BOARD OF DIRECTORS MEETING AGENDA
TVF&R Command and Business Operations Center
11945 SW 70th Avenue, Tigard, Oregon
Tuesday, May 26, 2015
6:00 P.M.

REGULAR SESSION

I. CALL TO ORDER

II. CONSENT AGENDA *
   The items on the Consent Agenda are considered routine and will all be adopted in one
   motion unless a Board member or person in the audience requests, before the vote on
   the motion, to have the item considered separately. If any item is removed from the
   Consent Agenda, the Board President will indicate when it will be discussed in the
   regular agenda.

   A. Approval of Regular Board Meeting Minutes (April 28, 2015) 5

III. RECOGNITION
   A. Oregon Public Purchasing Association State Buyer of the Year - Eric Wicks
   B. GFOA Certificate of Achievement for Excellence in Financial Reporting 11

IV. CITIZEN PARTICIPATION

V. STAFF PRESENTATION

VI. FINANCE REPORT
   A. Finance Report (April 2015) – Debra Guzman 16
   B. Capital Project Expenditure Summary – Debra Guzman 20

VII. CORRESPONDENCE

VIII. OLD BUSINESS
   A. Board Policy Section 3 (Budget & Finance) Second Reading – Claire Havener * 24

IX. NEW BUSINESS
   A. Fire Station Driveway Replacements – Eric Wicks * 92
   B. Non-Represented Salary Range Increase – Lucy Shipley 94

X. CHIEF’S REPORT
   A. Capital Bond Project Update – Siobhan Kirk 98
   B. Legislative Update
D. Events
   ▪ National Council of Statewide Interoperability Coordinators (NCSWIC) / SAFECOM Executive Committee
   ▪ Congressional Fire Service Institute National Fire & EMS Symposium
   ▪ Metro Fire Chief’s Conference
   ▪ Oregon Fire Chief’s Association Spring Conference
   ▪ FirstNet Community Academy
   ▪ City District Staff Meetings
   ▪ Fire Service Day at the Capitol
   ▪ PulsePoint
   ▪ Meritorious Awards Ceremony – Saturday, May 30, 2015 at 10:30 a.m.
   ▪ Western Washington County Fire District Directors Conference – June 16, 2015 at 6:00 p.m.

XI. PRESIDENT’S REPORT
   A. Budget Committee Meeting
   B. Station 51 Open House

XII. ITEMS NOT LISTED ON THE AGENDA

EXECUTIVE SESSION

Pursuant to ORS 192.660(2)(f), to consider communications that are advisory or preliminary to final agency determination of policy or action pursuant to ORS 192.502(1), to consider information submitted to the District in confidence pursuant to ORS 192.502(4), to consider confidential or privileged records pursuant to ORS 192.502(9), and to communicate with legal counsel.

Pursuant to ORS 192.660 (2)(i) to review and evaluate the employment-related performance of the chief executive officer.

Pursuant to ORS 192.660(4), representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced.

* Requires Action
CALL TO ORDER
CONSENT AGENDA
TUALATIN VALLEY FIRE AND RESCUE BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, APRIL 28, 2015
TVF&R COMMAND AND BUSINESS OPERATIONS CENTER
11945 SW 70TH AVENUE, TIGARD, OR 97223

ATTENDANCE

Board Members: Clark Balfour, Brian Clopton, Gordon Hovies, Randy Lauer, Robert Wyffels
Others present: Stacey Dukes, Steve Forster, Kenny Frentress, Claire Havener, Mark Havener, Laura Hitt, Siobhan Kirk, Dustin Morrow, Lucy Shipley, Cassandra Ulven, Eric Wicks – TVF&R; Bob Blackmore – Attorney

REGULAR SESSION

CALL TO ORDER
President Robert Wyffels called the meeting to order at 6:06 p.m.

CONSENT AGENDA

Director Hovies moved, seconded by Director Lauer, to approve the Consent Agenda. Motion carried unanimously.

RECOGNITION
None.

CITIZEN PARTICIPATION
None.

STAFF PRESENTATION
None.

FINANCE REPORT

Finance Report (March 2015). Controller Claire Havener noted that
- Personnel Services and Materials and Services are below benchmark
- Charges for Services is high due to medical transport being a new business segment
- A budget transfer will be made to correct the SCBA mask purchase line item
- Information Technology is expected to be at or below benchmark next month
- The surplus brush rigs and water tenders have been sold
- The liability in the Retiree Medical Insurance Stipend Fund has been largely paid down

Capital Project Expenditure Summary. Controller Havener reported that payments and encumbrances are coming in for Stations 62, 64, and 69 as the projects get underway. There are early land costs associated with 31, 38, 54, and 55 as staff performs due diligence and searches for sites to acquire.

Quarterly Investment Report. Controller Havener relayed that the LGIP is maximized and the remainder is in the Jumbo Money Market.
CORRESPONDENCE

Noted.

OLD BUSINESS

None.

NEW BUSINESS

Resolution 2015-02 To Appoint Legal Counsel. Deputy Chief Dustin Morrow relayed that Mr. Bob Blackmore is moving to a new firm. Mr. Blackmore has a significant length of tenure with the District, and has several key processes underway for the District. Staff recommends that the Board retain Mr. Blackmore as legal counsel with his new firm Innova Legal Advisors PC. Director Hovies noted that there will be several attorneys joining Mr. Blackmore at the new firm. Mr. Blackmore confirmed.

Director Balfour moved, seconded by Director Hovies, to adopt Resolution 2015-02 to designate Mr. Blackmore and his new firm as legal counsel. Motion carried unanimously.

Resolution 2015-03 To Close the Retiree Medical Insurance Stipend (RMIS) Fund. Controller Havener relayed that the activity in the fund is minimal, therefore, staff recommends closing the fund.

Director Lauer asked how it will affect the retirees that have not reached Medicare eligible age. Controller Havener responded that the balance of the fund will be rolled into the General Fund, and the payments will be made from there. Director Balfour asked for the anticipated annual payment amount. Controller Havener responded that the amount will be approximately $5,000 the first year, and will decline in the following years.

Director Clopton moved, seconded by Director Hovies, to approve the Consent Agenda. Motion carried unanimously.

Board Policy Section 3 (Budget and Finance) – First Reading. Controller Havener relayed that two new pieces of policy were added:

- Section 3.5 – Item C states that all invoices will be generated from the accounting software, which will create an audit record and provide good internal control.
- Section 3.23 – The section was added to follow history and current practice that the District is committed to the highest moral and ethical behavior, and management is responsible for implementing strong internal controls to prevent or detect fraud. The District has, and will, discipline up to and including prosecution.

Chief Morrow noted that Section 3.23 simply captures the established practice. Director Balfour asked for clarification on Section 3.5, Item B, which states “All receipts, other than pre-payments for records requests”. Controller Havener explained that staff often had to provide refunds based on the actual charge for the request. Going forward, staff will hold the checks until the proper charge is determined.
NEW BUSINESS (continued)

**Director Balfour moved, seconded by Director Hovies, to approve the First Reading of Board Policy Section 3 Budget and Finance by title only. Motion carried unanimously.**

Stacey Dukes gave the First Reading of Board Policy Section 3 (Budget and Finance) by title only.

**Reappointment of Budget Committee Members Angie Fong and Paul Leavy.** Controller Havener relayed that the terms for Angie Fong and Paul Leavy have expired; both have expressed interest in serving another term. Staff believes they provide a valuable contribution, and are recommending that they both be reappointed for another 3-year term. Chief Morrow shared that they provide diverse geography coverage being from Sherwood and Aloha.

**Director Lauer moved, seconded by Director Hovies, to reappoint Ms. Angie Fong and Mr. Paul Leavy to the Tualatin Valley Fire & Rescue Budget Committee, with terms expiring June 30, 2018. Motion carried unanimously.**

**Training Center Furniture Purchase.** Purchasing Manager Eric Wicks relayed that the Training Center staff is modifying the workspace to be more open, effective, and efficient, which will require new furniture that is designed for the environment. Herman Miller furniture will be purchased from an exempt cooperative agreement. The order can be placed during the current fiscal year at today’s price, which will save the District from paying a 4% price increase, and allow the furniture to be delivered and installed in July. Staff is asking the Board to approve the purchase from Pacific Furnishings in the amount of $106,767.49. President Wyffels asked what will happen with the old furniture. Deputy Chief Morrow responded that the furniture being replaced has little to no value.

**Director Lauer moved, seconded by Director Balfour, to authorize the Fire Chief or his designee to execute the necessary purchase documents as recommended. Motion carried unanimously.**

**Standards of Cover.** Chief of Staff Laura Hitt provided a brief overview of the changes and highlights.

- Section 1 – Added demographics models, and renamed the subsection from “Planning Zones” to “Population Zones”. The population zones incorporate commercial, industrial, mixed use residential, and major freeways.
- Section 3 – In 2014, the District response reliability dropped due to moving Heavy Rescue 51 and Truck 51 out of the area for the majority of the year; coverage of the area was provided by Medic 53, however it did not count as taking primary responsibility of the area.
- Section 4 – Data based upon 2014 performance; details the service the District can provide given current resources, staffing, and funding.
- Section 7 – Added EMS subsections “Stroke” and “Mobile Integrated Healthcare”.
- Section 12 – Clarified data methodology, added subsection “Notable Performance Influences”, and added the trend for combined 5-year performance.
NEW BUSINESS (continued)

**Director Lauer moved, seconded by Director Balfour, to approve the proposed revisions to the TVF&R Standards of Cover. Motion carried unanimously.**

**FIRE CHIEF’S REPORT**

**Capital Bond Project Update.** Construction Project Manager Siobhan Kirk relayed that Stations 51 and 52 are complete, and the punch lists are being addressed. Permits were received for Station 70, and the contractor is preparing to begin tenant improvements. Schematic designs have been approved for Stations 62, 64, and 69; anticipated completion date is Spring 2017, due to the design development process and land use approval.

Director Hovies asked about the status of Station 35. Chief Morrow responded that the focus is on the local option levy expansion and the seismic grant opportunity; the long-term plan for Station 35 is being discussed. Director Balfour asked for a discussion on the current and future priority of Station 35, and commented that he does not want to break faith with the Station 35 community. Chief Morrow responded that staff will prepare information on how the 2006 plan has morphed, and reassured the Board that the District has met and exceeded the obligations and intent of that bond. The original plan included seismic upgrades and modernization of the gender-related facilities. However, the ground sample raised the question of how much money should be invested in the building. Staff will develop a report card for the Board.

President Wyffels commented that the call volume seems to have increased in that area, and the project should be prioritized. He stated that there is a clear impression that the Board would like to see Station 35 moved up significantly. Chief Morrow responded that staff will assemble the information and continue the conversation. He explained that in order to meet the response objectives expectations, staff needs to aggressively pursue adding or infilling locations that will contribute to reducing response time. Stations 64 and 69 were moved back up the list due to the grant money received.

**Legislative Update.**

- HB 3213 Unprotected Lands Measure – The hearing was held and the group asked for it to be carried over while potential solutions are discussed. There will likely be a work group assembled that will present a solution to the legislature in 2016.
- SB 79 CPR in Schools – The hearing was postponed, but it is expected to finish the process.

**Events.**

- Western Fire Chief’s Association Presidents Forum – Participation from WFCA state representations, NFPA, IAFC, and others. Topics included oil trains, drones, EMS legislation, etc.
- Station 51 Open House – Saturday, May 16th.
- Budget Committee Meeting – Thursday, May 21st.
- Volunteer Welcome Reception – This evening.
FIRE CHIEF’S REPORT (continued)

Director Hovies asked for the status of the health inspections legislation. Chief Morrow responded that it is in process; staff testified. Fire Marshal Steve Forster added that the amendments were received, which address subcontracting. Director Hovies asked who is pushing the bill. Fire Marshal Forster responded that the group is led by the Electrical Contractors Association.

Director Hovies asked about the status of veteran’s preference and gain share. Chief Morrow responded that he will verify the status; both bills are listed, but he is not aware of any activity.

PRESIDENT’S REPORT

Director Hovies shared that the Southwest Corridor project is in a holding pattern. Presentations are being done throughout the area. He shared that he attended the Mayor’s Forum and State of the County Address, and both covered economic development.

Volunteer Banquet. President Wyffels shared that the event was well-attended.

EXECUTIVE SESSION

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

President Wyffels moved the meeting into Executive Session at 7:08 p.m.

Mr. Lauer moved, seconded by Mr. Hovies, to move out of Executive Session and resume Regular Session. Motion carried unanimously.

President Wyffels moved the meeting into Regular Session at 7:18 p.m.

ITEMS NOT LISTED ON THE AGENDA

None.

ADJOURN

Director Balfour moved, seconded by Director Lauer, to adjourn the meeting. Motion carried unanimously.

There being no further business to come before the Board, President Wyffels adjourned the meeting at 7:19 p.m.

APPROVED on May 26, 2015

_______________________________       _______________________________
Gordon L. Hovies, Secretary/Treasurer                                Minutes recorded and prepared by Stacey Dukes
RECOGNITION
April 9, 2015

Michael R. Duyck
Fire Chief/Administrator
Tualatin Valley Fire and Rescue, A Rural Fire Protection District
11945 SW 70th Avenue
Tigard OR 97223

Dear Mr. Duyck:

We are pleased to notify you that your comprehensive annual financial report for the fiscal year ended June 30, 2014 qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An award for the Certificate of Achievement has been shipped to:

Debra L. Guzman, CPA
Chief Financial Officer

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort. In addition, details of recent recipients of the Certificate of Achievement and other information about Certificate Program results are available in the "Awards Program" area of our website, www.gfoa.org.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,
Government Finance Officers Association

Stephen J. Gauthier, Director
Technical Services Center

SJG/ds
04/09/2015
NEWS RELEASE

For Information contact:
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to Tualatin Valley Fire and Rescue, A Rural Fire Protection District by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

Debra L. Guzman, CPA, Chief Financial Officer

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.
CITIZEN PARTICIPATION
STAFF PRESENTATION
FINANCE REPORT
General Fund - Personnel Services

% to Budget by Month (three year comparison)

<table>
<thead>
<tr>
<th>Month</th>
<th>FY13</th>
<th>FY14</th>
<th>FY15</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>106.5%</td>
<td>106.0%</td>
<td>105.6%</td>
</tr>
<tr>
<td>August</td>
<td>18.6%</td>
<td>106.8%</td>
<td>106.3%</td>
</tr>
<tr>
<td>September</td>
<td>102.3%</td>
<td>106.5%</td>
<td>106.2%</td>
</tr>
<tr>
<td>October</td>
<td>23.6%</td>
<td>106.9%</td>
<td>106.5%</td>
</tr>
<tr>
<td>November</td>
<td>32.3%</td>
<td>106.0%</td>
<td>105.9%</td>
</tr>
<tr>
<td>December</td>
<td>38.7%</td>
<td>106.1%</td>
<td>106.8%</td>
</tr>
<tr>
<td>January</td>
<td>46.1%</td>
<td>106.6%</td>
<td>106.6%</td>
</tr>
<tr>
<td>February</td>
<td>53.3%</td>
<td>106.8%</td>
<td>106.6%</td>
</tr>
<tr>
<td>March</td>
<td>60.9%</td>
<td>106.6%</td>
<td>106.6%</td>
</tr>
<tr>
<td>April</td>
<td>70.0%</td>
<td>107.0%</td>
<td>107.4%</td>
</tr>
</tbody>
</table>

