

MINUTES OF TUALATIN VALLEY FIRE AND RESCUE BOARD OF DIRECTORS  
MEETING ON TUESDAY, JULY 28, 2009, 6:30 P.M., AT THE DISTRICT  
ADMINISTRATION OFFICE LOCATED AT 20665 S.W. BLANTON STREET, ALOHA,  
OREGON

ATTENDANCE

Board Members: Clark Balfour, Brian Clopton, Carol Gearin, Gordon Hovies, Robert Wyffels

Others present: Chief Jeff Johnson, Deputy Chief Mike Duyck, Janet Argota, Sherri Camarillo, Tom Clemo, Claire Doolittle, Kirk Hale, Bill Hollis, Alec Jensen, Jeff Jones, Paul LeSage, Dustin Morrow, Walt Peck, Lissa Piper, Blake Reed, Jeff Rubin, Debbie Vuylsteke, Gary Wells, Bev Wilkinson – TVF&R; Bob Blackmore – Attorney

Guests: Traci Anderson, Danny Ettleman, Rachel Ettleman, Sue Lamb, Kimberly Liefer, Serena Tucker

**REGULAR SESSION**

CALL TO ORDER

President Wyffels called the Board meeting to order at 6:30 p.m.

OATH OF OFFICE

Chief Johnson administered the Oath of Office to re-elected Board members Clark Balfour, Position 2, Robert Wyffels, Position 1, and newly elected Board member Gordon Hovies, Position 3, for four year terms.

ELECTION OF OFFICERS

Nominations. Mr. Wyffels called for nominations for President.

Mr. Balfour nominated Mr. Wyffels for appointment to the office of President.

There being no further nominations for President, Mr. Wyffels closed the nominations.

**Ms. Gearin moved, seconded Mr. Clopton, appointment of Mr. Robert Wyffels as President of the Board of Directors.**

**Motion carried with a 4-0 vote.**

President Wyffels called for nominations for Vice President.

ELECTION OF OFFICERS (cont)

Mr. Balfour nominated Ms. Gearin for appointment to the office of Vice President.

There being no further nominations for Vice President, President Wyffels closed the nominations.

**Mr. Balfour moved, seconded Mr. Hovies, appointment of Ms. Carol Gearin as Vice President of the Board of Directors.  
Motion carried with a 4-0 vote.**

President Wyffels called for nominations for Secretary/Treasurer.

Ms. Gearin nominated Mr. Balfour for appointment as Secretary/Treasurer.

There being no further nominations, President Wyffels closed the nominations for Secretary/Treasurer.

**Mr. Clopton moved, seconded Ms. Gearin, appointment of Mr. Clark Balfour as Secretary/Treasurer of the Board of Directors.  
Motion carried with a 4-0 vote.**

CONSENT AGENDA

Approval of City of Wilsonville Joint Board Meeting Minutes (June 23, 2009).

Approval of Budget Hearing and Board Meeting Minutes (June 23, 2009).

Approval of Supplemental Budget Hearing and Board Meeting Minutes (June 30, 2009).

**Ms. Gearin moved, seconded Mr. Clopton, approval of the City of Wilsonville Joint Board Meeting Minutes (June 23, 2009).  
Motion carried unanimously.**

**Ms. Gearin moved, seconded Mr. Balfour, approval of Budget Hearing and Board Meeting Minutes (June 23, 2009).  
Motion carried unanimously.**

CONSENT AGENDA (cont)

**Mr. Balfour moved, seconded Ms. Gearin, approval of the Supplemental Budget Hearing and Board Meeting Minutes (June 30, 2009). Motion carried unanimously.**

RECOGNITION

Outstanding Employee of the First Quarter. Deputy Chief Duyck introduced IT Customer Service Specialist Janet Argota, and congratulated her as her peers recognize and honor her for her outstanding customer service and willingness to go above and beyond to meet her customers' expectations and needs.

Deputy Chief Duyck relayed that Janet responded to a last minute email sent to her on a Friday afternoon, her first day back from vacation, requesting participation in a public safety event that was to occur that Sunday. The request included a public education booth and a turnout demonstration from Engine 65's crew. The event was not booked on the events calendar and Janet quickly moved into action to ensure that the District met the community's need. Janet successfully coordinated the event and went above and beyond in exemplifying the true service nature of TVF&R that the District strives for and speaks to.

On behalf of the District and Board of Directors, President Wyffels presented Ms. Argota with a plaque and small token of their appreciation for her example of outstanding and commendable service.

Board Member Brian Clopton. Chief Johnson congratulated and presented Board member Brian Clopton with his 10-year service pin, and said he is a true attribute to the District.

Chief Jeff Johnson. President Wyffels thanked the citizens, employees, and the Board of Directors for the opportunity to express a few words for Chief Johnson, someone he believes is a true modern day visionary, leader, and hero.

