



MINUTES OF THE TUALATIN VALLEY FIRE AND RESCUE 2009-2010 PUBLIC BUDGET HEARING AND BOARD OF DIRECTORS MEETING ON TUESDAY, JUNE 23, 2009, 7:30 P.M., AT THE CITY OF WILSONVILLE LOCATED AT 29799 S.W. TOWN CENTER E., WILSONVILLE, OREGON.

#### ATTENDANCE

Board Members: Clark Balfour, Brian Clopton, Carol Gearin, Larry Goff, Robert Wyffels

Others present: Assistant Chief Mike Duyck, Sherry Arasim, Sherri Camarillo, Steve Forster, Kirk Hale, Debra Guzman, Dustin Morrow, Walt Peck, Peter Scott, Cassandra Ulven, Gary Wells, Bev Wilkinson – TVF&R; Bob Blackmore – Attorney; Citizens in Attendance: Gordon Hovies, Sue Lamb; Guest: Ken Armstrong

#### BUDGET HEARING

##### CALL TO ORDER

President Wyffels called the Public Budget Hearing meeting to order at 7:30 p.m.

##### INTRODUCTION

Chief Financial Officer Debra Guzman stated that the purpose of the hearing is to listen to citizens' testimony on the budget as approved by the Budget Committee. "It is up to the governing body to consider public testimony, both for and against the budget, presented at the hearing. They should also consider any information affecting resources or expenditures that was not known earlier during the budget process."

The Budget Committee formally approved the budget on May 21, 2009. The committee approved the operating tax levy set at \$1.5252, local option tax levy of \$.25, and debt service levy of \$5,496,296, which was based upon estimated bond sale results for the June 2009 bonds. The committee approved total expenditures as presented in the budget document, which totaled \$136,010,865. Based upon the results of the June 2009 Series B bond sale, the debt service expenditures have been reduced by \$271,773 and accordingly, the revised total expenditure total appropriation of \$135,739,092 is requested through Resolution 2009-03, which outlines the changes in expenditures.

INTRODUCTION (cont)

Due to the changes in Debt Service requirements, the tax levy for debt service is requested to be reduced from \$5,496,296, as approved by the Budget Committee, to a lower \$4,797,724 to cover required appropriations and reserves for debt service due and owing before property taxes are collected. The revised, lower levy is requested to be approved through Resolution 2009-04.

CITIZEN TESTIMONY

No citizens in attendance asked to present testimony.

CLOSE PUBLIC BUDGET  
HEARING

**Ms. Gearin moved, seconded Mr. Goff, to close the Public Budget Hearing.  
Motion carried unanimously.**

President Wyffels closed the Public Budget Hearing at 7:35 p.m.

**REGULAR SESSION**

CALL TO ORDER

**President Wyffels called the Board meeting to order at 7:36 p.m.**

CONSENT AGENDA

Approval of Special Telephonic Board Meeting Minutes (May 13, 2009).  
Approval of City of West Linn Joint Board Meeting Minutes (May 26, 2009).  
Approval of Board Meeting Minutes (May 26, 2009).

**Ms. Gearin moved, seconded Mr. Clopton, approval of the Consent Agenda.  
Motion carried unanimously.**

RECOGNITION

There was no recognition.

CITIZEN PARTICIPATION

There was no citizen participation.

STAFF PRESENTATION

Legislative Update. Ken Armstrong of K.W. Armstrong & Associates reported the Oregon 2009 legislative session has been difficult. Legislation adjournment date is scheduled for June 30, 2009. A written report will be provided in the next few weeks. Mr. Armstrong said bills pertaining to public safety on the fire service side have done well this session. Urban Renewal, OWIN, novelty lighter, and cancer resumption bills are all doing well and moving forward.

STAFF PRESENTATION (cont)

Mr. Armstrong complimented Executive Officer Alec Jensen, Fire Chief Jeff Johnson, and retired Division Chief Tim Birr for their efforts to get these bills passed.

Mr. Armstrong said the PERS bill has not been successful. The bill states that rehired retirees cannot work more than 1,040 hours in a calendar year with the same PERS employer. Mr. Armstrong said legislators will continue to work on this bill.

TVF&R Website. Media Services Manager Pete Scott reported staff launched the revision of the District's Intranet site (TVFR.com) in August 2008. There is a large amount of information with the focus on safety tips, who we are, what we do, and current news. Google Analytics is a free service that TVF&R uses to research how the website is being used. Specific information can be queried to find out what topics on the site are of most interest. Mr. Scott said the career site is the most viewed.

Mr. Scott said in 2000, 44.1% of U.S. citizens used the Internet. In 2008, that percentage jumped to 72.5% according to the Nielsen/NetRatings. Statistics also show that currently U.S. citizens spend an average of 29 hours per month online.