General Fund - Materials and Services

% to Budget by Month (three year comparison)

<table>
<thead>
<tr>
<th>Month</th>
<th>FY13</th>
<th>FY14</th>
<th>FY15</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>105.8%</td>
<td>105.2%</td>
<td>104.7%</td>
</tr>
<tr>
<td>August</td>
<td>13.9%</td>
<td>106.5%</td>
<td>106.1%</td>
</tr>
<tr>
<td>September</td>
<td>20.5%</td>
<td>106.1%</td>
<td>105.9%</td>
</tr>
<tr>
<td>October</td>
<td>29.6%</td>
<td>106.7%</td>
<td>106.8%</td>
</tr>
<tr>
<td>November</td>
<td>33.5%</td>
<td>106.1%</td>
<td>106.8%</td>
</tr>
<tr>
<td>December</td>
<td>44.0%</td>
<td>106.6%</td>
<td>106.6%</td>
</tr>
<tr>
<td>January</td>
<td>55.6%</td>
<td>106.6%</td>
<td>106.6%</td>
</tr>
<tr>
<td>February</td>
<td>59.7%</td>
<td>106.6%</td>
<td>106.6%</td>
</tr>
<tr>
<td>March</td>
<td>64.8%</td>
<td>106.8%</td>
<td>106.8%</td>
</tr>
<tr>
<td>April</td>
<td>74.4%</td>
<td>107.4%</td>
<td>107.4%</td>
</tr>
</tbody>
</table>

General Fund - Ending Fund Balance (By Month)

Year Over Year Comparison

<table>
<thead>
<tr>
<th>Month</th>
<th>FY13</th>
<th>FY14</th>
<th>FY15</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>106.2%</td>
<td>106.5%</td>
<td>106.1%</td>
</tr>
<tr>
<td>Jun</td>
<td>105.9%</td>
<td>106.8%</td>
<td>106.6%</td>
</tr>
<tr>
<td>Jul</td>
<td>106.1%</td>
<td>106.8%</td>
<td>106.6%</td>
</tr>
<tr>
<td>Aug</td>
<td>106.8%</td>
<td>106.6%</td>
<td>106.6%</td>
</tr>
<tr>
<td>Sep</td>
<td>106.6%</td>
<td>106.6%</td>
<td>106.6%</td>
</tr>
<tr>
<td>Oct</td>
<td>106.6%</td>
<td>106.6%</td>
<td>106.6%</td>
</tr>
<tr>
<td>Nov</td>
<td>117.2%</td>
<td>102.3%</td>
<td>101.8%</td>
</tr>
<tr>
<td>Dec</td>
<td>102.3%</td>
<td>101.8%</td>
<td>102.7%</td>
</tr>
<tr>
<td>Jan</td>
<td>101.8%</td>
<td>99.6%</td>
<td>98.4%</td>
</tr>
<tr>
<td>Feb</td>
<td>102.7%</td>
<td>99.6%</td>
<td>98.4%</td>
</tr>
<tr>
<td>Mar</td>
<td>99.6%</td>
<td>98.4%</td>
<td>98.4%</td>
</tr>
<tr>
<td>Apr</td>
<td>98.4%</td>
<td>98.4%</td>
<td>98.4%</td>
</tr>
</tbody>
</table>
## TUALATIN VALLEY FIRE AND RESCUE

### Condensed Statement of Budget vs Sources & Uses of Funds

#### General Fund (Fund 10)

For the Period Ended April 30

Benchmark: 83.33%

<table>
<thead>
<tr>
<th>Sources of Funds</th>
<th>Revised Budget</th>
<th>Y-T-D Actual</th>
<th>Variance with Budget Positive (Negative)</th>
<th>Actual as % of Budget</th>
<th>Y-T-D Actual</th>
<th>Actual as % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td>$33,259,733</td>
<td>$36,719,738</td>
<td>$3,460,005</td>
<td>110.40%</td>
<td>$34,470,896</td>
<td>104.77%</td>
</tr>
<tr>
<td>Property Tax Current</td>
<td>77,157,400</td>
<td>76,042,246</td>
<td>(1,115,154)</td>
<td>98.55%</td>
<td>72,521,468</td>
<td>98.69%</td>
</tr>
<tr>
<td>Property Tax-Prior Years</td>
<td>1,269,061</td>
<td>1,087,113</td>
<td>(181,948)</td>
<td>85.66%</td>
<td>1,875,531</td>
<td>167.21%</td>
</tr>
<tr>
<td>Tax In Lieu Of Property Tax</td>
<td>10,271</td>
<td>10,822</td>
<td>551</td>
<td>105.37%</td>
<td>12,828</td>
<td>93.62%</td>
</tr>
<tr>
<td>Interest Revenue</td>
<td>141,393</td>
<td>101,303</td>
<td>(40,090)</td>
<td>71.65%</td>
<td>91,913</td>
<td>51.12%</td>
</tr>
<tr>
<td>Charges for Services</td>
<td>1,338,605</td>
<td>1,601,865</td>
<td>(263,260)</td>
<td>263,260</td>
<td>969,668</td>
<td>97.94%</td>
</tr>
<tr>
<td>Rental Revenue</td>
<td>84,000</td>
<td>103,275</td>
<td>19,275</td>
<td>122.95%</td>
<td>88,912</td>
<td>123.49%</td>
</tr>
<tr>
<td>Insurance Refunds</td>
<td>197,389</td>
<td>489,783</td>
<td>292,394</td>
<td>248.13%</td>
<td>801,325</td>
<td>429.13%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>91,513</td>
<td>489,967</td>
<td>398,454</td>
<td>535.41%</td>
<td>464,554</td>
<td>550.77%</td>
</tr>
<tr>
<td>Transfers In</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>149,113</td>
<td>74.56%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$80,289,632</td>
<td>$79,926,375</td>
<td>$(363,257)</td>
<td>99.55%</td>
<td>$76,975,313</td>
<td>100.84%</td>
</tr>
</tbody>
</table>

| Total Available Resources | $113,549,365 | $116,646,112 | $3,096,747 | 102.73% | $111,446,209 | 102.03% |

<table>
<thead>
<tr>
<th>Uses of Funds</th>
<th>Revised Budget</th>
<th>Y-T-D Actual</th>
<th>Variance with Budget Positive (Negative)</th>
<th>Actual as % of Budget</th>
<th>Y-T-D Actual</th>
<th>Actual as % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Services</td>
<td>$77,476,261</td>
<td>$59,943,702</td>
<td>$17,532,559</td>
<td>23.77%</td>
<td>$55,507,967</td>
<td>76.25%</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>10,491,112</td>
<td>7,803,497</td>
<td>2,687,615</td>
<td>74.38%</td>
<td>6,901,499</td>
<td>71.02%</td>
</tr>
<tr>
<td>Transfer To Other Funds</td>
<td>3,256,559</td>
<td>3,162,976</td>
<td>93,583</td>
<td>97.13%</td>
<td>2,538,766</td>
<td>96.54%</td>
</tr>
<tr>
<td>Contingency</td>
<td>3,224,325</td>
<td>-</td>
<td>3,224,325</td>
<td>0.00%</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$94,448,257</td>
<td>$70,910,175</td>
<td>$23,538,082</td>
<td>75.08%</td>
<td>$64,948,233</td>
<td>72.20%</td>
</tr>
</tbody>
</table>

| Ending Fund Balance | $19,101,108 | $45,735,937 | $26,634,829 | 239.44% | $46,497,976 | 241.12% |

(1) Includes:
- Medical Transport: $462K
- Fleet: $721K
- Wildland Conflagration: $172K

(2) Includes SAIF Dividend of ~ $335K.

(3) Includes Washington County Gainshare of ~ $398K.
### Command Directorate

#### Personnel Services

<table>
<thead>
<tr>
<th></th>
<th>Revised Budget</th>
<th>Y-T-D Actual</th>
<th>Actual as % of Budget</th>
<th>Y-T-D Actual</th>
<th>Actual as % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Directors</td>
<td>$500</td>
<td>$-</td>
<td>0.00%</td>
<td>$80</td>
<td>8.00%</td>
</tr>
<tr>
<td>Civil Service</td>
<td>74,853</td>
<td>28,235</td>
<td>37.72%</td>
<td>69,199</td>
<td>59.20%</td>
</tr>
<tr>
<td>Fire Chief’s Office</td>
<td>2,326,919</td>
<td>1,585,772</td>
<td>68.15%</td>
<td>1,485,492</td>
<td>72.12%</td>
</tr>
<tr>
<td>Planning</td>
<td>485,541</td>
<td>361,363</td>
<td>74.42%</td>
<td>435,732</td>
<td>70.28%</td>
</tr>
<tr>
<td>Emergency Management</td>
<td>173,756</td>
<td>148,691</td>
<td>(1) 85.57%</td>
<td>127,752</td>
<td>79.90%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3,061,569</td>
<td>2,124,062</td>
<td>69.38%</td>
<td>2,118,255</td>
<td>71.98%</td>
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#### Materials and Services

<table>
<thead>
<tr>
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<th>Revised Budget</th>
<th>Y-T-D Actual</th>
<th>Actual as % of Budget</th>
<th>Y-T-D Actual</th>
<th>Actual as % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Directors</td>
<td>104,025</td>
<td>17,577</td>
<td>16.90%</td>
<td>18,975</td>
<td>18.71%</td>
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<tr>
<td>Civil Service</td>
<td>23,346</td>
<td>13,624</td>
<td>58.36%</td>
<td>17,365</td>
<td>53.52%</td>
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<tr>
<td>Fire Chief’s Office</td>
<td>997,284</td>
<td>548,561</td>
<td>55.01%</td>
<td>705,356</td>
<td>64.64%</td>
</tr>
<tr>
<td>Planning</td>
<td>90,899</td>
<td>33,762</td>
<td>37.14%</td>
<td>211,666</td>
<td>69.61%</td>
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<tr>
<td>Emergency Management</td>
<td>13,750</td>
<td>4,416</td>
<td>32.11%</td>
<td>6,417</td>
<td>55.05%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,229,304</td>
<td>617,940</td>
<td>50.27%</td>
<td>959,779</td>
<td>60.49%</td>
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</table>

**Total Command Directorate**

<table>
<thead>
<tr>
<th></th>
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<th>Y-T-D Actual</th>
<th>Actual as % of Budget</th>
<th>Y-T-D Actual</th>
<th>Actual as % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$4,290,873</td>
<td>$2,742,002</td>
<td>63.90%</td>
<td>$3,078,034</td>
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### Business Operations Directorate

#### Personnel Services

<table>
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<th></th>
<th>Revised Budget</th>
<th>Y-T-D Actual</th>
<th>Actual as % of Budget</th>
<th>Y-T-D Actual</th>
<th>Actual as % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>$1,053,079</td>
<td>$769,392</td>
<td>73.06%</td>
<td>$743,576</td>
<td>75.68%</td>
</tr>
<tr>
<td>Logistics Administration</td>
<td>322,629</td>
<td>254,040</td>
<td>78.74%</td>
<td>209,345</td>
<td>64.82%</td>
</tr>
<tr>
<td>Fleet Maintenance</td>
<td>1,862,262</td>
<td>1,340,922</td>
<td>72.01%</td>
<td>1,203,527</td>
<td>72.68%</td>
</tr>
<tr>
<td>Facilities Maintenance</td>
<td>948,778</td>
<td>719,911</td>
<td>75.88%</td>
<td>695,460</td>
<td>76.03%</td>
</tr>
<tr>
<td>Information Technology</td>
<td>1,157,260</td>
<td>740,571</td>
<td>63.99%</td>
<td>704,918</td>
<td>63.12%</td>
</tr>
<tr>
<td>Communications</td>
<td>470,761</td>
<td>291,273</td>
<td>61.87%</td>
<td>297,977</td>
<td>66.12%</td>
</tr>
<tr>
<td>Supply</td>
<td>544,232</td>
<td>379,724</td>
<td>69.77%</td>
<td>397,399</td>
<td>75.30%</td>
</tr>
<tr>
<td>Media Services</td>
<td>287,901</td>
<td>228,523</td>
<td>79.38%</td>
<td>218,945</td>
<td>77.78%</td>
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<tr>
<td>Occupational Health and Wellness</td>
<td>629,348</td>
<td>552,675</td>
<td>(2) 87.82%</td>
<td>271,108</td>
<td>69.13%</td>
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<tr>
<td><strong>Total</strong></td>
<td>7,276,250</td>
<td>5,277,033</td>
<td>72.52%</td>
<td>4,742,254</td>
<td>70.28%</td>
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#### Materials and Services

<table>
<thead>
<tr>
<th></th>
<th>Revised Budget</th>
<th>Y-T-D Actual</th>
<th>Actual as % of Budget</th>
<th>Y-T-D Actual</th>
<th>Actual as % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>123,599</td>
<td>57,189</td>
<td>46.27%</td>
<td>63,760</td>
<td>44.24%</td>
</tr>
<tr>
<td>Logistics Administration</td>
<td>40,965</td>
<td>29,595</td>
<td>72.25%</td>
<td>32,084</td>
<td>80.13%</td>
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<tr>
<td>Fleet Maintenance</td>
<td>653,207</td>
<td>678,747</td>
<td>(3) 103.91%</td>
<td>511,971</td>
<td>84.13%</td>
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<tr>
<td>Facilities Maintenance</td>
<td>111,448</td>
<td>82,165</td>
<td>73.73%</td>
<td>102,811</td>
<td>60.06%</td>
</tr>
<tr>
<td>Information Technology</td>
<td>1,153,653</td>
<td>993,307</td>
<td>(4) 86.10%</td>
<td>651,235</td>
<td>75.20%</td>
</tr>
<tr>
<td>Communications</td>
<td>2,069,245</td>
<td>1,959,686</td>
<td>(5) 94.71%</td>
<td>1,810,272</td>
<td>94.80%</td>
</tr>
<tr>
<td>Supply</td>
<td>184,929</td>
<td>146,418</td>
<td>79.18%</td>
<td>141,446</td>
<td>75.97%</td>
</tr>
<tr>
<td>Media Services</td>
<td>12,580</td>
<td>7,178</td>
<td>57.06%</td>
<td>11,303</td>
<td>59.82%</td>
</tr>
<tr>
<td>Occupational Health and Wellness</td>
<td>297,585</td>
<td>158,791</td>
<td>53.36%</td>
<td>148,639</td>
<td>57.19%</td>
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<tr>
<td><strong>Total</strong></td>
<td>4,647,211</td>
<td>4,113,076</td>
<td>88.51%</td>
<td>3,473,523</td>
<td>83.24%</td>
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</table>

**Total Business Operations Directorate**

<table>
<thead>
<tr>
<th></th>
<th>Revised Budget</th>
<th>Y-T-D Actual</th>
<th>Actual as % of Budget</th>
<th>Y-T-D Actual</th>
<th>Actual as % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$11,923,461</td>
<td>$9,390,109</td>
<td>78.75%</td>
<td>$8,215,777</td>
<td>75.18%</td>
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</tbody>
</table>

