

MINUTES OF TUALATIN VALLEY FIRE AND RESCUE BOARD OF DIRECTORS
MEETING ON TUESDAY, OCTOBER 27, 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: Deputy Chief Mike Duyck, Sherry
Arasim, Sherri Camarillo, Tom Clemo, Dan DeHaven,
Claire Doolittle, Debra Guzman, Kirk Hale, Alec
Jensen, Dustin Morrow, Steven Partain, Walt Peck,
Brian Sherrard, Gary Wells, Bev Wilkinson – TVF&R;
Bob Blackmore – Attorney

REGULAR SESSION

CALL TO ORDER

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

CONSENT AGENDA

Approval of Board Meeting Minutes (September 22,
2009).

**Ms. Gearin moved, seconded Mr. Hovies, approval
of the Board Meeting Minutes (September 22,
2009).**

Motion carried unanimously.

RECOGNITION

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

The Deputy Chief and the Board acknowledged CFO
Guzman and her staff for this outstanding
accomplishment.

CITIZEN PARTICIPATION

There was no citizen participation.

STAFF PRESENTATION

Air Monitoring at Structure Fires. Division Chief
Brian Sherrard presented information on new
technology TVF&R is pursuing with Cerex Monitoring
Solutions to detect the various hazardous chemicals
that are present at every fire.

STAFF PRESENTATION (cont)

There are 20 known chemicals that can be absorbed through the skin, inhaled, or ingested orally that are unsafe. In years past, the technology was either too expensive or too difficult for firefighters to use, and therefore, no safety measures were in place. TVF&R's Hazardous Materials Response Team researched possible improvements to this issue, and found that Cerex Monitoring Solutions has developed a new device for detecting and monitoring unsafe chemicals. TVF&R is partnering with OSHA, DEQ, and the Oregon Office of State Fire Marshal to possibly obtain a grant to purchase the \$40,000 computer monitor used to calculate the data. A study of 25 structure fires was conducted, and all 20 chemicals were found, five of which were detected at dangerous levels.

Although the program is still in the study phase, the primary goal of the program is to provide protective measures for firefighters. The initial data collected will serve as a benchmark. Firefighters would be routinely tested and the information added to the database. The information would be valid for many years and would be used to determine what chemicals responders have been exposed to, and how best to treat them. The monitoring device will benefit firefighters, fire investigators, and citizens who have been in the vicinity of a fire.

Chief Duyck added as part of best practices it is also important to make sure firefighters are wearing the proper personal protective equipment.

FINANCE

Finance Report (September 2009). Chief Financial Officer Debra Guzman reviewed the financial report for the period ending September 30, 2009. Benchmark is at 25% for the third month of the fiscal year.

2009 Health Benefit Retiree Program Actuarial Valuation. Chief Financial Officer Debra Guzman reported the District is required to disclose in the audit report certain information regarding health benefits and the retiree health benefits program for the year ending June 30, 2009.

FINANCE (cont)

This valuation was performed for the disclosures required in the forthcoming audit report. No action is currently recommended by staff regarding the valuation information.

Quarterly Investment Report. Chief Financial Officer Debra Guzman reviewed the pension funds, operating investments, and pension investments for the period ending September 30, 2009, as required per Board policy.

2009-10 Tax Levy and Assessed Value. Chief Financial Officer Debra Guzman reported the District's financial projections depend significantly on assessed value each year. Current 2009-10 assessed values have been released for the District.

Budget Committee Appointment Process. Chief Financial Officer Debra Guzman reported the terms of Budget Committee members Dan Lewis and Chris Harris expired on June 30, 2009. Mr. Harris wishes to retire. The terms of Budget Committee members Mike Smith and Jon Walsh expire on June 30, 2010. Staff would like direction from the Board on defining a process for either reappointment or proceeding with a recruitment process for the positions.

The Board discussed and agreed that ethically the District should advertise for the positions. Staff will review applications, and hold the first round of interviews. Board members Gordon Hovies and Clark Balfour volunteered to be the Board Sub-Committee members for the process. After Board discussion, there was consensus to re-appoint Mr. Dan Lewis to the Budget Committee.

