

MINUTES OF TUALATIN VALLEY FIRE AND RESCUE BOARD OF DIRECTORS
MEETING ON TUESDAY, APRIL 28, 2009, 7:00 P.M., AT THE DISTRICT
ADMINISTRATION OFFICES AT 20665 S.W. BLANTON STREET, ALOHA, OREGON

ATTENDANCE

Board Members: Brian Clopton, Larry Goff, Bob Wyffels

Others present: Chief Johnson, Sherry Arasim, Sherri Camarillo, Kevin Day, Mike Duyck, April Frezza, Debra Guzman, Paul LeSage, Dustin Morrow, Walt Peck, Gary Wells, Bev Wilkinson – TVF&R; Bob Blackmore – Attorney

Board members Carol Gearin and Clark Balfour had excused absences.

REGULAR SESSION

CALL TO ORDER

President Wyffels called the Board meeting to order at 7:15 p.m.

CONSENT AGENDA

Approval of Board Minutes (March 19, 2009).

Mr. Goff moved, seconded Mr. Clopton, approval of the Consent Agenda.

Motion carried unanimously.

RECOGNITION

Government Finance Officers Association Distinguished Budget Presentation. President Wyffels presented Chief Financial Officer Debra Guzman with the Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Presentation Award.

Both the Fire Chief and the Board acknowledged CFO Guzman and her staff for these outstanding accomplishments.

CITIZEN PARTICIPATION

There was no citizen participation.

STRATEGIC DISCUSSION

Sustainability/LEED. Assistant Chief Duyck reported the Board heard in the recognition report that the District has a fiscally sustainable structure in place. There are other areas the District participates in such as buying “green” products, fleet vehicles that include hybrids, and building fire stations to meet LEED (Leadership in Energy and Environmental Design) goals.

Chief Duyck asked the Board if they had any feedback, and if staff needs to do more in this area. Board member Larry Goff said the District is heading in the right direction, and staff should pursue things that make sense. President Wyffels said the new Station 50 in Tigard is a great example that the District is on the right path in regards to sustainability.

Chief Duyck encouraged the Board to contact staff if they have any ideas for future sustainability practices.

FINANCE REPORT

Finance Report (March 31, 2009). Chief Financial Officer Debra Guzman reviewed the financial report for the period ending March 31, 2009. Benchmark is at 75% for the ninth month of the fiscal year.

CORRESPONDENCE

There was no correspondence.

OLD BUSINESS

Board Policy (Section Eight, Fire Marshal’s Office). Fire Marshal Steve Forster reported staff presented revisions to Board Policy Section Eight and provided its First Reading at the March 19, 2009 meeting. At that time, the Board had no further revisions for the policy, which is now presented for Second Reading and Board approval.

**Mr. Clopton moved, seconded Mr. Goff, approval of second reading, by title only, of Board Policy Section Eight, Fire Marshal’s Office.
Motion carried unanimously.**

Sherri Camarillo gave the Second Reading of Board Policy Section Eight by title only.

NEW BUSINESS

Resolution 2009-01– Budget Transfers. Chief Financial Officer Debra Guzman reported certain expenditures were not anticipated during budget development for fiscal year 2008-09, and are proposed for budgetary amendment through Resolution 2009-01. The proposed resolution would adjust the budget for changes in the District operations since the budget was adopted. Transfers included funds for legal expenses, dispatch infrastructure changes, Occupational Health Services, and South Division rental costs.

**Mr. Goff moved, seconded Mr. Clopton, approval of the budget transfers.
Motion carried unanimously.**

Transport Medic Unit Purchase. Fleet Service Manager Kevin Day reported on March 18, 2008, the Board of Directors authorized a contract award to Braun Northwest, Inc., for the purchase of two transport medic units. Operations has requested an additional transport medic unit to meet the requirements of the Peak Activity Unit deployment model. Braun Northwest has agreed to extend the contract pricing for one transport medic unit identical to those the District recently purchased. The transport medic unit request is consistent with the apparatus purchases identified in the Bond Plan. Funding for this purchase will come from the Bond Fund.

**Mr. Clopton moved, seconded Mr. Goff, to approve the purchase of one transport medic unit from Braun Northwest, Inc., at the bid price of \$169,100, and to authorize the Fire Chief or his designee to execute the necessary documents for this purchase.
Motion carried unanimously.**

VoIP Equipment Purchase. IT Manager April Frezza reported the Budget Committee approved the replacement of the District's PBX phone system due to end-of-life manufacture and support. Staff has completed the RFP process for a Voice Over IP solution and proposed the contract be awarded to Helix Information Services. This project spans two fiscal years and will be completed in three phases. Phase I consists of \$96,564.74 in fiscal year 2008-2009.

NEW BUSINESS (cont)

Additional costs of approximately \$15,000 are expected for hardware and PRI charges not provided directly from the vendor. Phase II and III will begin July 1, 2009, at a cost of \$198,312.79.