---

(1) Due to vacation sold.
(2) Due to vacation sold at retirement.
(3) Includes October 2014 Board approved unbudgeted $100,000 purchase of 400 SCBA masks due to safety issues and several other extraordinary required repairs. Budget transfer will be forthcoming.
(4) Includes annual payments for cable access of $194K and various software licenses and fees (E-GIS $110K, OnSceneRMS of $94K, Munis of $88K).
(5) Includes Q4 WCCCA dispatch fees of approximately $416K.
TUALATIN VALLEY FIRE AND RESCUE
Condensed Statement of Budget vs Sources & Uses of Funds
General Fund (Fund 10)
For the Period Ended April 30

<table>
<thead>
<tr>
<th></th>
<th>2014-15</th>
<th>2013-14</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Revised Budget</td>
<td>Y-T-D Actual</td>
</tr>
<tr>
<td>Finance Directorate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance</td>
<td>$1,254,815</td>
<td>$997,715</td>
</tr>
<tr>
<td>Total</td>
<td>$1,254,815</td>
<td>$997,715</td>
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<tr>
<td>Materials and Services</td>
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<td></td>
</tr>
<tr>
<td>Finance</td>
<td>483,506</td>
<td>395,961</td>
</tr>
<tr>
<td>Total</td>
<td>483,506</td>
<td>395,961</td>
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<tr>
<td><strong>Total Finance Directorate</strong></td>
<td>$1,738,321</td>
<td>$1,393,675</td>
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<tr>
<td></td>
<td>$1,350,220</td>
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<tr>
<td>Integrated Operations Directorate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>North Integrated Operations</td>
<td>$19,558,567</td>
<td>$15,669,083</td>
</tr>
<tr>
<td>Central Integrated Operations</td>
<td>16,676,748</td>
<td>13,450,852</td>
</tr>
<tr>
<td>South Integrated Operations</td>
<td>15,440,743</td>
<td>12,917,370</td>
</tr>
<tr>
<td>EMS</td>
<td>1,015,388</td>
<td>721,418</td>
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<tr>
<td>Training / Safety</td>
<td>3,194,606</td>
<td>2,163,719</td>
</tr>
<tr>
<td>Integrated Operations (Other)</td>
<td>9,997,575</td>
<td>6,622,451</td>
</tr>
<tr>
<td>Total</td>
<td>65,883,627</td>
<td>51,544,893</td>
</tr>
<tr>
<td></td>
<td>47,706,428</td>
<td>77.10%</td>
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<tr>
<td>Materials and Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>North Integrated Operations</td>
<td>1,012,838</td>
<td>743,345</td>
</tr>
<tr>
<td>Central Integrated Operations</td>
<td>655,748</td>
<td>470,933</td>
</tr>
<tr>
<td>South Integrated Operations</td>
<td>629,696</td>
<td>433,762</td>
</tr>
<tr>
<td>EMS</td>
<td>422,892</td>
<td>228,131</td>
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<tr>
<td>Training / Safety</td>
<td>595,790</td>
<td>390,292</td>
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<tr>
<td>Integrated Operations (Other)</td>
<td>814,127</td>
<td>410,057</td>
</tr>
<tr>
<td>Total</td>
<td>4,131,091</td>
<td>2,676,520</td>
</tr>
<tr>
<td></td>
<td>2,059,007</td>
<td>59.09%</td>
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<tr>
<td><strong>Total Integrated Operations Directorate</strong></td>
<td>$70,014,718</td>
<td>$54,221,413</td>
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<tr>
<td></td>
<td>$49,765,435</td>
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</tr>
<tr>
<td>District Non-Organizational</td>
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<td></td>
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<tr>
<td>Transfers</td>
<td>$3,256,559</td>
<td>$3,162,976</td>
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<tr>
<td>Contingency</td>
<td>3,224,325</td>
<td>2,538,766</td>
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<tr>
<td>Total</td>
<td>$6,480,884</td>
<td>$3,162,976</td>
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<tr>
<td></td>
<td>$2,538,766</td>
<td>34.12%</td>
</tr>
<tr>
<td>Buildings Fund</td>
<td>52</td>
<td>25</td>
</tr>
<tr>
<td>----------------</td>
<td>----</td>
<td>----</td>
</tr>
<tr>
<td>Site</td>
<td>Capital Bond Budget</td>
<td>Grant Fund Budget</td>
</tr>
<tr>
<td>31 - West Bull Mountain</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>35 - King City</td>
<td>$ 225,000</td>
<td>$ -</td>
</tr>
<tr>
<td>38 - Borland</td>
<td>$ -</td>
<td>$ 1,788,000</td>
</tr>
<tr>
<td>39 - Future Fire Station</td>
<td>$ -</td>
<td>$ 1,734,312</td>
</tr>
<tr>
<td>51 - Tigard</td>
<td>$ 2,563,254</td>
<td>$ -</td>
</tr>
<tr>
<td>52 - Wilsonville</td>
<td>$ 1,810,765</td>
<td>$ 225,000</td>
</tr>
<tr>
<td>54 - Charbonneau</td>
<td>$ -</td>
<td>$ 1,788,000</td>
</tr>
<tr>
<td>55 - Rosemont</td>
<td>$ -</td>
<td>$ 5,400,000</td>
</tr>
<tr>
<td>62 - Aloha</td>
<td>$ 1,212,869</td>
<td>$ 1,005,000</td>
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<tr>
<td>64 - Somerset</td>
<td>$ 1,629,913</td>
<td>$ 777,000</td>
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<tr>
<td>68 - Oak Hills / Bethany</td>
<td>$ 5,118,277</td>
<td>$ -</td>
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<tr>
<td>69 - Cooper Mountain</td>
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<td>$ 576,000</td>
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<td>70 - Raleigh Hills</td>
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<tr>
<td>71 - Kaiser</td>
<td>$ -</td>
<td>$ 6,053,660</td>
</tr>
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<td>368 - Skyline</td>
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<td>$ 885,646</td>
</tr>
<tr>
<td>Contingency</td>
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<tr>
<td><strong>Buildings Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Land</th>
<th>52</th>
<th>25</th>
<th>51</th>
<th>Total Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site</td>
<td>Capital Bond Budget</td>
<td>Grant Fund Budget</td>
<td>Property &amp; Bldg Budget</td>
<td>Jan-15 Rev. Project Budget</td>
</tr>
<tr>
<td>31 - West Bull Mt</td>
<td>$ 677,944</td>
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<td>$ 322,056</td>
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<tr>
<td>38 - Borland</td>
<td>$ -</td>
<td>$ 850,000</td>
<td>$ 850,000</td>
<td>$ -</td>
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<tr>
<td>54 - Charbonneau</td>
<td>$ -</td>
<td>$ 850,000</td>
<td>$ 850,000</td>
<td>$ 6,400</td>
</tr>
<tr>
<td>55 - Rosemont</td>
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<td>$ 850,000</td>
<td>$ 850,000</td>
<td>$ 27,942</td>
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<tr>
<td>59 - Willamette</td>
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<td>$ -</td>
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<td>$ -</td>
</tr>
<tr>
<td>Contingency</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td><strong>Land Total</strong></td>
<td>$ 677,944</td>
<td>$ -</td>
<td>$ 2,872,056</td>
<td>$ 3,550,000</td>
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</table>

<table>
<thead>
<tr>
<th>Apparatus</th>
<th>52</th>
<th>25</th>
<th>21</th>
<th>Total Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Capital Bond Budget</td>
<td>Grant Fund Budget</td>
<td>Apparatus Fund Budget</td>
<td>Jan-15 Rev. Project Budget</td>
</tr>
<tr>
<td>Pumpers:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(591,000 ea)</td>
<td>2</td>
<td>$ -</td>
<td>$ 1,182,000</td>
<td>$ 1,182,000</td>
</tr>
<tr>
<td>(681,000 ea)</td>
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<td>$ 1,200,000</td>
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<tr>
<td>Contingency</td>
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<td>$ -</td>
<td>$ -</td>
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<tr>
<td><strong>Apparatus Total</strong></td>
<td>39</td>
<td>$ 3,506,107</td>
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<td>$ 3,357,003</td>
</tr>
<tr>
<td><strong>ACTIVE GRAND TOTAL</strong></td>
<td>$ 20,481,833</td>
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<td>$ 29,932,337</td>
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</tr>
<tr>
<td>Buildings</td>
<td>Fund 52 Capital Bond Budget</td>
<td>Grant Fund Budget</td>
<td>Property &amp; Bldg Budget</td>
<td>Jan-15 Rev. Project Budget</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>------------------------------</td>
<td>-------------------</td>
<td>------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>34 - Tualatin</td>
<td>$ 1,197,105</td>
<td>-</td>
<td>-</td>
<td>$ 1,197,105</td>
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<tr>
<td>50 - Walnut</td>
<td>$ 3,494,825</td>
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<td>-</td>
<td>$ 3,494,825</td>
</tr>
<tr>
<td>50 - Tigard Share (Final)</td>
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<td>(160,657)</td>
</tr>
<tr>
<td>53 - Progress</td>
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<tr>
<td>56 - SOC</td>
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<td>-</td>
<td>$ 7,553,090</td>
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<tr>
<td>65 - West Slope</td>
<td>$ 4,246,546</td>
<td>-</td>
<td>-</td>
<td>$ 4,246,546</td>
</tr>
<tr>
<td>66 - Brockman Road</td>
<td>$ 1,789,450</td>
<td>-</td>
<td>-</td>
<td>$ 1,789,450</td>
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<tr>
<td>CBOC</td>
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<td>-</td>
<td>$ 13,708,882</td>
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<tr>
<td><strong>Buildings Total</strong></td>
<td>$ 41,919,198</td>
<td>-</td>
<td>-</td>
<td>$ 41,919,198</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Land</th>
<th>Fund 52 Capital Bond Budget</th>
<th>Grant Fund Budget</th>
<th>Property &amp; Bldg Budget</th>
<th>Jan-15 Rev. Project Budget</th>
<th>Actual to Date</th>
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| COMPLETED GRAND TOTAL                   | $ 60,721,904                 | -                 | 30,000                 | $ 60,751,904              | $ 60,281,876   | -          | $ 60,281,876|
CORRESPONDENCE
OLD BUSINESS
AGENDA ITEM

Tualatin Valley Fire & Rescue
Tigard, Oregon

SUBJECT: Board Policy Section 3 – Budget and Finance

FOR AGENDA OF: May 26, 2015

APPROVED FOR AGENDA: Fire Chief Mike Duyck

DEPARTMENT OF ORIGIN: Finance

PROCEEDING: Second Reading and Discussion

DATE SUBMITTED: May 20, 2015

EXHIBITS: Board Policy Section 3 – Budget and Finance

CLEARANCES: Fire Chief’s Office

BUDGET IMPACT

| EXPENDITURE REQUIRED: -0- | AMOUNT BUDGETED: -0- | APPROPRIATION REQUIRED: -0- |

BACKGROUND:

Staff presented Board Policy Section 3 – Budget and Finance for First Reading at the April 28, 2015 Board of Directors meeting. At that time, no further revisions were suggested, and the policy is now presented for Second Reading and Board approval.

RECOMMENDED ACTION:

Approve Second Reading of Board Policy Section 3 – Budget and Finance.

PROPOSED MOTION:

“I move to approve the Second Reading of Board Policy Section 3 – Budget and Finance by title only.”
## SECTION 3

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<th>SECTION</th>
<th>TITLE</th>
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<td>Adoption of Financial and Budget Policies</td>
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<td>3.2</td>
<td>Formulation of District Budget</td>
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<td>3.3</td>
<td>Budget Committee - Membership and Responsibilities</td>
<td>5</td>
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<td>3.4</td>
<td>Budget Administration</td>
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<td>Depositories and Disbursement of Funds</td>
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<td>3.6</td>
<td>Investment Policy Statement for Short Term Operating Funds and Capital Funds</td>
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<td>Purchase and Sale of Real Property</td>
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<td>3.8</td>
<td>Power of District to Sell Bonds / Borrow Funds</td>
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<td>3.9</td>
<td>Fund Balance Policy and Flow of Resources</td>
<td>16</td>
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<td>System of Accounts</td>
<td>17</td>
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<td>Property Appraisal</td>
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<td>Disposal of Surplus Property</td>
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<td>Risk Management and Insurance Program</td>
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<td>Pension Plan Administration</td>
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## SECTION 3 (Continued)

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<tr>
<th>3.22</th>
<th>Reimbursement Plan Authorization Under IRC Section 125 Plan</th>
<th>31</th>
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<td>3.23</td>
<td>Right to Discipline Acts of Fraud</td>
<td>32</td>
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<tr>
<td>3.234</td>
<td>Policy Approval</td>
<td>323</td>
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</tbody>
</table>
SECTION 3.1 ADOPTION OF FINANCIAL AND BUDGET POLICIES

A. The District shall be responsible to develop and maintain policies in the following areas:
   1. Financial planning and budget policies
   2. Revenue policies
   3. Expenditure policies

B. Such policies shall be reviewed annually and adopted or affirmed by the Board of Directors during the budget process.

REFERENCES:
   National Advisory Council on State and Local Budgeting
   Government Finance Officers Association

DATE: December 14, 2004
REVISED: March 16, 2010
REVIEWED: June 25, 2013, May 26, 2015
SECTION 3.2 FORMULATION OF DISTRICT BUDGET

A. The adopted budget document shall serve as the financial plan of operation and provide guidelines for carrying out the goals and objectives of the District.

B. Within the budget process, the Board shall:

1. Designate the District budget officer. (ORS 294.331)
2. Approve budget committee members. (ORS 294.414)
3. Conduct the budget hearing. (ORS 294.453)
4. Adopt the budget, make appropriations, declare and categorize property tax amounts or rates. (ORS 294.456)

C. The District’s budget shall be prepared and adopted in full compliance with State of Oregon local budget law.

D. The District’s balanced budget policy is that a budget is considered balanced when the funds’ total resources of beginning fund balance, revenues, and other financing sources are equal to the total of expenditures, other financing uses, and ending fund balance.

E. The District shall develop its budget based on a responsible financial planning process that assesses the long-term financial implications of current and proposed operating and capital budgets, budget policies, cash management, and investment policies, programs and assumptions.

1. Adopted budgets for the District shall be structured to achieve actual and forecasted results of operations that will meet long-term financial plans. The District’s ending fund balance in the General Fund shall remain sufficient to meet five months of operating costs. District management will monitor revenues and budgeted expenditures during the year to ensure sufficient ending reserves are maintained.

2. District staff shall ensure that sufficient reserves exist in each fund to equal or exceed the balances needed to meet or exceed requirements of that fund. This includes the reserve of at least five months of the current year’s estimated expenditures in the General Fund.

3. Fund balances in other funds must meet the demands of current and future obligations of each fund, including, but not limited to:

   a. Projected capital replacement including apparatus, building construction, and repair and maintenance.

