

# Minutes of CRFPD Regular Business Meeting

August 30, 2023

**Attending Board Members:** Bob Conder (Chair), Alex Polikoff (Secretary), Tony O'Donahue (Treasurer), Heidi Hagler, John Taylor

**Corvallis Fire Department (CFD) – No attendees.**

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.
2. Introductions & Public Comments – Phil Sollins, Carolyn Mayers (Corvallis Planning Commission) attended. Sollins commented on the large amount of material now available on the CFD website for wildfire resources.
3. Minutes of the July meeting – These were accepted as presented by the Secretary by unanimous consent.
4. Treasurer's Report – O'Donahue reports major transactions for July were scholarship payments, payments to the Benton and Linn County Clerks, and work on the well at Locke Station. The Treasurer's report was then accepted as presented by unanimous consent.
5. Fire Chief's report – Conder reported in the absence of Chief Janes. CFD currently has 9 firefighter paramedics in the Recruit Academy. A Volunteer Recruit Academy is planned for mid-September that will help with restoring Station 6 staffing. There were 3 wildland fires responded to in mid-August, two of which were in the District; all were kept small. The Locke Open House is planned for October 28<sup>th</sup>. Hagler would like to see Leo Williamson (ODF) at next month's Board meeting as well as further information on private water resources in the District from Chief Janes and an evaluation of what types of mitigation might be needed to preserve access to the draft site at the Oak Creek evacuation route entry.
  - a. Incident reports – There were 61 calls for service within the District for the month of August, which included 6 fires.
  - b. Fire Marshal's report – No report.
  - c. Locke Fire Station/Lt's report – Station 6 was out of service for 16 hours in the month of August. Staffing at Locke is down to 7 Rural Resident Volunteers (RRVs).
  - d. Potential for replacement of Tender 146 (tabled from last meeting) – Conder tables this again until the September Regular Meeting.
6. Correspondence
  - a. Meeting notifications via:
    - i. [Events | Gazettetimes.com](#),
    - ii. Emails sent to our distribution list,
    - iii. Posted on CorvallisRFPD.com website.
7. New Business
  - a. Discuss succession – Conder states he would like to retire as Chair after this term, and would like to train a successor.
  - b. Vote on CRFPD Board Officers - Conder moves that, for the 2023-2024 term of office, Conder be Chair, Hagler Vice-Chair, Polikoff Secretary, O'Donahue Treasurer, Taylor Vice-Secretary. Hagler seconds the motion, and a vote is taken; Conder, Hagler, Taylor, and O'Donahue vote yes, Polikoff votes no, the motion passes.
  - c. Working with Eileen Eakins, Attorney

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- i. Board Policies Manual - Hagler reports she has talked to Eakins, and received an estimate of \$1500 for her to review the Policy manual. Hagler moves to authorize up to \$2K for attorney fees for revamping the manual. Conder seconds the motion, and it passes unanimously. Hagler will send the draft manual to the Board and asked that the Board provide feedback; she will consolidate those comments for review by Eakins.
  - ii. Future Water Resources & Evacuation Route requests – Hagler is concerned with potential issues regarding easements on future water resources, and states she would like to use Eileen Eakins for consultation on those. Hagler is also concerned over limits on any future evacuation route requests, and interested in getting counsel advice in the future on such a policy document. O’Donahue then reads a statement regarding his rationale in opposition to any evacuation route requests.
  - d. Notification of at least 4 days for any proposal that will incur the district more than \$20k – O’Donahue moves that any proposal to spend more than \$20,000 be distributed to the Board at least 4 days ahead of a Board meeting where the issue is to be discussed. Taylor seconds the motion, and it passes unanimously.
  - e. Conflicts of interest – O’Donahue states he would like statements from any Board members regarding potential conflicts of interest in the evacuation route decision that took place at the August Regular Meeting. Conder reports he conversed with counsel for the District and she didn’t think there was a conflict of interest. Conder states the Oregon Attorney General will be the route to follow for any such concerns.
8. Old Business.
- a. Evacuation Route Update – Conder reports that construction is commencing on the Oak Creek project. O’Donahue reports he has issued a check for the District’s commitment to the project.
  - b. SDAO Training Sessions review – Conder reports he participated in the recent Board Responsibilities training along with Taylor and Hagler; O’Donahue and Polikoff are registered for the new Board Ethics training session.
  - c. Fireworks Policy for summer 2024 – This will be tabled as Chief Janes is not present for such a discussion.
  - d. Comcast & “Network in a Box” Reauthorization – Conder reports he has received a proposal from the City IT Department that exceeds the previous Board authorization of \$8,000. Conder moves to increase the authorization for up to \$10,000; Polikoff seconds the motion, and it passes unanimously.
  - e. Locke Generator replacement and Solar Panel installation – Polikoff reports that Oregon DOE has not yet opened up the next grant opportunity for solar installation funding. There was some discussion regarding roof repair/replacement in the context of potential solar panel installation. Polikoff stated he has negotiated new contract terms with the general contractor after review by our counsel and will sign the revised contract when provided by the contractor. He also reports the generator vendor has pushed back the production release date for the new generator, but that it should not interfere with the current schedule with the general contractor. Conder expressed concern about potential construction interference with the Locke Station open house; Polikoff will check with Chief Janes about the potential for moving the open house date to early October or alternately fencing off the construction area.

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- i. Possible disposition of retired generator – Conder reports he discussed with Deputy Chief Fulsher of CFD and that Fulsher submitted to the OSU auction website to dispose of their generator. Fulsher suggested the District put an ad on a network utilized by fire departments.
  - f. Streamline website
    - i. Updates to Corvallisrfpd.com – Conder reports he has updated the Meeting section of the website.
    - ii. Conversion to CorvallisRFPDor.gov site progress – Conder reports he has submitted the application for a new government URL for the CRFPD website.
  - g. Review Board Calendar & Locke Maintenance schedule – Conder reviewed the items for August.
9. Other Matters
- a. Late agenda items – None were presented.
  - b. Set Time and Date of Next Meeting – This was set for September 27<sup>th</sup> at 7:00 PM.
  - c. There being no further business to conduct, the Regular Meeting was closed at 8:51 PM by the Chair.