget Committee date - *On January agenda*

4. Local Budget Law - workshops and law changes - *Obsolete per Conder - delete*

5. Review and approve Inavale Lawn & Tree contract – O’Donahue reported that he as engaged Inavale in doing their annual work.

6. CFD’s Report on District owned apparatus and condition - *Discussed in Dec. meeting*

7. Send City a copy of the Liability Insurance coverage per contract – *Done, per Conder*

8. Annual Review of Financial Policy – *This is on the website, Board members to review and provide any suggestions to O’Donahue before the February meeting*

1. Other Matters
   1. Gabe Shepherd brought new public meeting law requirements to the attention of Board members; he will forward information on local training to Hagler.
   2. There being no further business to conduct, the Regular Meeting was closed at 8:03 PM by the Chair.