LEGAL REFERENCES:
ORS 294.305 to ORS 294.565

DATE: September 24, 1996
REVISED: June 25, 2013
REVIEWED: May 26, 2015 June 25, 2013
SECTION 3.3 BUDGET COMMITTEE - MEMBERSHIP AND RESPONSIBILITIES

A. The Budget Committee shall consist of the five members of the Board of Directors and five appointed community members. Appointed members shall be citizens from the community and shall not be affiliated with the District as an employee, volunteer or immediate family member of an employee or volunteer. (ORS 294.414[2,4])

B. The Budget Committee shall receive no compensation for their services as members of the committee. (ORS 294.414[3])

C. Terms of the appointed community members shall be three years, and shall be staggered. (ORS 294.414[5])

D. At its first meeting after appointment in each budget year, the Budget Committee shall select a chairperson from its membership. (ORS 294.414[9])

E. The Budget Committee shall hold one or more meetings to:

1. Receive the budget message and document (ORS 294.403), and

2. Provide the citizens of the District an opportunity to comment and ask questions on the budget. (ORS 294.426)

LEGAL REFERENCES
ORS 294.414
ORS 294.403
ORS 294.426

DATE: September 24, 1996
REVISED: June 25, 2013
REVIEWED: May 26, 2015, June 25, 2013
SECTION 3.4   BUDGET ADMINISTRATION

A. The adopted budget is the financial plan developed to carry out the programs supporting the District's goals and objectives. No greater expenditure of public money shall be made for any specific purpose other than the amount appropriated, unless authorized by the Board of Directors. (ORS 294.456)

B. The District shall expend monies only in compliance with ORS 294.305 to ORS 294.565. (ORS 294.338, ORS 294.456)

C. Transfers of appropriations from one fund to another or within a fund shall take place only when authorized by board resolution or adoption of a supplemental budget. (ORS 294.463)

D. Loans from one fund to another should be made only with authorizing resolution of the Board of Directors. (ORS 294.468)

E. The Board of Directors authorizes the Fire Chief, the successor Fire Chief's successor, or the Fire Chief’s designee, to approve contracts that are subject to competitive bidding requirements without prior approval of the Board, provided such contracts do not exceed $100,000 and are within budget parameters.

F. Purchases and contracts that are not subject to competitive bidding requirements, including personal services contracts entered into or extended by direct appointment, and that are within budgeted parameters, may be entered into without further approval by the Board. These items include, but are not limited to, employee insurances, including Workers’ Compensation, Union Health Trust, medical, dental, or life; taxes and PERS payments, investment purchases as authorized by Board Policy 3.6, or other adopted investment policies, payments on personal service contracts within contracted amounts for legal and medical supervision services, dispatch, data and video connectivity, and property and liability insurance purchases. The Board of Directors shall be informed at the next regularly scheduled board meeting of any expenditure in excess of $100,000 made under this paragraph in these areas that are not expected to be within budgeted parameters.

G. The Board will be provided financial reports on a regularly scheduled basis in which revenues and expenditures will be compared with budgeted appropriations.

H. In the event of a natural disaster or calamity, expenditures or authorization to borrow money not contemplated in the budget shall be authorized by:

1. The Board of Directors by resolution, or

2. The Fire Chief, or the Fire Chief’s successor by written order, or the Fire Chief’s designee in the event prompt action is necessary to protect the public health or safety following such an emergency, when it is not practical to convene a meeting of the Board of Directors. (ORS 294.481)
3. The Fire Chief, the Fire Chief’s successor, or the Fire Chief’s designee shall have authority to approve and execute contracts in any amount without approval of the Board; provided, however, that the Fire Chief or the Fire Chief’s successor shall make all reasonable efforts to obtain approval of the Board President before entering into a contract in excess of $100,000.

LEGAL REFERENCES
ORS 294.338
ORS 294.456
ORS 294.463
ORS 294.481
ORS 294.468

DATE: September 24, 1996

REVISED: May 26, 2015 June 25, 2013

REVIEWED: May 26, 2015 June 25, 2013
A. The depositories for the District shall be designated by the Board. Funds shall be drawn out only by those person(s) authorized by the Board of Directors to sign checks and make disbursements. (ORS 478.460) Payments may be authorized to be made by warrant, check, electronic funds transfer, wire transfer or other transfer as determined to be appropriate and in consideration of establishing banking, funds transfer, and accounting practices by those person(s) authorized by the Board of Directors to make disbursements. (ORS 291.001[2])

B. All receipts, other than pre-payments for records requests, will be deposited to the proper account as soon as possible after they are received. Bank deposits will be made no less than three times a week; Monday, Wednesday, and Friday, as needed. Any receipts not deposited into the bank upon day of receipt will be kept in the secured, locked areasafe in the Finance Office.

C. All accounts receivable invoices, other than those contracted to another agency, will be generated from the financial accounting software where internal controls are already in place. This is a preventative internal control designed to track transactions early in the accounting cycle.

LEGAL REFERENCES
ORS 478.460
ORS 291.001[2]

DATE: September 24, 1996

REVISED: May 26, 2015, February 26, 2012

REVIEWED: May 26, 2015, June 25, 2013
SECTION 3.6 INVESTMENT POLICY STATEMENT FOR SHORT TERM OPERATING FUNDS AND CAPITAL FUNDS

A. This policy applies to the investment of short-term operating funds and capital funds including bond proceeds. Investments of employees’ retirement funds, deferred compensation plans, and other funds are not covered by this policy.

Funds available for investment under this policy are generally expected to be in the range of $5,000,000 to $100,000,000 during the course of a fiscal year, depending upon the time of year and property tax calendar.

B. The District's investment objectives are:

1. Preservation of capital and the protection of investment principal.
2. Conformance with federal, state, and other legal requirements.
3. Maintenance of sufficient liquidity to meet operating requirements.
4. Avoidance of imprudent credit, market, or speculative risk. Attainment of a market rate of return throughout fiscal and economic cycles.

C. Delegation of Authority. The Chief Financial Officer is designated as the investment officer of Tualatin Valley Fire and Rescue, and is responsible for investment decisions and activities under the direction of the Board of Directors. In the absence of the investment officer, the Controller, in conjunction with the Fire Chief, shall perform such duties in the case of an emergency or other unforeseen event, but shall directly report in writing all transactions to the Chief Financial Officer. The investment officer is responsible for setting investment policy and guidelines subject to review and adoption by the Board of Directors and, if required, the Oregon Short Term Fund Board. Further, the Chief Financial Officer will be responsible for the day-to-day operations of the investment process, which includes but is not limited to choosing what to buy or sell, from whom investments will be purchased, executing the buy/sell orders, producing the necessary reports, and supervising staff. In addition to the active management of the investment portfolio, the Chief Financial Officer is responsible for the maintenance of other written administrative procedures consistent with this policy and the requisite compliance. To further optimize the total return of the investment portfolio, the Chief Financial Officer will administer an active cash management program, the goal of which will be to maintain historical cash flow information, i.e., debt service; payroll; revenue receipts, and any extraordinary expenditures. Finally, the Chief Financial Officer shall be responsible for committing adequate financial support for staffing, training, telecommunications and computer hardware, systems and software, and any other necessary resources deemed appropriate for incremental benefit to the investment and cash management programs.
SECTION 3.6 INVESTMENT POLICY STATEMENT FOR SHORT TERM OPERATING FUNDS AND CAPITAL FUNDS (Continued)

D. **Prudence.** The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy, and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

E. **Ethics and Conflicts of Interest.** Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees, officers and their families shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the District. Officers and employees shall, at all times, comply with the State of Oregon Government Standards and Practices code of ethics set forth in ORS 244.

F. **Investment Diversification.** The Chief Financial Officer will diversify the portfolio to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions, or maturities.

1. **Diversification by instrument (maximum percent of portfolio)**

   - US Treasury Obligations (bills, notes, and bonds) 100%
   - US Government Agency Securities and Instrumentalities of Government Sponsored Corporations excluding mortgage-backed securities. 100%
   - Bankers' Acceptance (BAs) 25%
   - Commercial Paper or Notes 15%
   - Certificates of Deposits (CD) 50%
   - State of Oregon and Oregon Local Government Securities 10%
   - Oregon Short Term Fund 100%
SECTION 3.6 INVESTMENT POLICY STATEMENT FOR SHORT TERM OPERATING FUNDS AND CAPITAL FUNDS (Continued)

2. Diversification by financial institution
   a. Bankers' Acceptances (BAs). No more than 2.5% of the total portfolio with any one qualified financial institution.
   b. Commercial Paper (CP). No more than 2.5% of the total portfolio with any one corporate entity.
   c. Certificates of Deposit (CDs). No more than 25% of the total portfolio with any one financial institution.
   d. Repurchase Agreements (Repos). No more than 5% of the total portfolio with any one institution; a master repurchase agreement is required. All repurchase agreements will be fully collateralized by US Government and US Agency securities.
   e. State and Local Government Securities. No more than 10% of the total portfolio and no more than 10% with any one issuer.
   f. Oregon Short Term Fund - State Pool. No more than the legal limit allowed per ORS 294.810.

G. Investment Maturity. Maturity limitations shall depend upon whether the funds being invested are considered short-term operating funds or long-term funds. Maturities shall not exceed 18 months. Maturities shall be structured to meet anticipated cash needs.

1. Short Term Operating Funds Portfolio. Generally, those funds in the General Fund, Debt Service, and Special Revenue Funds will be invested for periods less than 12 months. Identified budgeted fund balance carryovers in those funds may be available for investment periods up to 18 months.

2. Longer Term Portfolio. Instruments and diversification for the long-term portfolio shall be the same as for the short-term portfolio. However, investments with a maturity of 12 months or more shall be limited to US Agency or Treasury securities to minimize credit risk.

Capital projects funds will be invested according to projected cash flow utilization.

The Insurance Fund, which acts as an emergency fund for catastrophic claims, may have 50% of its investments invested in securities up to 18 months.
H. Competitive Selection of Investment Instruments. When appropriate, the Chief Financial Officer shall obtain competitive bids and offers on investments for purchase and sale transactions. It will be the responsibility of the Chief Financial Officer to monitor the daily estimated returns of the Oregon Short Term Fund, Treasury bill returns, and make determination of the investment purchase and redemption process. If a specific maturity date is required, either for cash flow purposes or for conformity to maturity guidelines, offers will be requested for instruments, which meet the maturity requirement. If no specific maturity is required, a market trend (yield curve) analysis will be conducted to determine which maturities would be most advantageous.

The Chief Financial Officer will accept the offer that provides the highest rate of return within the maturity required and within the parameters of these policies.

I. Qualified Institutions. All financial institutions who desire to become depositories must be qualified Oregon Depositories pursuant to ORS Chapter 295. The Chief Financial Officer shall maintain a listing of all authorized dealers and financial institutions that are approved for investment purposes. Any firm is eligible to make an application to the investment officer, and upon due consideration and approval, may be added to the list. Additions or deletions to the list will be made at the Chief Financial Officer's discretion. At the request of the Chief Financial Officer, the firms performing investment services for the District shall provide their most recent financial statements or Consolidated Report of Condition (call report) for review. The Chief Financial Officer shall monitor each active firm's creditworthiness to determine whether it should be on the authorized list.

J. Safekeeping and Collateralization. Investment securities purchased by the District will be delivered by either Fed book entry or DTC, and held in third party safekeeping by a designated custodian. The trust department of a bank may be designated as custodian for safekeeping securities purchased from that bank. The purchase and sale of all securities will be executed on a delivery versus payment basis to ensure that securities are deposited in the District's safekeeping institution prior to the release of funds. Deposit-type securities (i.e. certificates of deposit) shall be held in qualified Oregon depositories in accordance with ORS Chapter 295. All securities will be evidenced by safekeeping receipts in the District’s name. Upon request, the safekeeping institution shall make available a copy of its Statement on Standards for Attestation Engagements (SSAE) No. 16.

K. Monitoring and Adjusting the Portfolio. The investment officer will routinely monitor the contents of the portfolio, compare the holdings to the available markets, changes in credit quality and benchmarks and the relative values of competing instruments. If there are advantageous transactions, the portfolio may be adjusted accordingly.
SECTION 3.6  INVESTMENT POLICY STATEMENT FOR SHORT TERM OPERATING FUNDS AND CAPITAL FUNDS (Continued)

L. **Internal Controls.** The investment officer shall maintain a system of written internal controls, which shall be reviewed annually by the independent auditors or reviewed upon any extraordinary event, i.e., such as the turnover of key personnel, or the discovery of any inappropriate activity. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, or imprudent actions.

M. **Accounting Method.** The District shall comply with all required legal provisions and Generally Accepted Accounting Principles (GAAP).

N. **Reporting Requirements.** The investment officer shall be responsible for generating daily and monthly reports for management purposes. In addition, the Board of Directors will be provided quarterly reports, which will include data on investment instruments being held, portfolio activity, and market value as well as any narrative necessary for clarification that allows the Board of Directors to ascertain whether investment activities during the reporting period have conformed to the investment policy.

O. **Performance Evaluation.** The performance of the District's portfolio shall be compared to the performance of the US Treasury Rates.

P. **Investment Policy Adoption.** The District's investment policy will be formally adopted by the Board of Directors and reviewed for appropriate modifications on a biennial basis, as per the Board policy review process outlined in Board policy 1.7D. If investments exceeding a maturity of eighteen 18 months are contemplated, further review and comment by the Oregon Short Term Fund Board will be sought and thereafter this policy will be readopted annually even if there are no changes (ORS 294.135a). Any amendments shall be approved by the Board of Directors.

LEGAL REFERENCES
ORS 294.004
ORS 294.035 to ORS 294.053
ORS 294.125 to ORS 294.155
ORS 294.810

DATE:  September 24, 1996

REVISED:  May 26, 2015 June 25, 2013

REVIEWED:  May 26, 2015 June 25, 2013
SECTION 3.7  PURCHASE AND SALE OF REAL PROPERTY

A. The purchase, lease, trade, or sale of all real property by the District must have the prior approval of the Board.

B. The Fire Chief shall project site needs in advance and the Board, with advice and counsel of the Fire Chief, shall select sites prior to immediate need. Such sites shall be chosen to provide the best service of the residents and properties of the entire District and will be based on demographic data, growth projections, actual and projected emergency response times, availability, and cost of land.

C. Sites that become surplus to the District's needs shall be declared as such by motion of the Board and shall be considered for sale, trade, lease, or gift pursuant to state statutes.

LEGAL REFERENCES
ORS 307.010
ORS 478.260 [2]

DATE: September 24, 1996
REVISED: June 25, 2013
| REVIEWED: May 26, 2015 | June 25, 2013 |
SECTION 3.8  POWER OF THE DISTRICT TO SELL BONDS / BORROW FUNDS

A. The Board or its designee may enter into rental or lease/purchase agreements required for fire protection purposes. (ORS 478.410[3])

B. The District may borrow money and sell and dispose of general obligation bonds when such bonds have been authorized by a majority of voters voting at an election called for that purpose. (ORS 478.410[2])

C. The Board shall determine the limit for the total amount of short-term loans at the first business meeting of each fiscal year if they are anticipated.

D. The District is authorized to contract for short-term loans for the purpose of meeting current expenses.

LEGAL REFERENCES
ORS 478.410 [2] and [3]

DATE: September 24, 1996

REVISED: December 14, 2004

REVIEWED: May 26, 2015 June 25, 2013
A. Fund balance measures the net financial resources available to finance expenditures of future periods.

B. The District’s Unassigned General Fund Balance will be maintained to provide the District with sufficient working capital and a margin of safety to address local and regional emergencies without borrowing. The District’s ending fund balance in the General Fund shall remain sufficient to meet five months of operating costs. The unassigned General Fund Balance may only be appropriated by resolution of the Board of Directors.

