

Minutes of CRFPD Regular Business Meeting

March 29, 2023

Attending Board Members: Bob Conder (Chair), Don Barton (Vice-Chair), Phil Sollins, Alex Polikoff (Secretary), Tony O'Donahue (Treasurer)

Corvallis Fire Department (CFD) – Chief Ben Janes

1. There being a quorum present, the Regular Meeting was called to order at 7:00 PM by the Chair. The meeting was held remotely via Zoom due to ongoing pandemic considerations.
2. Introductions & public comments - Jane Conolly, Heidi Hagler, and Dan Dix attended as members of the Budget Committee. No public comments were offered.
3. The Regular Meeting was held in abeyance and the Budget Committee Meeting convened at 7:04 P.M.
 - a. Appointment of Committee Members – Without objection, Conder was appointed Budget Executive and O'Donahue was appointed Budget Officer.
 - b. Conder reviewed the Budget Committee membership changes. Eight members (a quorum) were present
 - c. O'Donahue read the Budget Message and reviewed the Local Budget forms. O'Donahue answered several questions regarding individual line items.
 - d. Polikoff proposed that line item 17 of LB-11 be changed to zero from \$150,000. A vote is taken; Polikoff votes yes, Conder, Barton, Sollins, O'Donahue, Conolly, Hagler, and Dix vote against; the proposal fails.
 - e. Conder moves that the Budget as submitted by O'Donahue be approved by the Committee and passed to the Board for approval. A vote is taken; Conder, Barton, Sollins, O'Donahue, Conolly, Hagler, and Dix vote in favor, Polikoff votes against; the Budget is approved.
 - f. There being no further business for the Budget Committee to discuss, the Budget Committee Meeting was closed and the Regular Business Meeting reconvened at 7:57 P.M.
4. Minutes of the February meeting – These were approved as presented by the Secretary by unanimous consent.
5. Treasurer's Report – O'Donahue reports major expenditures for the month consisted of an insurance payment, scholarship checks to the Rural Resident Volunteers (RRVs), and annual landscaping fees. The report was accepted as presented by the Treasurer by unanimous consent.
6. Fire Chief's report – Chief Janes reports CFD has had the largest recruiting class in its history, and that CFD is looking at having a volunteer Fire Academy later this year. CFD has applied for a fuel reduction grant, as well as a staffing grant. Station 3 construction is moving along. Janes also reports that the Zonehaven evaluation is proceeding, and the County is hoping to go live with the system in June or July. The Benton County Fire Defense Board is considering a prospective exercise in May or June. A draft of the Hot Topics newsletter is almost completed.
 - a. Incident reports – There were 33 calls for service within the District for the month of February, including one fire.
 - b. Fire Marshal's report – No report.
 - c. Locke Fire Station/Lt.'s report – Staffing at Locke Station is currently at 12 RRV's. The hose dryer has been disassembled and is awaiting removal. Conder asks if there is any objection to declaring the removed hose dryer from Locke Station as surplus and giving it to Monroe Fire Department; there being none, Conder will proceed with the removal.
7. Correspondence

Minutes of CRFPD Regular Business Meeting

March 29, 2023

- a. Meeting notifications – These were posted via:
 - i. [Events | gazettetimes.com](#)
 - ii. Emails sent to distribution list
 - iii. Posted on CorvallisRFPD.Com
 - b. All other correspondence was by email and is stored in Efiles.
 - c. There was discussion concerning whether there should be a dedicated email address for invoices submitted to the District; O’Donahue will follow up with Conder and Hagler on that issue.
8. New Business
- a. Guidance for Disposing of Surplus Personal Property – This was not discussed.
9. Old Business
- a. Disposition of Hose Dryer – This was previously covered under item 6c.
 - b. Storage shed for Locke – Conder reports that Lt. Gurule has a problem with locating a new storage shed in the Station parking lot. Conder and Polikoff will look at locating the shed adjacent to the parking lot (possible excavation/concrete work in parallel with the generator project). Conder reviewed his discussion with a contractor regarding potential access points to the attic space in Locke through the kitchen; O’Donahue suggests use of the equipment bay as an option for access. Conder is also getting a bid for a ladder installed where the hose dryer was previously located.
 - c. Comcast Speed and Cost Issue – Chief Janes reports the City said it would cost approximately \$10,000 for a total solution to replace the existing Comcast service. Conder states he will get clarification on where the equipment would be placed. Chief Janes will convene a meeting with Conder and City of Corvallis I.T. staff to get clarification on the available options.
 - d. Digitizing the Locke Blueprints – Conder reports he took the Locke blueprints to a print shop for digitizing. The print shop stated there is no facility for transferring the prints to CAD drawings for ease of future updates/revision.
 - e. Locke Generator replacement and Solar Panel installation – Polikoff reports that the ODOE grant application for solar panels for Locke was determined to be complete and is now in competitive review. Announcement of grant awards will be in May. For the generator replacement project, structural engineering drawings were updated for the propane tank specifications and an overall project cost estimate should be available soon. Polikoff also reports that the generator selection was made and he is awaiting resolution on a sound attenuation question before signing a purchase order.
 - f. Streamline website update – Conder reports he has added Hagler to the District website management, and he will collaborate with Hagler moving forward.
 - g. Review Board Calendar & Locke Maintenance schedule – Both schedules were reviewed by the Board. Polikoff asked about specifying annual load tests on the new generator; Conder will check with Benton County Shops on when the last load check was done.
10. Other Matters
- a. Late agenda items – None were introduced.
 - b. Set time and date of next meeting – This was set for April 26th at 7:00 P.M.
 - c. There being no further business to conduct, the Regular Meeting was closed at 8:56 PM by the Chair.