The future goal is to make the site work assisting employees with their daily tasks. With the ongoing changes of traditional media, staff has found it needs to push more information out than ever before. Twitter, Facebook, and blogs may be beneficial to TVF&R, depending on the District's goals. TVF&R also has its own YouTube site.

Mr. Scott said the site operates seamlessly, and it has proven to be a good business tool.

FINANCE REPORT

Finance Report (May 31, 2009). CFO Guzman reviewed the financial report for the period ending May 31, 2009. Benchmark is at 91.67% for the eleventh month of the fiscal year.

FINANCE REPORT (cont)

Bond Sale Update. CFO Guzman reported bidding for the \$15 million bond sale was held on June 2, 2009. CFO Guzman demonstrated a replay of the bond sale showing how the website tracked bids as they were submitted.

The bid was awarded to Robert W. Baird.

With the sale of two bond issues, their associated issuance costs, and the purchase of the new Command and Business Operations Center not anticipated during fiscal year 2008-09, CFO Guzman requested the Board hold a telephonic Supplemental Budget Hearing on June 30, 2009.

**The consensus of the Board was to hold a telephonic supplemental budget hearing on June 30, 2009 at 4:00 p.m.**

Staff will submit a legal notice and provide documentation and dial-in information.

CORRESPONDENCE

Assistant Chief Kirk Hale asked that the Board read the article by Local 1660 President Rocky Hanes which was printed in the Oregon State Fire Fighters Council newsletter regarding one person units in the fire service. AC Hale said the working relationship between TVF&R's labor leaders and management continues to grow and mature. He said the District's successes and failures are also the union's successes and failures. AC Hale added that staff did not know President Hanes was going to write the article. Management is impressed and appreciative of the support the union has given, and thanked the Board for their support as well.

OLD BUSINESS

Board Policy Section Nine (Purchasing).

CFO Guzman reported staff presented revisions to Board Policy Nine to the Board of Directors for comment and First Reading at the May 26, 2009 meeting. Staff has incorporated minor revisions into the policy which is now presented for Second Reading and Board approval.

**Ms. Gearin moved, seconded Mr. Balfour, approval of Second Reading of Board Policy Section Nine, Purchasing. Motion carried unanimously.**

OLD BUSINESS (cont)

Sherrri Camarillo gave the Second Reading of Board Policy Section Nine by title only.

NEW BUSINESS

Resolution 2009 -03 (Budget Adoption). CFO Guzman reported the District budget for 2009-2010 fiscal year is recommended for adoption.

District staff recommends the Board approve the budget as approved by the Budget Committee on May 21, 2009, with the changes outlined in Resolution 2009-03.

**Ms. Gearin moved, seconded Mr. Goff, approval to adopt Resolution 2009-03 (Budget Adoption) for fiscal year 2009-10.**

**Motion carried unanimously.**

Resolution 2009-04 (Tax Levy Adoption). CFO Guzman reported the District budget and tax levy for 2009-2010 should be adopted. The tax rate was approved by the Budget Committee on May 21, 2009, and the requested tax levy was lowered from \$5,496,296 to \$4,797,724, reflecting the results of the June 2009 general obligation bond sale.

**Ms. Gearin moved, seconded Mr. Clopton, approval to adopt the tax levy of \$1.7752 for operations and \$4,797,724 for general obligation debt service within the District as outlined in Resolution 2009-04 (Tax Levy Adoption).**

**Motion carried unanimously.**

Resolution 2009-05 (Urbanization).

Assistant Chief Mike Duyck reported in 2008, the Washington County Urbanization Forum held a series of meetings to discuss key urbanization/growth issues. The Forum was represented by elected officials and staff of the cities, Washington County, and Special Districts. As a result of the meetings, a draft resolution was developed to address governance and management of existing urbanized unincorporated areas, as well as new areas that are added to the existing urban growth boundary (UGB). The consensus of the Forum is that each local government should discuss and adopt the proposed resolution by July 1, 2009.

NEW BUSINESS (cont)

Once that has occurred, Washington County will carry that message to Metro as guidance to the overall Regional Urban/Rural Reserves process taking place to identify growth areas outside the UGB, which is scheduled to be completed by the end of this year.

**Mr. Balfour moved, seconded Mr. Goff, approval to adopt Resolution 2009-05 (Urbanization), and to authorize the Fire Chief or his designee to execute the necessary documents.**

**Motion carried unanimously.**

IGA (Washington County 91<sup>st</sup> Avenue). AC Duyck reported Washington County maintains S.W. 91<sup>st</sup> Avenue between Beaverton Hillsdale Highway and Canyon Road. There are four speed humps that were installed to a previously adopted standard, which has been shown to be very detrimental to TVF&R's response times. Data analysis has shown that District apparatus lose 14 seconds per speed hump if the hump was constructed with old standards. Washington County would like to enter into an intergovernmental agreement with TVF&R to replace the speed humps with the new standard. The cost to the District would be one-third the cost of the project.