C. When it is appropriate for fund balance to be assigned, the Board delegates authority to the Fire Chief or the Chief Financial Officer.

D. Fund Balance of the District may be committed for a specific source by formal action of the Board of Directors. Amendments or modifications of the committed fund balance must also be approved by formal action of the Board of Directors.

E. In circumstances where an expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended is as follows: restricted fund balance, followed by committed fund balance, assigned fund balance, and lastly, unassigned fund balance.

DATE: February 28, 2012

| REVIEWED: May 26, 2015 June 25, 2013 |
SECTION 3.10  SYSTEM OF ACCOUNTS

The District shall adopt and maintain standardized accounting policies meeting the standards promulgated by the Governmental Accounting Standards Board (GASB).

DATE: September 24, 1996

REVISED: May 26, 2015

December 14, 2004

REVIEWED: May 26, 2015

June 25, 2013
SECTION 3.11 AUDIT

A. The Chief Financial Officer will work with the Board-designated auditor (Section 2.9) each year to accomplish the objective of the annual audit.

B. The Chief Financial Officer shall be responsible for filing the audit report with the Secretary of State and shall be authorized to disburse from District funds all filing fees prescribed.

C. The Chief Financial Officer shall be responsible to ensure the auditor presents the audit report to the Board of Directors.

LEGAL REFERENCE
ORS 297.425
ORS 297.465
ORS 297.466
ORS 297.485

DATE: September 24, 1996

REVIEW ED: May 26, 2015 June 25, 2013
A. The District shall maintain a formalized program of accountability and controls over all inventory of furniture, fixtures, and equipment. The purpose of the inventory will be to satisfy reporting requirements for insurance coverage, to aid the administration in the management of equipment, to assist in budgeting for replacement, and to affix the control of responsibility for the custody of equipment.

B. The District shall conduct an annual inventory of all assets capitalized under general accepted accounting principles, currently $5,000 or more per asset. Such inventory shall be reviewed annually by the Finance Division as part of preparation for the annual audit.

C. The District shall also maintain and conduct inventories of equipment as required to meet established safety standards.

DATE: September 24, 1996

REVISED: June 25, 2013

| REVIEWED: May 26, 2015 June 25, 2013 |
SECTION 3.13   PROPERTY APPRAISAL

A. To ensure an adequate level of insurance, the District shall maintain an appraisal of all buildings including improvements, fixtures, and fixed contents.

B. A physical re-appraisal of replacement values on property and improvements shall be conducted no less than each ten (10)-years. The values of all buildings shall be updated annually for insurance purposes.

C. The appraisal shall be conducted by an appraiser who is certified or has a history of successful experience in the field. This appraisal may be performed by the District’s insurance agent of record or insurance company.

DATE: September 24, 1996

REVISED: May 26, 2015 December 14, 2004

REVIEWED: May 26, 2015 June 25, 2013
SECTION 3.14 DISPOSAL OF SURPLUS PROPERTY

“Surplus Property” shall be defined as any personal property of the District that has been determined by the Fire Chief or designee as being of limited remaining life or use or value to the District. The Fire Chief or designee may dispose of surplus property as follows:

A. The District will dispose of surplus property in such a manner that will not invite criticism.

B. The District will dispose of surplus or non-useful property in such a manner that would net the most revenue (or least amount of cost) for the District for the time involved. The District shall consider expected revenue per type of sale in comparison with estimated staff time to prepare items for sale in determining the methodology of disposal of surplus. Methods of disposal for items determined as surplus property may include, but are not limited to trade-ins, auction, selling as scrap, advertising for sale, third-party liquidator, \textit{return to supplier}, and/or donations as provided in D and E below.

C. The District may sell an item of surplus property with an estimated value of $5,000 or less without a competitive process if the District determines that such a process will result in increased net revenue. The District may establish a selling price, schedule and advertise a sale date, and sell to the first qualified buyer meeting the sale terms.

D. Transfer to another fire department, consistent with the requirements of ORS 279A.190.

E. The District may donate or sell surplus property to another public agency, or nonprofit organization, or school provided that is the most efficient and cost-effective method of disposing of the property.

F. The District shall maintain records of surplus transactions and notify the insurance company as needed of deletions.

G. The District will evaluate the source of funding for property to be disposed to ensure compliance with any grant or bonded debt requirements arising from the initial purchase.

DATE: September 24, 1996

REVISED: May 26, 2015June 25, 2013

REVIEWED: May 26, 2015June 25, 2013
SECTION 3.15 RISK MANAGEMENT AND INSURANCE PROGRAM

A. The District shall provide for a program of risk management consistent with legal requirements and the limited financial resources of the District.

B. The District shall purchase insurance or set aside reserves to self-insure. Coverage shall meet legal requirements or exceed those minimum requirements at the discretion of the Board as necessary to protect:

1. The District as a corporate body
2. The District’s Board of Directors
3. The District’s individual members
4. The District’s appointed officers
5. District employees

The above are to be insured against financial loss arising out of any claim, demand, suit, or judgment by reason of alleged negligence or other act resulting in injury or death to any person, or damage to property while the above-named insureds are acting within the scope of their duties or employment with the District.

C. The District shall, subject to meeting legal requirements and the discretion of the Board, purchase insurance to cover or self-insure:

1. All real and personal property of the District
2. Losses due to employee dishonesty, injury, or death
3. Reimbursement of attorney fees and costs for employees performing Incident Command Staff duties or fire prevention inspections who are charged with a criminal offense in accordance with Sections “E” and “F” (below).
4. A program of benefits for employees to the limits established from time to time by the Fire Chief

D. Prior to the commencement of any work or services secured by contract with the District, the contractor shall procure and thereafter during the term of the contract continue to carry public liability and property damage insurance with a company or companies authorized to issue insurance in the State of Oregon with limits provided by the contract. Such insurance shall cover all risks arising directly or indirectly out of the contractor's activities or performance. Certificates evidencing such insurance and bearing endorsements naming the District as an insured on such policy or policies of insurance shall be delivered to the District.
Additionally, contracts shall contain a provision by which the contractor shall indemnify and hold harmless the District from any claim, loss, or liability arising out of or related to any activity, performance, or non-performance of the contractor in connection with said contract.

E. It is understood that employees who perform Incident Command Staff duties during emergencies are required to make strategic and tactical decisions while attempting to mitigate the incident. These events are dynamic and complex, and decisions have to be made without time for a complete risk-benefit analysis, therefore, undesirable outcomes are possible. In the event an employee performing Incident Command Staff duties is charged with a criminal offense for his or her actions during or related to an emergency event, and the cost of defense of the criminal action is not paid by insurance, the District may reimburse such employee for attorney fees and costs, subject to the following (such reimbursement is referred to herein as “Reimbursement”):

1. To qualify for Reimbursement, the employee must obtain the District’s prior approval of the employee’s criminal defense attorney and the fee agreement with the attorney.

2. Any agreement or contract for legal services will be solely between the employee and the attorney. The District will not guarantee payment for such services and will have no liability to the attorney for the payment of such services.

3. To qualify for Reimbursement, the employee must have been acting within the scope of their duties and employment, as determined by the District in its sole discretion.

4. If the employee qualifies for Reimbursement, the District may provide Reimbursement, in its sole discretion; provided, however, all Reimbursement is subject to the following:

a. If the employee is found guilty of the charges (including submitting a plea of no contest or guilty), the District may, in its sole discretion, require the employee to repay the District for the Reimbursement.

b. Reimbursement shall immediately terminate if the District determines, in its sole discretion, that the employee lied during any part of the investigation, discovery, or trial process.

c. Reimbursement may be denied or terminated if the District determines, in its sole discretion, that the employee’s actions constituted willful or wanton misconduct.
c.d. Reimbursement shall immediately terminate if the District determines, in its sole discretion that the employee has refused or refuses to fully cooperate with any post-incident investigations.

d.e. The District shall not provide Reimbursement for attorney’s fees and costs incurred in an appeal unless specifically authorized by the Board of Directors.

e.f. In order to receive Reimbursement, the employee shall provide the District with a statement of the attorney fees and costs incurred to date and proof of payment of such fees and costs. The District shall then determine, in its sole discretion, what fees and costs shall be reimbursed.

F. The District may also provide reimbursement of attorney’s fees and costs for employees who conduct fire prevention inspections and are charged with a criminal offense arising out of their actions or omissions during such inspections. Such reimbursement is subject to the provisions of Section E, 1-4, above.

G. The provisions for insurance and indemnification in all contracts shall be reviewed and approved by the District's Chief Financial Officer or legal counsel.

DATE: September 24, 1996

REVISED: May 26, 2015

REVIEWED: May 26, 2015
A. The District may retain agents of record for the purpose of purchasing insurance for employee benefits, workers’ compensation, and property and casualty insurance.

B. District staff shall ensure the District maintains a sound risk management program. Agents may assist in writing and servicing all necessary policies and statutory bonds.

C. The means of selection, the minimum qualifications and responsibilities of an agent of record are to be developed and evaluated by District management.

DATE: September 24, 1996

REVIEWED: May 26, 2015 June 25, 2013
SECTION 3.17 CREDIT CARDS

The Board authorizes the use of District credit cards by employees or Board members conducting business for the District. The District is responsible for the development and maintenance of purchasing limits, distribution, overall debt limits, and policies and procedures regarding their usage.

DATE: September 24, 1996

REVIEWED: May 26, 2015 June 25, 2013
SECTION 3.18 BUSINESS TRAVEL

A. District employees shall be authorized to travel to activities that are of direct benefit to the Fire District.

B. The Fire Chief shall notify the Board President or designee when his business travel will exceed three or more days absence from the District.

C. The Fire Chief or designee shall approve business travel outside the states of Washington and Oregon for all other employees.

D. The Fire Chief shall be responsible for administrative procedures relating to travel policies.

DATE: September 24, 1996

REVISED: September 23, 2008

| REVIEWED: May 26, 2015 June 25, 2013 |
SECTION 3.19  PENSION PLAN ADMINISTRATION

A. The District shall maintain a pension plan for personnel retired prior to integration in the Oregon Public Employees Retirement System on July 1, 1981, or their beneficiaries.

B. The District's pension plan shall be administered by the District management who will be responsible to monitor the plan for compliance with all laws and regulations and who will also ensure appropriate tax filings are made. The Fire Chief/Administrator will ensure that the necessary annual adjustments are made to retirees' pensions as required.

C. The Board of Directors will serve as trustees of the pension plan.

D. The pension plan shall be reviewed actuarially on a periodic basis to ensure funding levels are appropriate.

DATE:  September 24, 1996

REVISED:  June 25, 2013

| REVIEWED:  May 26, 2015June 25, 2013 |
SECTION 3.20 VOLUNTEER LOSAP ADMINISTRATION

A. The District shall maintain a Length of Service Award Plan (LOSAP) for its core Firefighter and Responder volunteers with five-one full calendar year or more years of service to the District.

B. The Fire Chief shall be designated as Administrator and Trustee of the Plan.

REFERENCE: Resolution 2012-06

DATE: November 16, 2004

REVISED: May 26, 2015 June 25, 2013

REVIEWED: May 26, 2015 June 25, 2013
SECTION 3.21  DEFERRED COMPENSATION ADMINISTRATION

A. The Board authorizes deferred compensation plans for employees under Internal Revenue Code sections 457(b) and 401(a).

B. The Chief Financial Officer will be responsible to administer the plans to ensure tax law compliance, and periodically adopt any carrier amendments or revisions to the carrier agreements and investment selections necessary to update matching contributions, investment selections or perform other administrative functions.

C. Employee hardship withdrawal requests and investment and performance carrier reviews shall be administered by a three-person committee comprised of an officer of Local 1660, the Director of Human Resources, and the Chief Financial Officer. A quorum is two.

LEGAL REFERENCE
Sections 457 and 401(a) of the Internal Revenue Code

DATE: September 24, 1996

REVISED: June 25, 2013

| REVIEWED: May 26, 2015 | June 25, 2013 |
SECTION 3.22  REIMBURSEMENT PLAN AUTHORIZATION UNDER IRC SECTION 125 PLAN

A. The Board authorizes a Section 125 plan to include Section 129 benefits for all employees.

B. Operations of the plan shall be administered by the Chief Financial Officer as plan administrator.

C. The plan shall be structured and administered to comply with applicable sections of the Internal Revenue Code.

DATE:  September 24, 1996

| REVIEWED:  May 26, 2015 June 25, 2013 |
SECTION 3.23    RIGHT TO DISCIPLINE ACTS OF FRAUD

A. The Board and management are committed to the highest level of moral and ethical behavior. Breaches of this behavior, especially through acts involving fraudulent means erodes the public’s trust and confidence in the integrity of the District.

B. Management will be responsible to exercise a combination of preventative, detective and corrective controls to protect the assets of the District.

C. Management will also be responsible to discipline, up to and including prosecution, of any and all personnel found guilty of fraudulent use of District assets.

DATE: May 26, 2015

REVIEWED: May 26, 2015
This is to certify that Budget, Finance, and Business Operations, Section 3, policies 3.1 – 3.223, were duly adopted and approved by Board action on:

Robert C. Wyffels, President of the Board

Gordon L. Hovies, Secretary of the Board

APPROVED: May 26, 2015  June 25, 2013
# TUALATIN VALLEY FIRE AND RESCUE

# BUDGET and FINANCE

## SECTION 3

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SECTION 3.1  ADOPTION OF FINANCIAL AND BUDGET POLICIES

A. The District shall be responsible to develop and maintain policies in the following areas:
   1. Financial planning and budget policies
   2. Revenue policies
   3. Expenditure policies

B. Such policies shall be reviewed annually and adopted or affirmed by the Board of Directors during the budget process.

REFERENCES:
   National Advisory Council on State and Local Budgeting
   Government Finance Officers Association

DATE: December 14, 2004
REVISED: March 16, 2010
REVIEWED: May 26, 2015
SECTION 3.2 FORMULATION OF DISTRICT BUDGET

A. The adopted budget document shall serve as the financial plan of operation and provide guidelines for carrying out the goals and objectives of the District.

B. Within the budget process, the Board shall:

1. Designate the District budget officer. (ORS 294.331)
2. Approve budget committee members. (ORS 294.414)
3. Conduct the budget hearing. (ORS 294.453)
4. Adopt the budget, make appropriations, declare and categorize property tax amounts or rates. (ORS 294.456)

C. The District’s budget shall be prepared and adopted in full compliance with State of Oregon local budget law.

D. The District’s balanced budget policy is that a budget is considered balanced when the funds’ total resources of beginning fund balance, revenues, and other financing sources are equal to the total of expenditures, other financing uses, and ending fund balance.

E. The District shall develop its budget based on a responsible financial planning process that assesses the long-term financial implications of current and proposed operating and capital budgets, budget policies, cash management, and investment policies, programs and assumptions.

1. Adopted budgets for the District shall be structured to achieve actual and forecasted results of operations that will meet long-term financial plans. The District’s ending fund balance in the General Fund shall remain sufficient to meet five months of operating costs. District management will monitor revenues and budgeted expenditures during the year to ensure sufficient ending reserves are maintained.

2. District staff shall ensure that sufficient reserves exist in each fund to equal or exceed the balances needed to meet or exceed requirements of that fund. This includes the reserve of at least five months of the current year’s estimated expenditures in the General Fund.