Mr. Balfour moved, seconded Mr. Hovies, to reappoint Mr. Dan Lewis to the Budget Committee. Motion carried unanimously.

FINANCE (cont)

Proposed Budget Committee Dates for 2010. Chief Financial Officer Debra Guzman reported the District is beginning the process of preparing the 2010-2011 budget.

The dates of the Budget Committee meetings have been set for Thursday, March 11, 2010, and Thursday, May 20, 2010, pending approval by the Board of Directors.

The Board discussed the proposed dates and approved them.

CORRESPONDENCE

There was no correspondence.

OLD BUSINESS

Board Policy Section One (District Board Operations). Deputy Chief Duyck reported staff presented revisions to Board Policy Section One – District Board Operations to the Board of Directors for comment and Second Reading at the September 22, 2009 meeting. The Board had a few questions for staff regarding the policy and deferred approval to the Board regarding these questions. The policy is now presented for Second Reading and Board approval.

Ms. Gearin moved, seconded Mr. Clopton, approval of the Second Reading of Board Policy Section One (District Board Operations). Motion carried unanimously.

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

NEW BUSINESS

Civil Service Commission Reappointments – Senior Employment Coordinator Steven Partain reported that in the course of reviewing the District’s Civil Service Commission rules and structure, staff discovered inconsistencies in how Commission member appointments have been addressed. To ensure that members are properly appointed to carry out the function of the Civil Service Commission, staff is recommending “formal” reappointment of the full Commission.

NEW BUSINESS (cont)

Mr. Hovies moved, seconded Ms. Gearin, to approve the ratification and reinstatement of the appointments of the full Commission. Motion carried unanimously.

CHIEF'S REPORT

H1N1 Virus (Swine Flu) Update. Chief of Staff Tom Clemo reported there has been an increase of reported cases of H1N1. The vaccine is controlled by the state of Oregon, and TVF&R has received 20 vials. Staff is doing everything possible to get additional vials. TVF&R has distributed kits of masks and disposable thermometers to employees to help with prevention. Crews have been educated to know what to do if a citizen comes to the station with flu symptoms. TVF&R has cancelled all station tours and visits until further notice. A system has been put in place to track the number of H1N1 calls TVF&R crews respond to. Human Resources is monitoring sick leave of employees to ensure resources are in place to help those who may not have adequate sick leave accruals.

OFDDA/OFCA Joint Conference. Deputy Chief Duyck reported the joint conference will be held on November 5-7, 2009, in Bend, Oregon. The Board should notify staff if they would like to attend.

SDAO Annual Conference. Deputy Chief Duyck reported the SDAO conference will be held February 5-7, 2010, in Seaside, Oregon. The Board should notify staff if they would like to attend.

Employee of the Quarter. Deputy Chief Duyck reported EMS Administrative Assistant Corie Depuy was selected as Outstanding Employee of the Quarter for the second quarter of 2009. Following the 2008 winter storm, TVF&R applied to FEMA for reimbursement of eligible expenses via a Public Assistance grant. Roughly a third of eligible costs were related to incident response in which the District was reimbursed per apparatus or vehicle according to the FEMA standard equipment rates.

CHIEF'S REPORT (cont)

Recovery of funds for this type of incident requires review of all incidents run, and recovery of times from an incident data bank, followed by converting and reconfiguring calculations to meet FEMA's data and reporting requirements. Emergency Program Manager Jeff Rubin was directed to Corie, who was able to convert the data into a spreadsheet with the proper calculations needed to convert the information.

In addition to saving the District several thousands of dollars in staff time, Corie helped the District recover tens of thousands of dollars of eligible expenses with the reporting window that had been requested by FEMA. This project was well outside Corie's job description and was done in addition to her existing workload. Her willingness and enthusiasm matched her ability to quickly analyze what was needed and achieve the objective.

