

Minutes of CRFPD Regular Business Meeting

November 30, 2022

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

1. There being a quorum present, the Regular Meeting was called to order at 7:05 PM at Locke Fire Station by the Chair.
2. Introductions & public comments – No public comments were offered. Peter Gelser and Eric Smith attended.
3. Minutes of last meeting – These were approved by unanimous consent as presented by the Secretary.
4. Treasurer's report – O'Donahue proposed that the \$1000 limit on bookkeeper-issued checks before need of a second Board member signature be increased to \$2000 (See attachment). Barton seconds the motion, and it passed unanimously. O'Donahue reports major outlays were scholarship checks and pump service. Conder moved to authorize a transfer of \$400,000 to the Equipment Reserve Fund and \$300,000 to the Capital Reserve Fund from the General Fund, O'Donahue seconds. After discussion, the motion is tabled for correction/revision until the next Regular meeting. O'Donahue states that Benton and Linn counties reported that the tax imposed for CRFPD is \$2,507,856.98, roughly \$43,000 less than budgeted.
5. Fire Chief's report - Chief Janes was excused due to illness, but submitted a report. There is no word yet on build completion time for the new brush rigs, but the radios for the trucks have been delivered. Corvallis Fire Department is still working on career firefighter recruitment. Corvallis City Council is considering an increase in their Public Safety Fee to increase the number of paid firefighters.
 - a. Incident reports – There were 45 calls for service within the District that were responded to, including two fires.
 - b. Fire Marshal's report – No report.
 - c. Locke Fire Station/Lt. Gurule's report – Staffing of Rural Resident Volunteers (RRV) is back up to 12. Station #6 was out of service for a total of 18 hours.
6. Correspondence
 - a. Meeting notifications – This was done via:
 - i. [Events | gazettetimes.com](https://www.gazettetimes.com)
 - ii. Emails sent to the District distribution list
 - iii. Posting on the District website (CorvallisRFPD.com)
 - b. Conder reports he received a Notice of Annexation from the District to the City of Corvallis from the Oregon Department of Revenue.
 - c. Conder reports he received a U.S. Bank Master Services Agreement.
 - d. Conder reports that ex-Board member George Mears has sent season's greetings to the Board.
7. New Business
 - a. Approve the audit – Peter Gelser presented the draft audit, noting no major issues. Conder moved that the Board approve the audit as presented. O'Donahue seconds the motion, and it passes unanimously.
 - b. Chair, Secretary, & Treasurer's File Backups – Conder has located an external hard drive in Locke file cabinet, and states that Officers will continue to update that hard drive with District documents.
8. Old Business
 - a. Oregon OSHA - Conder reports that a complimentary consultation/inspection will take place in mid-January at Locke Station.
 - b. Board Policies Receipt – Signatures of Board members were submitted accepting the Board Duties and Responsibilities Policy Manual.
 - c. Oregon Fire Staffing Grant – Polikoff reports that it was not appropriate to apply for the grant since Chief Janes stated that CFD does not have the ability to hire additional firefighters for Locke Fire Station in the next calendar year.

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- d. Zonehaven – Chief Janes reported that Benton County has signed a contract with Zonehaven. It will be a free service until June 2023.
- e. Streamline website update – O’Donahue states he sees no reason to stop moving forward with the new website service; he considers it an improvement over the existing site. There is no objection from the Board to Conder activating the new website.
- f. Internet Speed for the RRVs – Conder reports continuing difficulty with Comcast in having the internet speed increased at Locke. Since this is operations related, Conder will take this back to the City for further action.
- g. Locke Generator replacement and Solar Panel installation – Polikoff reports that he is still waiting to hear back from the project manager regarding a timeline for the generator replacement project before moving forward. Polikoff also raised a concern with the long lead times involved in delivery of a new generator. Discussion followed regarding generator/load ratings and length of backup time, but no further action was taken.
- h. Review Board Calendar for November

November

- i. Resolution to transfer funds to Capital & Equipment Reserve Funds – This was tabled till the January meeting.
- ii. SDAO/SDIS Best Practices deadline – This was moved to December 30th.
- iii. SDIS Insurance review – Conder reports the District is getting an 8% discount.
- iv. KPB audit – This was accepted by the Board.
- v. Pay Oregon Department of Revenue audit fee by December 31st
- vi. Thank you & gift cards - Intern of the Year

December (meetings in December are typically postponed to the new year)

- vii. SDAO annual convention reservations
- viii. Scholarships - prepare and distribute checks

9. Other Matters

- a. Fawnee Cistern – Barton reports a concern regarding freeze prevention on the water lines. Barton states he will contact Chief Janes about it.
- b. Set time and date of next Regular meeting – This was set for January 25th at 7:00 PM via Zoom.
- c. There being no further business to conduct, the Regular meeting was closed at 9:33 by the Chair.