3. Fund balances in other funds must meet the demands of current and future obligations of each fund, including, but not limited to:
   a. Projected capital replacement including apparatus, building construction, and repair and maintenance.

LEGAL REFERENCES:
ORS 294.305 to ORS 294.565

DATE: September 24, 1996
REVISED: June 25, 2013
REVIEWED: May 26, 2015
SECTION 3.3   BUDGET COMMITTEE - MEMBERSHIP AND RESPONSIBILITIES

A. The Budget Committee shall consist of the five members of the Board of Directors and five appointed community members. Appointed members shall be citizens from the community and shall not be affiliated with the District as an employee, volunteer or immediate family member of an employee or volunteer. (ORS 294.414[2,4])

B. The Budget Committee shall receive no compensation for their services as members of the committee. (ORS 294.414[3])

C. Terms of the appointed community members shall be three years, and shall be staggered. (ORS 294.414[5])

D. At its first meeting after appointment in each budget year, the Budget Committee shall select a chairperson from its membership. (ORS 294.414[9])

E. The Budget Committee shall hold one or more meetings to:

1. Receive the budget message and document (ORS 294.403), and

2. Provide the citizens of the District an opportunity to comment and ask questions on the budget. (ORS 294.426)

LEGAL REFERENCES
ORS 294.414
ORS 294.403
ORS 294.426

DATE: September 24, 1996
REVISED: June 25, 2013
REVIEWED: May 26, 2015
A. The adopted budget is the financial plan developed to carry out the programs supporting the District's goals and objectives. No greater expenditure of public money shall be made for any specific purpose other than the amount appropriated, unless authorized by the Board of Directors. (ORS 294.456)

B. The District shall expend monies only in compliance with ORS 294.305 to ORS 294.565. (ORS 294.338, ORS 294.456)

C. Transfers of appropriations from one fund to another or within a fund shall take place only when authorized by board resolution or adoption of a supplemental budget. (ORS 294.463)

D. Loans from one fund to another should be made only with authorizing resolution of the Board of Directors. (ORS 294.468)

E. The Board of Directors authorizes the Fire Chief, the Fire Chief’s successor, or the Fire Chief’s designee, to approve contracts that are subject to competitive bidding requirements without prior approval of the Board, provided such contracts do not exceed $100,000 and are within budget parameters.

F. Purchases and contracts that are not subject to competitive bidding requirements, including personal services contracts entered into or extended by direct appointment, and that are within budgeted parameters, may be entered into without further approval by the Board. These items include, but are not limited to, employee insurance, including Workers’ Compensation, Union Health Trust, medical, dental, or life; taxes and PERS payments; investment purchases as authorized by Board Policy 3.6, or other adopted investment policies; payments on personal service contracts within contracted amounts for legal and medical supervision services, dispatch, data and video and voice connectivity; and property and liability insurance purchases. The Board of Directors shall be informed at the next regularly scheduled board meeting of any expenditure in excess of $100,000 made under this paragraph in these areas that are not expected to be within budgeted parameters.

G. The Board will be provided financial reports on a regularly scheduled basis in which revenues and expenditures will be compared with budgeted appropriations.

H. In the event of a natural disaster or calamity, expenditures or authorization to borrow money not contemplated in the budget shall be authorized by:

1. The Board of Directors by resolution, or

2. The Fire Chief, the Fire Chief’s successor by written order, or the Fire Chief’s designee in the event prompt action is necessary to protect the public health or safety following such an emergency, when it is not practical to convene a meeting of the Board of Directors. (ORS 294.481)
SECTION 3.4 BUDGET ADMINISTRATION (Continued)

3. The Fire Chief, the Fire Chief’s successor, or the Fire Chief’s designee shall have authority to approve and execute contracts in any amount without approval of the Board; provided, however, that the Fire Chief or the Fire Chief’s successor shall make all reasonable efforts to obtain approval of the Board President before entering into a contract in excess of $100,000.

LEGAL REFERENCES
ORS 294.338
ORS 294.456
ORS 294.463
ORS 294.481
ORS 294.468

DATE: September 24, 1996

REVISED: May 26, 2015

REVIEWED: May 26, 2015
A. The depositories for the District shall be designated by the Board. Funds shall be drawn out only by those person(s) authorized by the Board of Directors to sign checks and make disbursements. (ORS 478.460) Payments may be authorized to be made by warrant, check, electronic funds transfer, wire transfer or other transfer as determined to be appropriate and in consideration of establishing banking, funds transfer, and accounting practices by those person(s) authorized by the Board of Directors to make disbursements. (ORS 291.001[2])

B. All receipts, other than pre-payments for records requests, will be deposited to the proper account as soon as possible after they are received. Bank deposits will be made no less than three times a week; Monday, Wednesday, and Friday, as needed. Any receipts not deposited into the bank upon day of receipt will be kept in the locked safe in the Finance Office.

C. All accounts receivable invoices, other than those contracted to another agency, will be generated from the financial accounting software where internal controls are already in place. This is a preventative internal control designed to track transactions early in the accounting cycle.

LEGAL REFERENCES
ORS 478.460
ORS 291.001[2]

DATE: September 24, 1996
REVISED: May 26, 2015
REVIEWED: May 26, 2015
SECTION 3.6  INVESTMENT POLICY STATEMENT FOR SHORT TERM OPERATING FUNDS AND CAPITAL FUNDS

A. This policy applies to the investment of short-term operating funds and capital funds including bond proceeds. Investments of employees’ retirement funds, deferred compensation plans, and other funds are not covered by this policy.

Funds available for investment under this policy are generally expected to be in the range of $5,000,000 to $100,000,000 during the course of a fiscal year, depending upon the time of year and property tax calendar.

B. The District's investment objectives are:

1. Preservation of capital and the protection of investment principal.
2. Conformance with federal, state, and other legal requirements.
3. Maintenance of sufficient liquidity to meet operating requirements.
4. Avoidance of imprudent credit, market, or speculative risk. Attainment of a market rate of return throughout fiscal and economic cycles.

C. Delegation of Authority. The Chief Financial Officer is designated as the investment officer of Tualatin Valley Fire and Rescue, and is responsible for investment decisions and activities under the direction of the Board of Directors. In the absence of the investment officer, the Controller, in conjunction with the Fire Chief, shall perform such duties in the case of an emergency or other unforeseen event, but shall directly report in writing all transactions to the Chief Financial Officer. The investment officer is responsible for setting investment policy and guidelines subject to review and adoption by the Board of Directors and, if required, the Oregon Short Term Fund Board. Further, the Chief Financial Officer will be responsible for the day-to-day operations of the investment process, which includes but is not limited to choosing what to buy or sell, from whom investments will be purchased, executing the buy/sell orders, producing the necessary reports, and supervising staff. In addition to the active management of the investment portfolio, the Chief Financial Officer is responsible for the maintenance of other written administrative procedures consistent with this policy and the requisite compliance. To further optimize the total return of the investment portfolio, the Chief Financial Officer will administer an active cash management program, the goal of which will be to maintain historical cash flow information, i.e., debt service; payroll; revenue receipts, and any extraordinary expenditures. Finally, the Chief Financial Officer shall be responsible for committing adequate financial support for staffing, training, telecommunications and computer hardware, systems and software, and any other necessary resources deemed appropriate for incremental benefit to the investment and cash management programs.
D. **Prudence.** The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy, and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

E. **Ethics and Conflicts of Interest.** Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees, officers and their families shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the District. Officers and employees shall, at all times, comply with the State of Oregon Government Standards and Practices code of ethics set forth in ORS 244.

F. **Investment Diversification.** The Chief Financial Officer will diversify the portfolio to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions, or maturities.

1. **Diversification by instrument (maximum percent of portfolio)**

   - US Treasury Obligations (bills, notes, and bonds) 100%
   - US Government Agency Securities and Instrumentalities of Government Sponsored Corporations excluding mortgage-backed securities 100%
   - Bankers' Acceptance (BAs) 25%
   - Commercial Paper or Notes 15%
   - Certificates of Deposits (CD) 50%
   - State of Oregon and Oregon Local Government Securities 10%
   - Oregon Short Term Fund 100%
SECTION 3.6  INVESTMENT POLICY STATEMENT FOR SHORT TERM OPERATING FUNDS AND CAPITAL FUNDS (Continued)

2. Diversification by financial institution
   a. Bankers' Acceptances (BAs). No more than 2.5% of the total portfolio with any one qualified financial institution.
   b. Commercial Paper (CP). No more than 2.5% of the total portfolio with any one corporate entity.
   c. Certificates of Deposit (CDs). No more than 25% of the total portfolio with any one financial institution.
   d. Repurchase Agreements (Repos). No more than 5% of the total portfolio with any one institution; a master repurchase agreement is required. All repurchase agreements will be fully collateralized by US Government and US Agency securities.
   e. State and Local Government Securities. No more than 10% of the total portfolio and no more than 10% with any one issuer.
   f. Oregon Short Term Fund - State Pool. No more than the legal limit allowed per ORS 294.810.

G. Investment Maturity. Maturity limitations shall depend upon whether the funds being invested are considered short-term operating funds or long-term funds. Maturities shall not exceed 18 months. Maturities shall be structured to meet anticipated cash needs.

1. Short Term Operating Funds Portfolio. Generally, those funds in the General Fund, Debt Service, and Special Revenue Funds will be invested for periods less than 12 months. Identified budgeted fund balance carryovers in those funds may be available for investment periods up to 18 months.

2. Longer Term Portfolio. Instruments and diversification for the long-term portfolio shall be the same as for the short-term portfolio. However, investments with a maturity of 12 months or more shall be limited to US Agency or Treasury securities to minimize credit risk.

Capital projects funds will be invested according to projected cash flow utilization.

The Insurance Fund, which acts as an emergency fund for catastrophic claims, may have 50% of its investments invested in securities up to 18 months.
H. Competitive Selection of Investment Instruments. When appropriate, the Chief Financial Officer shall obtain competitive bids and offers on investments for purchase and sale transactions. It will be the responsibility of the Chief Financial Officer to monitor the daily estimated returns of the Oregon Short Term Fund, Treasury bill returns, and make determination of the investment purchase and redemption process. If a specific maturity date is required, either for cash flow purposes or for conformity to maturity guidelines, offers will be requested for instruments, which meet the maturity requirement. If no specific maturity is required, a market trend (yield curve) analysis will be conducted to determine which maturities would be most advantageous.

The Chief Financial Officer will accept the offer that provides the highest rate of return within the maturity required and within the parameters of these policies.

I. Qualified Institutions. All financial institutions who desire to become depositories must be qualified Oregon Depositories pursuant to ORS Chapter 295. The Chief Financial Officer shall maintain a listing of all authorized dealers and financial institutions that are approved for investment purposes. Any firm is eligible to make an application to the investment officer, and upon due consideration and approval, may be added to the list. Additions or deletions to the list will be made at the Chief Financial Officer's discretion. At the request of the Chief Financial Officer, the firms performing investment services for the District shall provide their most recent financial statements or Consolidated Report of Condition (call report) for review. The Chief Financial Officer shall monitor each active firm's creditworthiness to determine whether it should be on the authorized list.

J. Safekeeping and Collateralization. Investment securities purchased by the District will be delivered by either Fed book entry or DTC, and held in third party safekeeping by a designated custodian. The trust department of a bank may be designated as custodian for safekeeping securities purchased from that bank. The purchase and sale of all securities will be executed on a delivery versus payment basis to ensure that securities are deposited in the District’s safekeeping institution prior to the release of funds.

Deposit-type securities (i.e. certificates of deposit) shall be held in qualified Oregon depositories in accordance with ORS Chapter 295. All securities will be evidenced by safekeeping receipts in the District’s name. Upon request, the safekeeping institution shall make available a copy of its Statement on Standards for Attestation Engagements (SSAE) No. 16.

K. Monitoring and Adjusting the Portfolio. The investment officer will routinely monitor the contents of the portfolio, compare the holdings to the available markets, changes in credit quality and benchmarks and the relative values of competing instruments. If there are advantageous transactions, the portfolio may be adjusted accordingly.
SECTION 3.6 INVESTMENT POLICY STATEMENT FOR SHORT TERM OPERATING FUNDS AND CAPITAL FUNDS (Continued)

L. Internal Controls. The investment officer shall maintain a system of written internal controls, which shall be reviewed annually by the independent auditors or reviewed upon any extraordinary event, such as the turnover of key personnel, or the discovery of any inappropriate activity. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, or imprudent actions.

M. Accounting Method. The District shall comply with all required legal provisions and Generally Accepted Accounting Principles (GAAP).

N. Reporting Requirements. The investment officer shall be responsible for generating daily and monthly reports for management purposes. In addition, the Board of Directors will be provided quarterly reports, which will include data on investment instruments being held, portfolio activity, and market value as well as any narrative necessary for clarification that allows the Board of Directors to ascertain whether investment activities during the reporting period have conformed to the investment policy.

O. Performance Evaluation. The performance of the District's portfolio shall be compared to the performance of the US Treasury Rates.

P. Investment Policy Adoption. The District's investment policy will be formally adopted by the Board of Directors and reviewed for appropriate modifications on a biennial basis, as per the Board policy review process outlined in Board policy 1.7D. If investments exceeding a maturity of 18 months are contemplated, further review and comment by the Oregon Short Term Fund Board will be sought and thereafter this policy will be readopted annually even if there are no changes (ORS 294.135a). Any amendments shall be approved by the Board of Directors.

LEGAL REFERENCES
ORS 294.004
ORS 294.035 to ORS 294.053
ORS 294.125 to ORS 294.155
ORS 294.810

DATE: September 24, 1996
REVISED: May 26, 2015
REVIEWED: May 26, 2015
SECTION 3.7 PURCHASE AND SALE OF REAL PROPERTY

A. The purchase, lease, trade, or sale of all real property by the District must have the prior approval of the Board.

B. The Fire Chief shall project site needs in advance and the Board, with advice and counsel of the Fire Chief, shall select sites prior to immediate need. Such sites shall be chosen to provide the best service of the residents and properties of the entire District and will be based on demographic data, growth projections, actual and projected emergency response times, availability, and cost of land.

C. Sites that become surplus to the District's needs shall be declared as such by motion of the Board and shall be considered for sale, trade, lease, or gift pursuant to state statutes.

LEGAL REFERENCES
ORS 307.010
ORS 478.260 [2]

DATE: September 24, 1996
REVISED: June 25, 2013
REVIEWED: May 26, 2015
SECTION 3.8  POWER OF THE DISTRICT TO SELL BONDS / BORROW FUNDS

A. The Board or its designee may enter into rental or lease/purchase agreements required for fire protection purposes. (ORS 478.410[3])

B. The District may borrow money and sell and dispose of general obligation bonds when such bonds have been authorized by a majority of voters, voting at an election called for that purpose. (ORS 478.410[2])

C. The Board shall determine the limit for the total amount of short-term loans at the first business meeting of each fiscal year if they are anticipated.

D. The District is authorized to contract for short-term loans for the purpose of meeting current expenses.

LEGAL REFERENCES
ORS 478.410 [2] and [3]

DATE: September 24, 1996
REVISED: December 14, 2004
REVIEWS: May 26, 2015
A. Fund balance measures the net financial resources available to finance expenditures of future periods.