Mr. Goff moved, seconded Mr. Clopton, to approve the purchase and the contract for the Voice Over IP solution from Helix Information Services, and to authorize the Fire Chief or his designee to execute the necessary documents for this purchase.

Motion carried unanimously.

Purchase of On Board Mobile Gateway. Logistics Chief of Staff Tom Clemo reported in 2008, TVF&R Communications and Information Technology Departments realized the need to upgrade the wireless capability of the District's Mobile Data Computer system (MDC).

Significant influencing factors, such as the migration to a new Internet Protocol (IP) based Computer Aided Dispatch (CAD) mobile client and the need for a higher speed wireless system necessitated a device that would allow the current MDCs to connect to the existing WCCCA data network, a high speed cellular network, and to allow for the use of future wireless networks should they become available. To support all 58 District MDCs, a yearly expenditure of \$34,800 is required, which is budgeted for fiscal year 2009-2010. After extensive review and testing, the On Board Mobile Gateway (OMG) has been thoroughly vetted and has moved from a proof of concept initiative to a device that staff is recommending for purchase.

Mr. Goff moved, seconded Mr. Clopton, to approve the purchase of the On Board Mobile Gateway from In Motion Technology, Inc., and to authorize the Fire Chief or his designee to execute the necessary documents for this purchase.

Motion carried unanimously.

CHIEFS REPORT

Legislative Update. Executive Officer Alec Jensen reported the economic state of affairs for the State of Oregon continues to worsen.

CHIEFS REPORT (cont)

Mr. Jensen reported that today was a critical day, as all bills had to be out of committee, referred to rules, or be dead. He said the outcome of the legislation may not be known for a few days.

He said the work session for Urban Renewal House Bill 3056 was held today, and it went to committee, passing with recommendation to the House floor.

Mr. Jensen also reported lawmakers gave final approval to the Oregon ethics law rewrite. He said Senate Bill 30 has been restored with certain limitations.

Capital Bond Project Update. Director of Capital Bonds Program Gary Wells reported due to timing issues, staff would like to suggest to the Board that a special telephonic Board meeting be held on or about May 12, 2009, to award the contractor bid.

Director Wells gave a progress report on the following fire stations:

Station 34. A pre-application meeting for permitting was held with the City of Tualatin on April 7, 2009, for water quality, erosion control, and grading. The application was submitted on April 8, 2009. Construction completion is scheduled for February 2010.

Station 53. Construction bids are due by April 30, 2009. Construction for the temporary location is to be completed May 15, 2009, with move-in to begin May 18, 2009.

Station 58. Construction bids are due April 30, 2009.

Station 59. Construction bids are due April 30, 2009. Move-in is complete for the temporary location.

Community Academy. Assistant Chief Duyck reported a Community Academy was held April 10-11, 2009. There were eight participants, including Beaverton Mayor Denny Doyle and West Linn Mayor Patti Galle.

CHIEFS REPORT (cont)

Training Center Water Supply. Chief Duyck reported that blasting from the quarry located south of the Training Center has caused the pond used for training purposes and fire prevention (hydrants and sprinklers) to dry up. The District plans to hire an engineering firm to do a domestic water study to determine what can be done to replenish the water supply. Staff will report to the Board once the study has been completed.

OFCA Conference. Chief Duyck reported the OFCA conference held April 16-18, 2009, at Eagle Crest Resort in Bend, was a huge success with record attendance. TVF&R had several presenters at the conference.

Washington County Public Affairs Forum. Chief Duyck reported the next forum will be held May 11, when candidates for Special Service Districts elections, including Tualatin Valley Fire & Rescue, will be presenting.

Budget Committee Meeting. Chief Duyck reported the meeting is scheduled for May 21, 2009, with dinner beginning at 6:00 p.m.

PRESIDENT'S REPORT

There was no President's report.

ITEMS NOT LISTED ON THE AGENDA

Secretary/Treasurer Brian Clopton suggested the District do something to honor deceased volunteer firefighter Terry Lowrie for his years of service. Board member Larry Goff and President Wyffels agreed.

Staff will discuss the issue and give the Board a recommendation.

**Mr. Clopton moved, seconded Mr. Goff, to move out of Regular Session and into Executive Session.
Motion carried unanimously.**

EXECUTIVE SESSION

President Wyffels moved the meeting into Executive Session at 7:56 p.m.

**Mr. Clopton moved, seconded Mr. Goff, to move out of Executive Session and resume into Regular Session.
Motion carried unanimously.**

REGULAR SESSION (cont)

President Wyffels reconvened the meeting back into Regular Session at 8:25 p.m.

Mr. Goff moved, seconded Mr. Clopton, to adjourn the meeting.

Motion carried unanimously.

ADJOURN

There being no further business to come before the Board, President Wyffels adjourned the meeting at 8:27 p.m.

Approved this _____ day of _____, 2009.

Secretary/Treasurer
sdc