

MINUTES OF TUALATIN VALLEY FIRE AND RESCUE BOARD OF DIRECTORS
MEETING ON TUESDAY, MARCH 19, 2009, 6:30 P.M., AT THE DISTRICT
ADMINISTRATION OFFICES AT 20665 S.W. BLANTON STREET, ALOHA, OREGON

ATTENDANCE

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

Others present: Chief Johnson, Sherry Arasim,
Sherri Camarillo, Mark Cross, Mike Duyck, Steve Forster,
April Frezza, Debra Guzman, Rocky Hanes, Alec Jensen,
Jeff Jones, Dustin Morrow, Walt Peck, Gary Wells,
Bev Wilkinson – TVF&R;
Bob Blackmore – Attorney

REGULAR SESSION

CALL TO ORDER

President Wyffels called the Board meeting to order at
6:31 p.m.

CONSENT AGENDA

Approval of Board Meeting Minutes (February 19, 2009).
Approval of Joint Board Meeting with City of Tigard
Minutes (February 24, 2009).
Approval of Board Meeting Minutes (February 24, 2009)
Approval of Special Board Meeting Minutes (March 3,
2009).

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

RECOGNITION

There was no recognition.

CITIZEN PARTICIPATION

Local Union 1660 Union President Rocky Hanes and Vice
President Mark Cross thanked the Board and staff for the
good relationship that has been built with the Union. The
ability to talk about the issues and listen to each others'
problems and concerns is much appreciated. Vice President
Cross added that with declining fire incidents and increasing
medical calls, the membership knows and understands
business needs are changing. Vice President Cross also
thanked the Board for their support for needed equipment.
He said the commitments that have been made from both the
Board and the Union members greatly benefit the District's
citizens.

CITIZEN PARTICIPATION(cont)

Board member Clark Balfour said everyone shares the uncertainty of the future, and it is important to stay committed to looking for opportunities to work better and to be respectful.

STRATEGIC DISCUSSION

President Wyffels said TVF&R is one of the most creative fire districts in the nation. People will be watching to see what new territory TVF&R is headed toward in the future.

Electronic Board Books/Sharepoint. Assistant Chief Mike Duyck reported that there is opportunity when the District moves to the new Command and Business Operations Center, to change from the hard copy Board books, to an electronic version. The savings in labor to compile and distribute the monthly Board books would streamline the process and could be beneficial.

Chief Duyck asked the Board for their suggestions on how they might want the Board books to look. Board members commented that they would like staff to keep it simple.

Chief Duyck said technology is changing daily, and any suggestions the Board would like to see incorporated, staff will be happy to research. Questions such as how to make notations to reference during the meeting, and printing capabilities were asked. Chief Duyck said at the Joint Board Meeting with the City of Wilsonville on June 23, the Board will be able to see a demonstration.

FINANCE REPORT

Finance Report (February 28, 2009). Chief Financial Officer Debra Guzman reviewed the financial report for the period ending February 28, 2009. Benchmark is at 66.67% for the eighth month of the fiscal year.

Bond Sale Update. Chief Financial Officer Debra Guzman reported that bidding for the Bond sale was held on March 4 and closed on March 17. CFO Guzman provided the Board with a replay of the bond sale, showing how the website tracked bids as they were submitted. She also said the District received the Moody's rating for the District, and it remains at the Aa1 level.

CORRESPONDENCE

There was no correspondence.

OLD BUSINESS

Board Policy (Section Six, Fire Chief Role and Executive Functions). Assistant Chief Duyck reported that staff presented revisions to Board Policy Six to the Board of Directors for comment and Second Reading at the February 24, 2009 meeting. Staff has made additional revisions to Sections 6.2 and 6.4 based on Board recommendations. The policy is now being presented for Second Reading and Board approval.

**Ms. Gearin moved, seconded Mr. Clopton, approval of second reading, by title only, of Board Policy Section Six, Fire Chief Role and Executive Functions.
Motion carried unanimously.**

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

Board Policy (Section Seven, Operations). Assistant Chief Dustin Morrow reported that consistent with practice, staff provided Board Policy Section Seven to the Board of Directors for comment and Second Reading at the February 24, 2009 meeting. Staff has made revisions to the policy based on recommendations and feedback and the policy is now being presented for Second Reading and Board approval.