B. The District’s Unassigned General Fund Balance will be maintained to provide the District with sufficient working capital and a margin of safety to address local and regional emergencies without borrowing. The District’s ending fund balance in the General Fund shall remain sufficient to meet five months of operating costs. The unassigned General Fund Balance may only be appropriated by resolution of the Board of Directors.

C. When it is appropriate for fund balance to be assigned, the Board delegates authority to the Fire Chief or the Chief Financial Officer.

D. Fund Balance of the District may be committed for a specific source by formal action of the Board of Directors. Amendments or modifications of the committed fund balance must also be approved by formal action of the Board of Directors.

E. In circumstances where an expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended is as follows: restricted fund balance, followed by committed fund balance, assigned fund balance, and lastly, unassigned fund balance.

DATE: February 28, 2012

REVIEWED: May 26, 2015
SECTION 3.10 SYSTEM OF ACCOUNTS

The District shall adopt and maintain standardized accounting policies meeting the standards promulgated by the Governmental Accounting Standards Board (GASB).

DATE: September 24, 1996
REVISED: May 26, 2015
REVIEWED: May 26, 2015
SECTION 3.11 AUDIT

A. The Chief Financial Officer will work with the Board-designated auditor (Section 2.9) each year to accomplish the objective of the annual audit.

B. The Chief Financial Officer shall be responsible for filing the audit report with the Secretary of State and shall be authorized to disburse from District funds all filing fees prescribed.

C. The Chief Financial Officer shall be responsible to ensure the auditor presents the audit report to the Board of Directors.

LEGAL REFERENCE
ORS 297.425
ORS 297.465
ORS 297.466
ORS 297.485

DATE: September 24, 1996

REVIEWED: May 26, 2015
SECTION 3.12 PROPERTY INVENTORY

A. The District shall maintain a formalized program of accountability and controls over all inventory of furniture, fixtures, and equipment. The purpose of the inventory will be to satisfy reporting requirements for insurance coverage, to aid the administration in the management of equipment, to assist in budgeting for replacement, and to affix the control of responsibility for the custody of equipment.

B. The District shall conduct an annual inventory of all assets capitalized under general accepted accounting principles, currently $5,000 or more per asset. Such inventory shall be reviewed annually by the Finance Division as part of preparation for the annual audit.

C. The District shall also maintain and conduct inventories of equipment as required to meet established safety standards.

DATE: September 24, 1996

REVISED: June 25, 2013

REVIEWED: May 26, 2015
SECTION 3.13 PROPERTY APPRAISAL

A. To ensure an adequate level of insurance, the District shall maintain an appraisal of all buildings including improvements, fixtures, and fixed contents.

B. A physical re-appraisal of replacement values on property and improvements shall be conducted no less than each ten years. The values of all buildings shall be updated annually for insurance purposes.

C. The appraisal shall be conducted by an appraiser who is certified or has a history of successful experience in the field. This appraisal may be performed by the District's insurance agent of record or insurance company.

DATE: September 24, 1996
REVISED: May 26, 2015
REVIEWED: May 26, 2015
SECTION 3.14 DISPOSAL OF SURPLUS PROPERTY

“Surplus Property” shall be defined as any personal property of the District that has been determined by the Fire Chief or designee as being of limited remaining life or use or value to the District. The Fire Chief or designee may dispose of surplus property as follows:

A. The District will dispose of surplus property in such a manner that will not invite criticism.

B. The District will dispose of surplus or non-usable property in such a manner that would net the most revenue (or least amount of cost) for the District for the time involved. The District shall consider expected revenue per type of sale in comparison with estimated staff time to prepare items for sale in determining the methodology of disposal of surplus. Methods of disposal for items determined as surplus property may include, but are not limited to trade-in, auction, selling as scrap, advertising for sale, third-party liquidator, and/or donation as provided in D and E below.

C. The District may sell an item of surplus property with an estimated value of $5,000 or less without a competitive process if the District determines that such a process will result in increased net revenue. The District may establish a selling price, schedule and advertise a sale date, and sell to the first qualified buyer meeting the sale terms.

D. Transfer to another fire department, consistent with the requirements of ORS 279A.190.

E. The District may donate or sell surplus property to another public agency or nonprofit organization provided that is the most efficient and cost-effective method of disposing of the property.

F. The District shall maintain records of surplus transactions and notify the insurance company as needed of deletions.

G. The District will evaluate the source of funding for property to be disposed to ensure compliance with any grant or bonded debt requirements arising from the initial purchase.

DATE: September 24, 1996

REVISED: May 26, 2015

REVIEWED: May 26, 2015
SECTION 3.15 RISK MANAGEMENT AND INSURANCE PROGRAM

A. The District shall provide for a program of risk management consistent with legal requirements and the limited financial resources of the District.

B. The District shall purchase insurance or set aside reserves to self-insure. Coverage shall meet legal requirements or exceed those minimum requirements at the discretion of the Board as necessary to protect:

1. The District as a corporate body
2. The District’s Board of Directors
3. The District’s individual members
4. The District’s appointed officers
5. District employees

The above are to be insured against financial loss arising out of any claim, demand, suit, or judgment by reason of alleged negligence or other act resulting in injury or death to any person, or damage to property while the above-named insureds are acting within the scope of their duties or employment with the District.

C. The District shall, subject to meeting legal requirements and the discretion of the Board, purchase insurance to cover or self-insure:

1. All real and personal property of the District
2. Losses due to employee dishonesty, injury, or death
3. Reimbursement of attorney fees and costs for employees performing Incident Command Staff duties or fire prevention inspections who are charged with a criminal offense in accordance with Sections “E” and “F” (below)
4. A program of benefits for employees to the limits established from time to time by the Fire Chief

D. Prior to the commencement of any work or services secured by contract with the District, the contractor shall procure and thereafter during the term of the contract continue to carry public liability and property damage insurance with a company or companies authorized to issue insurance in the State of Oregon, with limits provided by the contract. Such insurance shall cover all risks arising directly or indirectly out of the contractor's activities or performance. Certificates evidencing such insurance and bearing endorsements naming the District as an insured on such policy or policies of insurance shall be delivered to the District.
Additionally, contracts shall contain a provision by which the contractor shall indemnify and hold harmless the District from any claim, loss, or liability arising out of or related to any activity, performance, or non-performance of the contractor in connection with said contract.

E. It is understood that employees who perform Incident Command Staff duties during emergencies are required to make strategic and tactical decisions while attempting to mitigate the incident. These events are dynamic and complex, and decisions have to be made without time for a complete risk-benefit analysis, therefore, undesirable outcomes are possible. In the event an employee performing Incident Command Staff duties is charged with a criminal offense for his or her actions during or related to an emergency event, and the cost of defense of the criminal action is not paid by insurance, the District may reimburse such employee for attorney fees and costs, subject to the following (such reimbursement is referred to herein as “Reimbursement”):

1. To qualify for Reimbursement, the employee must obtain the District’s prior approval of the employee’s criminal defense attorney and the fee agreement with the attorney.

2. Any agreement or contract for legal services will be solely between the employee and the attorney. The District will not guarantee payment for such services and will have no liability to the attorney for the payment of such services.

3. To qualify for Reimbursement, the employee must have been acting within the scope of their duties and employment, as determined by the District in its sole discretion.

4. If the employee qualifies for Reimbursement, the District may provide Reimbursement, in its sole discretion; provided, however, all Reimbursement is subject to the following:

   a. If the employee is found guilty of the charges (including submitting a plea of no contest or guilty), the District may, in its sole discretion, require the employee to repay the District for the Reimbursement.

   b. Reimbursement shall immediately terminate if the District determines, in its sole discretion, that the employee lied during any part of the investigation, discovery, or trial process.

   c. Reimbursement may be denied or terminated if the District determines, in its sole discretion, that the employee’s actions constituted willful or wanton misconduct.
SECTION 3.15 RISK MANAGEMENT AND INSURANCE PROGRAM (Continued)

d. Reimbursement shall immediately terminate if the District determines, in its sole discretion that the employee has refused or refuses to fully cooperate with any post-incident investigations.

e. The District shall not provide Reimbursement for attorney’s fees and costs incurred in an appeal unless specifically authorized by the Board of Directors.

f. In order to receive Reimbursement, the employee shall provide the District with a statement of the attorney fees and costs incurred to date and proof of payment of such fees and costs. The District shall then determine, in its sole discretion, what fees and costs shall be reimbursed.

F. The District may also provide reimbursement of attorney’s fees and costs for employees who conduct fire prevention inspections and are charged with a criminal offense arising out of their actions or omissions during such inspections. Such reimbursement is subject to the provisions of Section E, 1-4, above.

G. The provisions for insurance and indemnification in all contracts shall be reviewed and approved by the District's Chief Financial Officer or legal counsel.

DATE: September 24, 1996
REVISED: May 26, 2015
REVIEWED: May 26, 2015
A. The District may retain agents of record for the purpose of purchasing insurance for employee benefits, workers’ compensation, and property and casualty insurance.

B. District staff shall ensure the District maintains a sound risk management program. Agents may assist in writing and servicing all necessary policies and statutory bonds.

C. The means of selection, the minimum qualifications and responsibilities of an agent of record are to be developed and evaluated by District management.

DATE: September 24, 1996

REVIEWED: May 26, 2015
SECTION 3.17 CREDIT CARDS

The Board authorizes the use of District credit cards by employees or Board members conducting business for the District. The District is responsible for the development and maintenance of purchasing limits, distribution, overall debt limits, and policies and procedures regarding their usage.

DATE: September 24, 1996

REVIEWED: May 26, 2015
SECTION 3.18   BUSINESS TRAVEL

A. District employees shall be authorized to travel to activities that are of direct benefit to the Fire District.

B. The Fire Chief shall notify the Board President or designee when his business travel will exceed three or more days absence from the District.

C. The Fire Chief or designee shall approve business travel outside the states of Washington and Oregon for all other employees.

D. The Fire Chief shall be responsible for administrative procedures relating to travel policies.

DATE:  September 24, 1996

REVISED:  September 23, 2008

REVIEWED:  May 26, 2015
A. The District shall maintain a pension plan for personnel retired prior to integration in the Oregon Public Employees Retirement System on July 1, 1981, or their beneficiaries.

B. The District's pension plan shall be administered by the District management who will be responsible to monitor the plan for compliance with all laws and regulations and who will also ensure appropriate tax filings are made. The Fire Chief/Administrator will ensure that the necessary annual adjustments are made to retirees' pensions as required.

C. The Board of Directors will serve as trustees of the pension plan.

D. The pension plan shall be reviewed actuarially on a periodic basis to ensure funding levels are appropriate.

DATE: September 24, 1996

REVISED: June 25, 2013

REVIEWED: May 26, 2015
SECTION 3.20  VOLUNTEER LOSAP ADMINISTRATION

A. The District shall maintain a Length of Service Award Plan (LOSAP) for its Firefighter and Responder volunteers with one full calendar year or more of service to the District.

B. The Fire Chief shall be designated as Administrator and Trustee of the Plan.

REFERENCE: Resolution 2012-06

DATE: November 16, 2004
REvised: May 26, 2015
REVIEWED: May 26, 2015
SECTION 3.21 DEFERRED COMPENSATION ADMINISTRATION

A. The Board authorizes deferred compensation plans for employees under Internal Revenue Code sections 457(b) and 401(a).

B. The Chief Financial Officer will be responsible to administer the plans to ensure tax law compliance, and periodically adopt any carrier amendments or revisions to the carrier agreements and investment selections necessary to update matching contributions, investment selections or perform other administrative functions.

C. Employee hardship withdrawal requests and investment and performance carrier reviews shall be administered by a three-person committee comprised of an officer of Local 1660, the Director of Human Resources, and the Chief Financial Officer. A quorum is two.

LEGAL REFERENCE
Sections 457 and 401(a) of the Internal Revenue Code

DATE: September 24, 1996

REVISED: June 25, 2013

REVIEWED: May 26, 2015
SECTION 3.22 REIMBURSEMENT PLAN AUTHORIZATION UNDER IRC SECTION 125 PLAN

A. The Board authorizes a Section 125 plan to include Section 129 benefits for all employees.

B. Operations of the plan shall be administered by the Chief Financial Officer as plan administrator.

C. The plan shall be structured and administered to comply with applicable sections of the Internal Revenue Code.

DATE: September 24, 1996

REVIEWED: May 26, 2015
SECTION 3.23   RIGHT TO DISCIPLINE ACTS OF FRAUD

A. The Board and management are committed to the highest level of moral and ethical behavior. Breaches of this behavior, especially through acts involving fraudulent means erodes the public’s trust and confidence in the integrity of the District.

B. Management will be responsible to exercise a combination of preventative, detective and corrective controls to protect the assets of the District.

C. Management will also be responsible to discipline, up to and including prosecution, of any and all personnel found guilty of fraudulent use of District assets.

DATE: May 26, 2015

REVIEWED: May 26, 2015
SECTION 3.24  POLICY APPROVAL

This is to certify that Budget, Finance, and Business Operations, Section 3, policies 3.1 – 3.23, were duly adopted and approved by Board action on:

______________________________  ________________________________
Robert C. Wyffels, President of the Board  Gordon L. Hovies, Secretary of the Board

APPROVED:  May 26, 2015
NEW BUSINESS
AGENDA ITEM

Tualatin Valley Fire & Rescue
Tigard, Oregon

SUBJECT: Fire Station Driveway Replacements
FOR AGENDA OF: May 26, 2015
APPROVED FOR AGENDA: Fire Chief Mike Duyck
DEPARTMENT OF ORIGIN: Facilities

PROCEEDING: Discussion and Approval
DATE SUBMITTED: May 7, 2015
EXHIBITS: Notification of Intent to Award
CLEARANCES: Fire Chief’s Office

BUDGET IMPACT

| EXPENDITURE REQUIRED: $268,369 | AMOUNT BUDGETED: $404,000 | APPROPRIATION REQUIRED: $0 |

BACKGROUND:

Staff issued a public improvement bid to select a qualified contractor to replace asphalt driveways with concrete at several stations. Bids were received from three prequalified firms (see attached Exhibit); one bid was rejected pursuant to OAR 137-049-0380, due to the firm’s failure to comply with all of the prescribed public contracting procedures and requirements. Lanphere Construction & Development, LLC, submitted the low, responsive bid. The firm offered to use High Early Strength Concrete, an accepted alternative, to limit the cure time for a cost of $9,611.

Staff recommends that the Board approve the expenditure for fiscal year 2015-16 to ensure that the selected contractor can schedule the projects during the busy summer construction season. To minimize impact at the stations, these projects will be completed in phases beginning in mid-July 2015.

RECOMMENDED ACTION:

Award the public improvement contract to Lanphere Construction & Development, LLC, the low, responsive, and responsible bidder, in the amount of $268,369.

PROPOSED MOTION:

“I move to authorize the Fire Chief or his designee to execute the necessary contract documents as recommended.”
DATE: July 10, 2014

TO: Matton Utility, Inc
    Brown Contracting, Inc
    Lanphere Construction & Development, LLC

RE: Notification of intent to award ITB 15-06 Driveway Replacement

Dear Contractor:

After completing the evaluation of the responsive offers to ITB 15-06, according to the terms and conditions outlined in the ITB document, Tualatin Valley Fire & Rescue has selected and intends to award a contract to Lanphere Construction & Development LLC.

