

MINUTES OF TUALATIN VALLEY FIRE AND RESCUE BOARD OF DIRECTORS  
MEETING ON TUESDAY, SEPTEMBER 22, 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, Claire  
Doolittle, Steve Forster, April Frezza, Debra Guzman,  
Kirk Hale, Alec Jensen, Dustin Morrow, Walt Peck,  
Mike Severson, Gary Wells, Bev Wilkinson – TVF&R;  
Bob Blackmore – Attorney. Sue Lamb – Guest.

**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 (August 25, 2009).

**Ms. Gearin moved, seconded Mr. Balfour, approval  
of the Board Meeting Minutes (August 25, 2009).  
Motion carried unanimously.**

RECOGNITION

Deputy Chief Duyck reported TVF&R was the  
recipient of the Billy Goldfeder Fire Service  
Organizational Safety Award at FRI. Deputy Chief  
Duyck reported Occupational Health and Wellness  
Services staff established a comprehensive program to  
strengthen all District personnel so they can meet the  
medical, physical, and mental demands of performing  
daily functions in and out of the workplace. He said the  
mission of the program is to educate employees  
through a variety of channels about lifestyle behaviors  
and their influence on one's health throughout their  
lifetimes.

Wellness Program Coordinator Mike Severson helped  
establish the program and submitted the application for  
the award to the International Association of Fire  
Chiefs.

RECOGNITION (cont)

On the behalf of the Board of Directors, Mr. Severson, Deputy Chief Duyck, and Local 1660 Union President Rocky Hanes accepted the award at FRI.

Deputy Chief Duyck presented the award to the Board of Directors and thanked them for their support.

CITIZEN PARTICIPATION

There was no citizen participation.

STAFF PRESENTATION

H1N1 Virus (Swine Flu). Chief of Staff Tom Clemo reported that over the past several months, the District has been planning response models should a high percentage of the workforce become stricken with the H1N1 virus. The peak is expected to hit in October and November, and most models indicate that up to 40% of the workforce could become ill.

Employees and Board members are being offered a seasonal flu shot. Employees will be asked to go home if they are ill. Options for employees with insufficient sick leave accruals are being reviewed should that become a reality.

Ms. Gearin added that good hygiene, healthcare, adequate sleep, and a good diet are important.

Mr. Hovies asked if there is a plan in place should the District suffer such a catastrophe. Chief Clemo responded that the incident management team, along with Dr. Daya, is working on a contingency plan.

Mr. Hovies asked that staff provide the Board with an update at the October Board meeting.

FINANCE

Finance Report (August 31, 2009). Chief Financial Officer Debra Guzman reviewed the financial report for the period ending August 31, 2009. Benchmark is at 16.67% for the second month of the fiscal year.

CORRESPONDENCE

There was no correspondence.

OLD BUSINESS

Board Policy Section One (District Board Operations). Executive Officer Alec Jensen reported that staff presented revisions to Board Policy Section One to the Board of Directors for comment and First Reading at the August 25, 2009 meeting.

Vice President Gearin said she was not at the August Board meeting and remarked that on page 21, section F, she would like the verbiage “public employee” left in this section. Mr. Hovies and Mr. Wyffels agreed with Vice President Gearin. Staff will make the revision and resubmit the policy for approval at the October Board meeting.

NEW BUSINESS

PC Laptop Hardware Replacement Purchase. IT Manager April Frezza reported District-wide capital replacement of desktops and laptops is necessary. Desktops are approaching six years of service and laptops have entered their fifth year of service. Expenditure was originally considered for fiscal year 2008-09, but was postponed. The equipment purchase falls under the Sate of Oregon HP Smart Buy contract. Ms. Frezza added that the contract includes an extended warranty for the laptops and PCs; however, staff does not believe it would be cost effective to purchase an extended warranty for monitors. The Board agreed.

**Mr. Balfour moved, seconded Ms. Gearin, to authorize the Fire Chief or his designee to execute the necessary documents pertaining to the hardware replacement purchase.  
Motion carried unanimously.**

Network Infrastructure Purchase. IT Manager April Frezza reported staff would like to proceed with implementation of the final phase of capital replacement of network switches in the fire stations, which will complete the District-wide capital upgrade of network switches. The upgrade was necessary as the switches have approached the point of no longer being supported by Nortel. Nortel was not selected as the vendor of choice for the replacement due to their financial instability, which has resulted in bankruptcy.

NEW BUSINESS (cont)

The network switches also support the VoIP implementation and are a pre-requisite for installing the VoIP solution in the fire stations.

Board member Clark Balfour said the amount requested is almost \$48,000 under the amount budgeted.

Ms. Frezza agreed and said bids have been extremely competitive, most likely due to the economic downturn.

