



# Agenda

## Regular Meeting of the DTAC Executive Committee

**Date:** Wednesday, November 1, 2017

**Place:** Conference Call via Wiggin

**Time:** 6:00 pm PST

**CALL TO ORDER – Coy Scroggins, Acting Commander**

**ESTABLISHMENT OF A QUORUM – Coy Scroggins, Acting  
Commander**

**PROOF OF MEETING NOTICE – Coy Scroggins, Acting Commander**

**NO PAST MEETING MINUTES FOR APPROVAL**

**APPROVE AGENDA ITEMS FOR ACTION / REVIEW - Recorder**

### **Agenda Item #1**

Appointed Position Nominations

**Recommendation:** That the Executive Committee review the proposed slate of Officers for elections and available appointed positions.

### **Agenda Item #2**

Treasurer Report

**Recommendation:** That the Executive Committee receive a report from the DTAC Treasurer.

### **Agenda Item #3**

Roles & Responsibilities

**Recommendation:** That the Executive Committee discuss the roles & responsibilities of the DTAC Executive Committee.

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**Agenda Item #4**

DTCSN Party October 6, 2017

**Recommendation:** That the Executive Committee hear reports from Jon Parsons, DTCSN EC and Daniel Hearn. DTHC Secretary.

**ADJOURN MEETING – President**

**Notice**

This agenda and related documents are posted on the DT Alumni Website TBD

**Administrative Note**

The BoDs reserves to the right to make unanticipated changes to this Agenda that may be the result of unknown circumstances at the time of this printing and distribution. The meeting date and time may be postponed due to unforeseen Board member conflicts of an extraordinary nature. All attempts will be made to conduct the agenda and meeting as announced.

## **DTCSN & DTHC Responsibilities**

This document is to outline the division of labor and duties between the DTHC (Housing Corp.) and the DTCSN. If a duty has been assigned to a specific officer, or is part of a certain officer's duties, that officer will be listed next to the task.

### **DTHC Responsibilities**

- [Fall] Annual fire sprinkler system inspection and service. Contact: Carter's Fire Sprinkler, Inc. 541-258-8510. Annual inspection month: December. Average annual inspection cost: \$280.00
- [Fall] Annual fire extinguisher and kitchen fire suppression system recertification. Contact: Rob Lambert, Alliance Fire – Cost \$161.00
- [Fall] Annual Fire Monitoring System check. Contact: Fred, Tyco Integrated Systems, (503) 838-2163
- [Fall] Annual Kitchen Exhaust Hood Cleaning. Contact: Oregon Hood Cleaning, 541-000-0000. Cost: ~\$180.

### **DTCSN Responsibilities**

- Annual Corvallis Fire Department (CFD) Fire Safety Inspection and completion of tasks. Contact: Jim Patton, Fire Safety Officer, (541) 766-6903, [Jim.patton@corvallisoregon.gov](mailto:Jim.patton@corvallisoregon.gov). Re-inspection cost, if violations / tasks are not completed by second visit, is \$75.00 per visit afterward. Annual fire safety inspection must be scheduled before the end of September each year and completed by the inspection date, which is to be before the end of October each year.
- [Fall] Benton County Health Department Food Safety & Kitchen Operations Check. IFC will schedule and organize. Cost billed to DTCSN through IFC.
- [Fall, Winter, Spring] Beginning of term fire drill and safety discussion. House Manager, Sentinel, and LEAD Chairman organize an all Chapter LEAD. House Manager will complete and submit the required CFD Safety Training report upon completion of the LEAD session.

//Christian Schuster, 26 July 2017//