Lanphere Construction & Development has been determined to be the most responsible bidder that submitted the low responsive bid for $258,758. Other bids received include:

- Brown Contracting $284,988
- Matton Utility $184,855 (bid rejected, missing required information)

The Contract Award will be presented to the TVF&R Board of Directors for ratification on May 26, 2015.

Attached is the First Tier Subcontractor Disclosure submitted by Lanphere Construction & Development.

This notice is not a binding commitment by TVF&R; the successful Contractor is hereby notified not to proceed until a signed contract is issued by TVF&R.

Your participation in the Tualatin Valley Fire & Rescue bid process is appreciated.

Sincerely,

Eric Wicks, CPPB
Purchasing Manager/Contracts Administrator
Fax: (503) 259-1157
Email: Eric.Wicks@tvfr.com
AGENDA ITEM

Tualatin Valley Fire & Rescue
Tigard, Oregon

SUBJECT: Non-Represented Salary Range Adjustment
FOR AGENDA OF: May 26, 2015
APPROVED FOR AGENDA: Fire Chief Mike Duyck
DEPARTMENT OF ORIGIN: Fire Chief’s Office

PROCEDING: Information only
DATE SUBMITTED: May 15, 2015

EXHIBITS: Non-Represented Salary Grade Chart
Salary Range Adjustment Memo
CLEARANCES: Fire Chief’s Office

BUDGET IMPACT

<table>
<thead>
<tr>
<th>EXPENDITURE REQUIRED: -0-</th>
<th>AMOUNT BUDGETED: -0-</th>
<th>APPROPRIATION REQUIRED: -0-</th>
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</table>

BACKGROUND:

The District will implement a 2.0% non-represented salary range increase effective July 1, 2015, based on the overall review of the compensation program, market conditions, internal equity, and the District’s financial position. Actual salary increases for each non-represented employee are based upon the employee’s performance, as outlined in the 2015-16 budget document under “Salary Administration.” Please see Exhibit A and Exhibit B for additional details.

RECOMMENDED ACTION:

Information only.
### Manager Grades
**July 1, 2015 - June 30, 2016**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Min</th>
<th>Mid</th>
<th>Max</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>M5</td>
<td>9,506</td>
<td>11,183</td>
<td>12,860</td>
<td>Deputy Chief</td>
</tr>
<tr>
<td>M4</td>
<td>9,053</td>
<td>10,650</td>
<td>12,248</td>
<td>Assistant Chief, Chief Financial Officer</td>
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<tr>
<td>M3</td>
<td>8,622</td>
<td>10,143</td>
<td>11,664</td>
<td>Controller, Division Chief, Human Resources Director, Fire Marshal, Logistics Director</td>
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<tr>
<td>M2</td>
<td>8,211</td>
<td>9,660</td>
<td>11,109</td>
<td>Emergency Management Director</td>
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<tr>
<td>M1</td>
<td>7,820</td>
<td>9,200</td>
<td>10,580</td>
<td>Assistant Fire Marshal, Chief of Staff, Public Affairs Chief, Public Education Chief Officer</td>
</tr>
</tbody>
</table>

30% width, Grades M1 to M5 separated by 5%, Midpoint of Grade M1 calculated as 2.0% above 2014 Grade M1 Midpoint

### Administrative Support Grades
**July 1, 2015 - June 30, 2016**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Min</th>
<th>Mid</th>
<th>Max</th>
<th>Position</th>
</tr>
</thead>
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<tr>
<td>13</td>
<td>7,430</td>
<td>8,741</td>
<td>10,052</td>
<td>Construction Projects Manager, Financial Operations Manager</td>
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<td>12</td>
<td>6,911</td>
<td>8,131</td>
<td>9,351</td>
<td>Emergency Mgmt Program Manager, Facilities Operations Manager, Fleet Operations Manager, Human Resources Manager, Network Engineer, Senior Database Administrator, Senior Systems Administrator</td>
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<tr>
<td>11</td>
<td>6,429</td>
<td>7,564</td>
<td>8,699</td>
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<td>10</td>
<td>5,981</td>
<td>7,036</td>
<td>8,091</td>
<td>Management Analyst, Media Services Manager, Purchasing Manager/Contracts Administrator, Supply Manager</td>
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<tr>
<td>9</td>
<td>5,563</td>
<td>6,545</td>
<td>7,527</td>
<td>Communications Supervisor, Fleet Technician Supervisor, Payroll Manager, Senior Benefits Administrator, Systems Administrator II</td>
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<tr>
<td>8</td>
<td>5,175</td>
<td>6,088</td>
<td>7,001</td>
<td>Financial Systems Analyst, HR Data Analyst, Media Producer, Nurse II, Program Planner, Public Affairs Officer, Systems Administrator</td>
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<tr>
<td>7</td>
<td>4,814</td>
<td>5,663</td>
<td>6,512</td>
<td>Communications Technician, Facilities Maintenance Technician(LME), Fleet Technician, Nurse, Planning Analyst, Public Affairs Coordinator, Senior Employment Coordinator</td>
</tr>
<tr>
<td>6</td>
<td>4,478</td>
<td>5,268</td>
<td>6,058</td>
<td>Facilities Maintenance Technician, Human Resources Generalist, Service Desk Specialist, Wellness Program Coordinator</td>
</tr>
<tr>
<td>5</td>
<td>4,165</td>
<td>4,900</td>
<td>5,635</td>
<td>EMS Specialist, Executive Assistant, Planning Specialist, Records Analyst, Supply Operations Supervisor</td>
</tr>
<tr>
<td>4</td>
<td>3,874</td>
<td>4,558</td>
<td>5,242</td>
<td>Accounting Specialist, Communications Program Assistant, EMS Assistant, Medical Assistant, Medical Equipment Technician, Operations Technician, Senior Payroll Accounting Specialist</td>
</tr>
<tr>
<td>3</td>
<td>3,604</td>
<td>4,240</td>
<td>4,876</td>
<td>Capital Construction Project Coordinator, Facilities Maint. Admin Specialist, Fleet Operations Assistant, Fleet Parts &amp; Small Engine Technician, Human Resources Assistant, Lead Admin Asst.-Fire Prevention, Logistics Assistant, Supply Purchasing Specialist, Training Division Specialist</td>
</tr>
<tr>
<td>2</td>
<td>3,352</td>
<td>3,944</td>
<td>4,536</td>
<td>Administrative Assistant II, OHW Program Assistant</td>
</tr>
<tr>
<td>1</td>
<td>3,119</td>
<td>3,669</td>
<td>4,219</td>
<td>Administrative Assistant, Fleet Utility Worker, Maintenance Utility Worker, Supply Assistant, Supply Customer Service Clerk</td>
</tr>
</tbody>
</table>

30% width, Grades separated by 7.5%, Midpoint of Grade 1 calculated as 2.0% above 2014 Grade 1 Midpoint
Exhibit B

INTEROFFICE MEMORANDUM

TO: Chief Duyck

FROM: Lucy Shipley

SUBJECT: July 1, 2015 Non-Represented Salary Range Adjustment Recommendation

DATE: April 28, 2015

The District non-represented total compensation program includes direct salary, employee health benefits, deferred compensation and retirement plans, training and development, work/life balance, and recognition programs. The compensation program is designed to attract, retain, motivate and reward a qualified and competitive workforce. Base salary is just one component of total compensation. Maintaining a competitive non-represented salary grade structure supports the administration of base salary.

Human Resources review the Portland Metro area salary trends each year to compare salary and salary range adjustments for both private and public sectors. As part of our external market analysis, we participate in and purchase two formal Portland area salary surveys. The surveys include a wide range of public sector organizations and private companies. In addition, we contact cities within our service area to request their non-represented salary and salary range adjustment information. Each organization develops and implements unique salary administration methodologies to achieve their strategic goals. While all of the organizations rely on fundamental compensation methodologies and best practices, our salary administration is unique and does not directly mirror any other organization’s total compensation program or base pay administration. TVF&R staff evaluates multiple data points, which include external comparators, CPI, compression and internal equity, prior to providing a salary range adjustment recommendation.

The information obtained to date from the published salary surveys and partner agencies reflect a range of salary structure adjustments from 1.8% - 2.4%. Several public sector organizations provide the non-represented employees a cost-of-living increase, as opposed to merit based salary increases. Milliman Portland Area Cross Industry Survey and Milliman Oregon Public Sector Survey both reported a 2.4% salary structure adjustment. The 2014 annual year-end average CPI-W index was 1.5%.

Human Resources recommends a 2.0% non-represented salary range increase effective July 1, 2015; based on the overall review of the compensation program, market conditions, internal equity and the District’s financial position. Actual salary increases for each non-represented employee are based upon the employee’s performance, as outlined in the 2015-16 budget document under “Salary Administration.”
CHIEF’S REPORT

A. Capital Bond Project Update

B. Legislative Update

C. Outstanding Employee of the Quarter (1st Quarter, 2015)

D. Events
   ▪ National Council of Statewide Interoperability Coordinators (NCSWIC) / SAFECOM Executive Committee
   ▪ Congressional Fire Service Institute Fire & EMS Symposium
   ▪ Metro Fire Chief’s Conference
   ▪ Oregon Fire Chief’s Association Spring Conference
   ▪ FirstNet Community Academy
   ▪ City District Staff Meetings
   ▪ Fire Service Day at the Capitol
   ▪ PulsePoint
   ▪ Meritorious Awards Ceremony – Saturday, May 30, 2015 at 10:30 a.m.
   ▪ Western Washington County Fire District Directors Conference – June 16, 2015 at 6:00 p.m.
Capital Projects Update

Construction Projects:

Station 70

- Contractor mobilized at the beginning of May
- Project will be complete Fall 2015

New bay doors opening

Station interior

May 26, 2015
Stations 62, 64 and 69

- Station 69 land use application has been submitted
- Project team continues to work through design development phase
- Target completion dates Spring 2017
Station 368

- Schematic designs approved
- Project team has moved into design development phase
- Project will be complete Spring 2016
Trace Richard
Nominated by Stephanie McKee

Deputy Fire Marshal Trace Richard was nominated by Stephanie McKee. Trace has taken on a project of keeping a database of all the hydrants in District. He has gathered information such as GPS coordinates of hydrants, ownership of hydrants, and inspection records for hydrants. Trace took the initiative on this project after realizing there was a need for this information. He has gone out of his way to get this task done in addition to his regular duties as an inspector. The information he has gathered has helped not only the code enforcement staff but the crews as he has identified several hydrants that were not on preplans and has helped make sure hydrants are being tested annually so that they will be more reliable for the fire crews in the event of a fire.

Note from Chief Stoller: I second the nomination for Trace Richard. Trace took the initiative when he identified a weakness in our system (a gap in our tracking and marking of private fire hydrants). He chose to maximize his available time and energy between fire inspections by highlighting the geographical areas where these hydrants were most likely located (based off our internal maps and the maps of our water purveyors). He then drove them, verified locations, captured the geospatial data for each and created a spreadsheet that would allow us to then upload to our MDC layers and into our database. This work will aid our inspection staff in better identification, inspection, testing, and maintenance of the hydrants; our crews for marking of available and more reliable water sources; and any future efforts towards the accreditation of our water supply systems. Trace’s initiative on this project points to his resourcefulness, willingness to support the organization, and time management.

Wyatt Chamberlin
Nominated by Daniel Krug

Apparatus Operator Wyatt Chamberlin was nominated by Firefigther Daniel Krug for his efforts with the recruit academy. He took profound measures to physically prepare for his role as an Academy Instructor by losing 30 pounds and greatly increasing his level of physical fitness. He has taken it upon himself to format and edit all recruit academy instructional material in order to simplify the instructional hand off. In doing so he is furthering the standardization process for future Recruit Academies. AO Chamberlin has been recognized by his peers and leaders over the past several months for his work ethic and instructional demeanor. Numerous observers have made
laudatory comments about the example that he is setting. On a daily basis, he is constantly sought out by recruits and station members for his knowledge on basic fire skills and his ability to positively coach individuals. AO Chamberlin has also taken it upon himself to personally coach and mentor Station 62 members on Apparatus Operation in preparation for the upcoming AO Academy. AO Chamberlin is a positive example for members of the district to follow at all levels. His actions and dedication to service reflect great credit upon himself and the fire district.

Mark Higley
Nominated by Rod McDowell

Facilities Maintenance Technician Mark Higley was nominated by Operations Manager Rod McDowell for his part in ensuring that the integration of the new tap-out systems provided all of the tap-out functionality to operate properly within remodeled Stations 51 and 52. Station 51’s tap-out was replaced first because there were no crews responding from the station during the construction project. Working with the project electrician, Mark provided guidance, troubleshooting, and testing as the existing electrical infrastructure was integrated into the new tap-out system. There were a number of integration issues that arose that had to be resolved as the different functional aspects of the station were connected to the new system. It took several days to fully complete the installation and functional testing of the tap-out system at Station 51. Station 52 has been fully operational during the entire renovation and remodel project. Because of the issues encountered at Station 51 and because each of our older stations is configured a little differently when it comes to the integration of the tap-out system, there was a concern that the new tap-out could not be installed and made operational in the two day window that was being proposed. Minimizing the impact on the crews was our paramount concern during the tap-out system replacement. On the morning of Tuesday, March 10th at 0700 hours Mark and the electrician took the old tap-out system off line, physically removed it from the station comms room, and installed the new tap-out panel. The process to reconnect all of the tap-out wiring was started and continued through the day. 12 ½ hours later Mark notified Station 52’s crew that the new tap-out system was online and was operational and that the crew would not need to monitor their pagers over night to receive the notifications for their emergency calls. Accomplishing this task in this amount of time exceeded everyone’s expectations. For his outstanding effort and his commitment to minimize the impact of the tap-out system replacement on Station 52’s Crew, I nominate Mark Higley for Employee of the Quarter.

Daniel Krug and Ryan Gallop
Nominated by Patrick Fale

Firefighter Daniel Krug and Firefighter Ryan Gallop were nominated by Captain Patrick Fale for their efforts in continually helping the E92 program staff. In early January, Daniel and Ryan offered to help the recruits and academy staff with anything. This was not a hollow offer.
Throughout this process Daniel and Ryan have logged approximately 60 hours of training and instruction with the recruits. Both individuals have continually augmented academy staff and brought a fresh perspective to the training. They have distinguished themselves through mentoring and providing guidance whenever appropriate. Collectively Ryan and Daniel are in a unique position. They have each capitalized on this opportunity by continually demonstrating true professionalism to our newest members. They have helped create an environment for all members of 62’s, especially the recruits. Many times Daniel and Ryan have provided much needed logistical help on the training grounds and in the classroom. They have been victims, patients, coaches, mentors, and lastly they have been dedicated workers who never complain and continually ask for more. The actions of these two employees may not seem extraordinary through written communication, but their actions and character on the ground absolutely are. Daniel and Ryan have taken on the task of helping to compile all of our EMS/Fire training into a “one stop shop” for the E92 program. This has and will continue to free up trainers to do what they do best – train. The work they have accomplished will have long standing effects on the program and the future training of our newest members. The contributions they have made will enhance the overall excellence of our newest members far into the future. Long after these two individuals have moved on to other areas of the organization their tremendous work ethic and contributions will remain.
PRESIDENT’S REPORT
ITEMS NOT LISTED ON THE AGENDA