RECOGNITION (cont)

President Wyffels reported that on August 28, 2009, Chief Johnson will be sworn in as the President of the International Association of Fire Chiefs (IAFC). He said it is an honor for TVF&R and the communities the District serves.

TVF&R's culture is about professionalism, integrity, honesty, and service to each other and the citizens served.

He said it starts at the top and is consistent throughout the organization. The relationship and leadership that exists with Local 1660 is excellent, and TVF&R is an organization that has the same standards and expectations at all levels.

President Wyffels thanked Chief Johnson for his efforts and leadership, qualities that other organizations throughout the country have begun to emulate.

President Wyffels said early in his role Chief Johnson recognized many opportunities that helped advance the District, including participation in the Oregon Fire Chiefs and Western Fire Chiefs Associations, and his vision for the Office of Consolidated Emergency Management (OCEM).

From a state perspective, Chief Johnson's efforts on behalf of the Oregon State Fire Marshal's Office have elevated its status and secured its funding; he has helped with the preservation and enhancement of the Oregon State Police Arson Unit; and has worked extensively to create a new statewide backbone for quality communications which is now receiving funding for the Oregon Wireless Interoperability Network (OWIN).

From a regional perspective, Chief Johnson has helped the Western Fire Chiefs Association achieve amazing success.

RECOGNITION (cont)

From a national perspective, President Wyffels said after the September 11, 2001 tragedy in New York, Chief Johnson was part of a select group asked to travel to New York City to participate in an analysis and to help formulate a plan to rebuild the New York City Fire Department.

Chief Johnson's testimonies before Congress on behalf of the fire service have had positive impact in solving issues related to the fire service industry.

President Wyffels said TVF&R is one of the finest agencies in the country, and quite possibly the world.

Fiscally, TVF&R is rated number one.

He commended Chief Johnson for his many efforts, and on behalf of the Board of Directors, said the Board is extremely confident in the management team he has put in place, and for the firefighters on the line.

**There was a brief recess.**

CITIZEN PARTICIPATION

There was no citizen participation.

STAFF PRESENTATION

Computer Aided Dispatch (CAD). Battalion Chief Tom Clemo reported it was his pleasure to represent the District in one of the largest projects he has worked on, that of upgrading and replacing WCCCA's computer aided dispatch. He said he uses the word "represent" as it has been a team effort. The time and work involved by assistance from TVF&R employees to help complete the project have been truly amazing. BC Clemo said this CAD system is now the largest in Oregon, serving both Washington and Clackamas counties.

TVF&R employees who assisted with the project were: Jeff Jones, Janet Argota, Lissa Piper, Brandon Smith, Brian Phillips, Chris Brooks, Jong So, Blake Reed, April Frezza, Jeanne Ervin, Case Brown, Randall Fuehrer, Laura Robinson, and Paul LeSage.

FINANCE

Deputy Chief Duyck introduced Claire Doolittle, who recently started with the District as the Controller for the Finance Division. Claire was previously employed with the Beaverton School District for eleven years.

Finance Report (June 30, 2009). Financial Operations Manager Debbie Vuylsteke reviewed the draft financial report for the period ending June 30, 2009. Benchmark is at 100% for the twelfth month of the fiscal year.

CORRESPONDENCE

There was no correspondence.

OLD BUSINESS

Board Policy Section Ten (Maintenance). Division Chief Jeff Jones reported staff presented revisions to Board Policy Section Ten – Maintenance to the Board of Directors for comments and First Reading at the June 23, 2009 Board 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 Ten – Maintenance.  
Motion carried unanimously.**

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

NEW BUSINESS

Board Policy Section Eleven (Community Services). Director of Community Services Walt Peck reported that consistent with practice, staff has reviewed Policy Section Eleven – Community Services and recommends changes as reflected in the draft.

Vice President Gearin asked that language be added to keep the board apprised of partners the District has sponsorships with, and that the Standard Operating Guidelines address the frequent use, acceptable use, and amount of fees when used for private or corporate use.

NEW BUSINESS (cont)

**Ms. Gearin moved, seconded Mr. Clopton, approval of First Reading by title only, of Board Policy Section Eleven – Community Services. Motion carried unanimously.**

Sherri Camarillo gave the First Reading of Board Policy Section Eleven by title only.

Regional Hazardous Materials Emergency Response Team Services IGA. Division Chief Brian Sherrard reported the 2009-2011 Intergovernmental Agreement for Regional Hazardous Materials Emergency Response Team Services has been received from the State of Oregon and has been reviewed by legal counsel.

As in the last biennium, the agreement specifies funding available to TVF&R for response and training.

**Mr. Balfour moved, seconded Mr. Clopton, approval to authorize the Fire Chief or his designee to execute the 2009-2011 Intergovernmental Agreement for Regional Hazardous Materials Emergency Response Team Services. Motion carried unanimously.**

TVF&R-WCCCA Physician Supervisor Services IGA. Deputy Chief Duyck reported that the Washington County Consolidated Communications Agency (WCCCA) retains the services of an Emergency Medical Director through TVF&R.