**Ms. Gearin moved, seconded Mr. Balfour, to approve the IGA (Washington County 91<sup>st</sup> Avenue), and to authorize the Fire Chief or his designee to execute the necessary documents.**

**Motion carried unanimously.**

Resolution 2009-06 (Turnout Purchase).

Assistant Chief Dustin Morrow reported the Budget Committee approved the expenditure of \$925,000 in the fiscal year 2009-10 budget for new turnouts for recruits and replacement turnouts for current employees.

The contract will be held by National Purchasing Partners (NPP) on behalf of the FireRescue GPO; Tualatin Valley Fire & Rescue will purchase from this contract.

NEW BUSINESS (cont)

**Mr. Clopton moved, seconded Ms. Gearin, approval to adopt Resolution 2009-06 (Turnout Purchase) and to authorize the Fire Chief or his designee to execute the necessary documents.  
Motion carried unanimously.**

Board Policy Section Ten (Maintenance). Division Chief Sherry Arasim reported consistent with practice, staff has reviewed Board Policy Section Ten and recommends minor changes as reflected in the attached draft.

**Mr. Balfour moved, seconded Ms. Gearin, approval of First Reading of Board Policy Section Ten (Maintenance).  
Motion carried unanimously.**

Sherrri Camarillo gave the First Reading of Board Policy Section Ten by title only.

Non-Bargaining Salary Range Increases. Human Resources Director Beverly Wilkinson reported that in conjunction with the approved union wage increase, staff recommends a range increase for non-bargaining salary ranges of 4.1%. This change would be effective July 1, 2009. This increase follows the labor contract increase for the same period of 4.1%, which reflects the CPI-W All Cities Annual for 2008. This recommendation is for movement of the salary ranges only. Actual increases to employee salaries are based on the salary/performance matrix outlined in the 2008-09 budget document.

**Ms. Gearin moved, seconded Mr. Goff, approval of the non-union salary range changes for fiscal year 2009-10.  
Motion carried unanimously.**

CHIEF'S REPORT

Workers' Compensation Renewal. Director Wilkinson reported the District will retain SAIF Corporation for its workers' compensation carrier, effective July 1, 2009.

Capital Bond Update. Director of Capital Bond Project Gary Wells reported progress on the following fire stations:

Station 53. The construction and relocation of crews to their temporary quarters is complete.

CHIEF'S REPORT (cont)

Staff is waiting for final review comments on the design from city and county officials. The demolition permit has been obtained. Hazmat abatement and demolition began June 15, 2009. Site work is to begin July 1, 2009. Completion is on schedule for February 2010.

Station 58: All design permits have been received, excepting those from Public Works. Houses were moved from the property on June 10, 2009. Hazmat abatement and demolition began June 15, 2009. Site work is to begin July 1, 2009. Completion is on schedule for March 2010.

Station 59: The design permits have been received, excepting those from Public Works. Demolition was completed May 29, 2009. Construction started on June 1, 2009. Completion is on schedule for January 2010.

Director Wells reported all projects are on schedule and staff is very pleased with CSI Construction. Staff hopes to close on the new Command Business Operations Center (CBOC) on June 30, 2009. It will be nine to twelve months before the building will be ready to occupy.

Oregon Department of Forestry Shadow Program.

AC Duyck informed the Board that the Fire Chief's Office has received and signed a Memorandum of Understanding (MOU) with the Oregon Department of Forestry Shadow Program, which allows employees who want to shadow an incident command team the opportunity to do so. The MOU is signed on an annual basis.

Larry Goff Retirement. AC Duyck reported a celebration for Larry Goff will be held at 4:00 p.m., Friday, July 10, 2009, at the Training Center.

PRESIDENT'S REPORT

President Wyffels thanked Director Goff for his many years of service to the District. His experience, wisdom, leadership, and sense of humor will be missed.

ITEMS NOT LISTED ON THE  
AGENDA

There were no items not on the agenda.

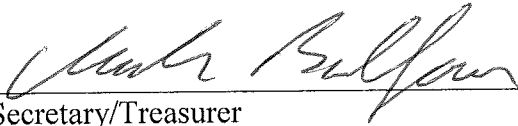
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ADJOURN

**Mr. Goff moved, seconded Mr. Balfour, to adjourn the meeting.  
Motion carried unanimously.**

There being no further business to come before the Board,  
President Wyffels adjourned the meeting at 8:50 p.m.

Approved this 28<sup>th</sup> day of JULY, 2009.



Secretary/Treasurer

sdc