**Ms. Gearin moved, seconded Mr. Hovies to approve the Fire Chief or his designee to execute the necessary documents pertaining to the hardware purchase of the network switches from Structured. Motion carried unanimously.**

CHIEF'S REPORT

Fire Rescue International. Deputy Chief Duyck thanked the Board for their support during the FRI conference held in Dallas, August 25-29, 2009. Chief Johnson was sworn in as President of the International Association of Fire Chiefs (IAFC). Several staff and union members also attended the conference.

2009 IAFF Fallen Fire Fighter Memorial. Deputy Chief Duyck reported he and Chief Johnson attended the Fallen Fire Fighter Memorial, which was held September 16 -20, 2009, in Colorado Springs, Colorado. Fallen Fire Fighter Randi Dean was added to the list of 122 new names. TVF&R Pipes and Drums preformed at the ceremony.

Partnership Update. Deputy Chief Duyck reported TVF&R recently secured a \$15,000 donation from Kennedy Restoration to be used for the District's Apartment Program Workshops. TVF&R's program was implemented in November 2003, after a three-alarm fire at the Bonita Villa Apartments killed an adult male resident. Research conducted by a private firm after that incident, highlighted the profound role that landlords have in reducing fires in their complexes and motivating positive tenant behavior.

CHIEF'S REPORT (cont)

The donation underwrites the operational costs (training materials, handouts, and refreshments) for the Landlord Training Workshops for one year.

In exchange for their donation, Kennedy Restoration receives the opportunity to participate in four of the workshops by having a company official provide a 15-minute overview of the restoration process, including what landlords could expect should a fire occur and the insurance process.

Deputy Chief Duyck also said TVF&R does not advocate for or refer business to Kennedy Restoration.

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

Station 34 – Tualatin. Design is complete and minor details are being incorporated. Construction bidding is anticipated for January 2010 and construction should begin in April 2010.

Station 53 – Progress. Construction is underway; sewer and water connections, under slab utilities, foundations, and concrete slabs are complete, excluding apparatus bays. Structural framing began September 9, 2009.

Station 58 – Bolton. Construction is underway with sewer and water connections and major retaining walls complete. Building foundations should be completed by October 2009.

Station 59 – Willamette. Construction is underway with sewer connections and relocation of a power pole complete. Comcast has yet to complete their work. Roofing should be completed by September 30, 2009. Electrical and plumbing continues and window and masonry installation has been started.

Station 65 – West Slope. Development application is underway and a neighborhood association meeting was held on September 15, 2009. Preliminary design for the site and floor plans is being developed.

CHIEF'S REPORT (cont)

South Division Office Lease. The South Division office lease is due to expire January 2010, and will require an extension. Staff will present options for consideration to the Board in the near future.

Director Wells also reported staff continues to work with Peck, Smiley, Ettlin Architects on the interior design of the new Command and Business Operations Center located in Tigard.

Executive Session Media. Executive Director Alec Jensen reported at least one local agency has experienced a situation where non-traditional media, such as homeowner associations, newsletter writers, and bloggers are trying to claim media rights to attend Board executive sessions. Mr. Jensen notified the Board that at the October Board meeting, Board Policy Section Two (District Board Operations) will be presented. Language will be incorporated, that the Board should review, and perhaps make additional policy decisions on the definition of news media, and if they should be allowed to attend executive sessions.

Legal Counsel Bob Blackmore added the focus of the issue is that in the 1970s, legislation did not define what news media was when the public meeting laws were enacted. Currently, the law allows news media, but not the public to attend executive sessions.

At the October Board meeting, staff will be looking to the Board for guidance in defining who news media consists of as it pertains to executive sessions.

PRESIDENT'S REPORT

On behalf of the Board of Directors, President Wyffels thanked Executive Officer Alec Jensen for his work and efforts during the legislation session. Mr. Jensen's work on urban renewal will some day be a historical achievement.

PRESIDENT'S REPORT (cont)

President Wyffels also reported it was a wonderful experience at FRI to see Chief Johnson sworn in as President of the International Association of Fire Chiefs. He said Chief Johnson's influence to help make significant changes, not only to the fire service but to TVF&R, will be tremendous.

President Wyffels also complimented Public Education Chief Officer Joanne Hatch and Assistant Fire Marshal Kate Stoller for their vision and passion for the Multi-Family Housing Fire Reduction Program that TVF&R received an award for at FRI in 2006. This year, FRI invited Chief Hatch and AFM Stoller to teach the class at FRI.

President Wyffels also thanked staff who assisted with coordinating the necessary arrangements for the Board to attend FRI.

ITEMS NOT LISTED ON THE  
AGENDA

There were no items not on the agenda.

ADJOURN

**Ms. Gearin moved, seconded Mr. Hovies, to adjourn the meeting.  
Motion carried unanimously.**

There being no further business to come before the Board, President Wyffels adjourned the meeting at approximately 7:36 p.m.

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

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Secretary/Treasurer  
sdc