Dr. Mohamud Daya provides supervision for emergency medical dispatch, quality improvement, the Automatic External Defibrillation (AED) program, and other WCCCA services. Compensation for the use of Dr. Daya is identified in the agreement and paid back to the District.

NEW BUSINESS (cont)

**Ms. Gearin moved, seconded Mr. Clopton, approval to authorize the Fire Chief or his designee to execute and sign the two year Intergovernmental Agreement for Physician Supervisor Services for Dr. Mohamud Daya.  
Motion carried unanimously.**

Talbot, Korvola and Warwick – Scope of Services.  
Deputy Chief Duyck reported in 2006, Talbot, Korvola and Warwick was selected after an RFP process to provide audit services to the District. At this time, the agreement for 2009, outlining the scope of these services, has been received by staff and is presented to the Board of Directors for approval.

Mr. Balfour questioned the Board of Directors obligation on page four, second paragraph, which states “the Board of Directors responsibility for informing the auditor of its views about the risks of fraud with the District, and its knowledge of any fraud or suspected fraud affecting the District”.

Legal Counsel Bob Blackmore suggested follow up with Talbot, Korvola and Warwick regarding their expectations, and if the Board would need to meet formally.

**Mr. Clopton moved, seconded Ms. Gearin, to approve continuation of Talbot, Korvola and Warwick’s accounting services for the District.  
Motion carried unanimously.**

Architectural Services Contract for the CBOC.  
Director of Capital Bond Projects Gary Wells reported that with the purchase of the Dartmouth Square building complete, the interior build-out and seismic upgrade becomes the next project in the Capital Bond program. Staff has worked with Peck, Smiley, Ettlin Architects (PSE) on preliminary programming and negotiated a contract with them for the architectural engineering and interior design services required for this project.

NEW BUSINESS (cont)

As a result of a formal RFP process, the Board previously designated PSE the District's Consultant of Record for architectural services for all Capital Bond construction projects, including the CBOC project.

**Mr. Balfour moved, seconded Ms. Gearin, to approve a contract with Peck, Smiley, Ettlin Architects for full service architectural and engineering services required for the seismic upgrade and interior build-out of the Dartmouth Square building for a fixed fee of \$424,790, and to authorize the Fire Chief or his designee to execute the necessary documents associated with the project.**

**Motion carried unanimously.**

Urban Area Security Initiative (UASI) Grant.

Assistant Chief Kirk Hale reported that since 2004, TVF&R has been a participant in grants awarded to the Portland area by the Department of Homeland Security under the Urban Area Security Initiative (UASI). As the subgrantee from the state, and to minimize the number of agreements they must enter into, Portland has entered into agreements with the affected counties and 9-1-1 agencies, thereby ensuring compliance with grant requirements.

In turn, the counties are entering into agreements with specific jurisdictions, e.g., TVF&R, to further ensure compliance. The Board has approved annual amendments to this intergovernmental agreement with Washington County in 2005, 2006, 2007, and 2008. Staff requests that the Board approve the fourth amendment to the original agreement.

**Ms. Gearin moved, seconded Mr. Balfour, to approve the fourth IGA amendment with Washington County relating to the UASI grant. Motion carried unanimously.**

CHIEFS REPORT

Capital Bond Update. Director of Capital Bond Projects Gary Wells reported on the following stations:

CHIEF'S REPORT (cont)

Station 53 – Progress: All design permits have been obtained. Demolition is complete. Waste concrete has been moved to Station 58 for crushing and reuse.

Station 58 – Bolton: All permits have been obtained. Demolition is complete. Waste concrete has been crushed and stockpiled for reuse. Foundations for the building to begin August 3, 2009.

Station 59 – Willamette: All permits have been obtained. Contaminated soil was found on site, characterized and disposed of. The final report is being prepared. Structural framing began July 16, 2009.

Director Wells said all three stations will qualify for the Certified Business Energy Credit Program.

Station 52 Dedication to Volunteer Terry Lowrie. Deputy Chief Duyck reported the Station 52 dedication to Volunteer Terry Lowrie will be held on August 22, 2009, 11:30 a.m.

Fire Rescue International. Deputy Chief Duyck reported the conference will be held August 25-29, 2009, in Dallas, Texas. Currently, Board members Carol Gearin and Robert Wyffels will be attending. Deputy Chief Duyck asked other Board members to contact staff for assistance if they would like to attend.

NAEFO Convention. The sixth annual National Association of Elected Fire Officials Convention will be held on September 28-29, 2009, in Las Vegas, Nevada. Deputy Chief Duyck asked Board members to contact staff for assistance if they would like to attend.

PRESIDENT'S REPORT

There was no report.

ITEMS NOT LISTED ON THE AGENDA

There were no items not on the agenda.

Board of Directors Meeting  
July 28, 2009  
Page 11

ADJOURN

**Ms. Gearin 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  
approximately 7:50 p.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

---

Secretary/Treasurer  
sdc