**Mr. Clopton moved, seconded Mr. Balfour, approval of second reading, by title only, of Board Policy Section Seven, Operations.
Motion carried unanimously.**

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

NEW BUSINESS

Board Policy Section Eight, Fire Marshal's Office. Fire Marshal Steve Forster reported that, consistent with practice, staff has reviewed Board Policy Eight and recommends minor modifications as reflected in the document.

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

NEW BUSINESS(cont)

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

Network Equipment Replacement – IT Manager April Frezza reported the Budget Committee approved the expenditure of \$166,364 in the fiscal year 2008-09 budget for the replacement of the District’s network infrastructure hardware due to end-of-life support. Staff wishes to place the hardware order using the lowest bidding vendor to ensure the District is able to meet project timelines.

**Mr. Balfour moved, seconded Mr. Clopton approval to authorize the Fire Chief or his designee to execute the necessary documents to approve the purchase of network hardware from STRUCTURED.
Motion carried unanimously.**

MUNIS Software Contract. Division Chief Jeff Jones reported that Tyler Technologies, Inc., has offered TVF&R an initial three year contract with an option for five years. The contract includes an Application Service Provider (ASP) agreement, software licensing, maintenance for a “content manager” that is self-hosted, and for professional services related to implementing the MUNIS software system.

**Mr. Clopton moved, seconded Ms. Gearin, approval to authorize the Fire Chief or his designee to execute the necessary contract documents with Tyler Technologies, Inc., for the implementation of the MUNIS business systems software.
Motion carried unanimously.**

CHIEFS REPORT

Legislative Update. Executive Officer Alec Jensen reported on the recent state revenue forecasts. With additional projections due in May, the current deficit for the ‘09/’11 biennium is expected to approach \$5 billion. Additionally, Mr. Jensen reported that all state agencies have been directed to prepare “cut packages,” in five percent increments, up to 30 percent.

Regarding urban renewal, Mr. Jensen reported that the current model for HB 3056 provides a cap on maximum indebtedness, return of assessed value to overlapping taxing districts during the life of the plan, and limitations on plan amendments to include, under certain circumstances, a transition from “consult and confer,” to “concur.”

CHIEFS REPORT(cont)

Legal Counsel Bob Blackmore added that Mr. Jensen has done a great job in getting the people to the table to discuss the issue relating to urban renewal.

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

Station 50. Homeowners residing next to Station 50 have contacted staff with concerns regarding lighting exposure at night from apparatus coming and going from the station. Staff is moving forward to install a fence as soon as possible. Director Wells also said there are issues with the hot and cold water, which are being corrected.

Station 34. A meeting was held with the Tualatin City Planning Commission on March 3, 2009. Staff received conditions of approval. There will be minimal impact. Staff will need to expedite submittal of the water quality permit, as the turn around time could be two to three months.

Station 53. The site development permit for the temporary Progress location was received. The building permit is scheduled to be received on March 20, 2009. Work is scheduled with a completion date of mid-April.

Station 58. Comments are due for the system review drawings for the Bolton station on March 20, 2009. Construction bids are due April 15, 2009.

Station 59. The majority of the work has been completed for the temporary location for the Willamette station. Drawings are complete, except for minor details and comments from the City of Wilsonville, which are due March 17, 2009. Nineteen general contractors attended a mandatory pre-bid meeting earlier in the month. Bids are due April 15, 2009.

PRESIDENT'S REPORT

President Wyffels reported he attended the WCCCA budget meeting this afternoon. User costs are going up, which may continue for a few years. Cost allotments will be the next big discussion WCCCA has. He also said the new CAD system will be in place soon, as well as the auto locator program for police and fire.

ITEMS NOT LISTED ON THE
AGENDA

Board member Larry Goff congratulated Board President Wyffels for his 25 years of service with the District. President Wyffels served on the Budget Committee for Tualatin Valley Rural from 1984 – 1986; the budget committee for Tualatin Valley Fire & Rescue from 1989 – 1996; and on the Board of Directors for Tualatin Valley Fire & Rescue since 1987.

President Wyffels thanked the Board members, and staff for the energy that is put into the District.

EXECUTIVE SESSION

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

President Wyffels moved the meeting into Executive Session at 8:10 p.m.

Ms. Gearin moved, seconded Mr. Balfour, to move out of Executive Session and resume into Regular Session. Motion carried unanimously.

President Wyffels reconvened the meeting into Regular Session at 8:26 p.m.

ADJOURN

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

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