Annual Property Tax Statements. Deputy Chief Duyck reported annual property tax statements have been mailed. Last year TVF&R's tax rate was \$1.84 per \$1,000. This year it is \$1.89 per \$1,000. The Bond rate is \$.12 per \$1,000. On a \$200,000 home this equates to approximately an additional \$20 of tax.

Westside Economic Alliance. Deputy Chief Duyck reported staff attended a presentation given by Metro's COO Michael Jordan on Strategies for a Sustainable and Prosperous Region. Metro is responsible for coordinating the regional decision making process that is currently underway to choose "urban and rural reserves", define growth opportunities for the metropolitan region for the next 50 years, forecast the urban growth trends for residential and employment growth over the next 20 years, update the 2035 Regional Transportation Plan, and shape the planning policies that will influence the quality of life and prosperity of the region for generations to come.

CHIEF'S REPORT (cont)

ISO Rerate. Deputy Chief Duyck reported the Insurance Services Office (ISO) has sent letters to the cities served by the District notifying them that the resulting Public Protection Classification (PPC) 2 will continue to apply. Public Protection Classification 3 will apply to unincorporated areas where tender shuttle operations exist.

2009 Strategic Plan Update. Assistant Chief Hale reported the 2009 Strategic Plan has been updated. The report was submitted in May 2009 and is an integral part of the Budget document. The components of the Strategic Plan include leadership, vision, principals, and organizational values. The Strategic Plan is updated annually, and is part of the budget process and annual "report card."

Board member Gordon Hovies thanked staff, and said he understands and appreciates the value and transparency of the document.

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

Station 34 – Tualatin. The City of Tualatin has extended the permit to March 14, 2010. Design is complete and ready for final review. Construction bidding is anticipated to begin in January 2010; issue notice to proceed by March 2010.

Station 53 – Progress. Onsite utilities installation continues. Work in the right-of-way (Scholls Ferry Road), approaches, sidewalks, light removal is underway. Structural framing is 50% complete.

Station 58 – Bolton. Retaining walls are complete. Major earthwork continues with back filling and site preparation. Road work has started on Failing Street. Concreted slabs are complete, except for the apparatus bays. Structural framing began October 20, 2009.

CHIEF'S REPORT (cont)

Station 59 – Willamette. Site work continues with curb and gutter work. Relocation of a power pole is complete. Structural framing is complete. Roofing started October 21, 2009.

Mechanical, electrical, and plumbing rough-in complete, except for HVAC, which began October 25, 2009. Masonry installation continues.

Station 65- West Slope. Work continues on the development application package which includes major modification of conditional use, design review, and parking.

The decision has been made that station operations need to be maintained which will require a temporary fire station operation. Staff has identified a suitable site and is working with the property owner on a lease agreement. The plan is to relocate Station 53's temporary quarters directly to Station 65's temporary site.

Command Business Operations Center (CBOC). The CBOC design team, TVF&R Building Committee, user groups, and stakeholders held two workshops to review and validate the owner's functional goals and objectives for the new building.

Based on information obtained at the workshops, the design team is revising the schematic design drawings for final review and approval. Seismic upgrade design has been completed and the structural engineer's permit set is ready for submittal.

TVF&R project team is also working on the "Owner's Project Requirements", which is a written document that details the functional requirements of a project and the expectations of how it will be used and operated. The document is required as part of the commissioning process and a final draft should be completed by October 30, 2009.

PRESIDENT'S REPORT

President Wyffels reported he attended the WCCCA Planning Session. The new CAD project has had several operating issues recently and staff is working with the vendor to correct.

ITEMS NOT LISTED ON THE AGENDA

There were no items not on the agenda.

EXECUTIVE SESSION

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

President Wyffels moved the meeting into Executive Session at 8:13 p.m.

Mr. Balfour moved, seconded Mr. Hovies, 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 8:30 p.m.

ADJOURN

Mr. Balfour 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 8:31 p.m.

Approved this _____ day of _____, 2009.

Secretary/Treasurer
sdc