BOARD OF DIRECTORS MEETING AGENDA
TVF&R Command and Business Operations Center
11945 S.W. 70th Avenue, Tigard, Oregon
Tuesday, September 23, 2014
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 (August 26, 2014) 5
   B. Memorandum of Understanding – Tualatin Valley Fire & Rescue and Tualatin
      Hills Park and Recreation District 11

III. RECOGNITION

   A. Clark County Captain Scott Taube
   B. Civil Service Commissioner Bill Scheiderich

IV. CITIZEN PARTICIPATION

V. STAFF PRESENTATION

   A. Regional Radio Presentation – Dustin Morrow

VI. FINANCE REPORT

   A. Finance Report (August 2014) – Debra Guzman 16
   B. Capital Project Expenditure Summary – Debra Guzman 20

VII. CORRESPONDENCE 22

VIII. OLD BUSINESS

IX. LOCAL CONTRACT REVIEW BOARD

   A. LCRB Resolution 2014-01 CM/GC Station 70 – Eric Wicks * 27
X. NEW BUSINESS
   A. Board Policy Section 11 (Community Services) – Cassandra Ulven – First Reading *

XI. CHIEF’S REPORT
   A. Capital Bond Project Update – Siobhan Kirk
   B. Muscular Dystrophy Association Fill the Boot – John Sconce
   C. Station 68 Move-in
   D. KXL Campaign
   E. Upcoming Events
      ▪ Annual Audit – Beginning September 15, 2014
      ▪ NW Public Employees Diversity Conference – October 14, 2014
      ▪ Station 68 Open House – October 25, 2014
      ▪ Board Workshop – November 18, 2014
        5:30 p.m. Dinner, 6:30 p.m. Meeting

XII. PRESIDENT’S REPORT

XIII. ITEMS NOT LISTED ON THE AGENDA

EXECUTIVE SESSION

Pursuant to ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, and under ORS 192.660(2)(f) to consider information exempt by law.

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, AUGUST 26, 2014
TVF&R COMMAND AND BUSINESS OPERATIONS CENTER
11945 S.W. 70TH AVENUE, TIGARD, OREGON

ATTENDANCE

Board Members:  Brian Clopton, Clark Balfour, Gordon Hovies, Randy Lauer, Robert Wyffels

Others present:  Alisa Cour, Stacey Dukes, Mike Duyck, April Frezza, Dan Griffin, Debra Guzman, Claire Havener, Mark Havener, Laura Hitt, Al Kennedy, Lucy Shipley – TVF&R; Bob Blackmore – Attorney; Chief of Police Geoff Spalding and Captain Jim Monger – Beaverton Police Department.

REGULAR SESSION

CALL TO ORDER

President Robert Wyffels called the meeting to order at 6:03 p.m.

ELECTION OF OFFICERS

Director Lauer moved, seconded by Director Clopton, to reelect the current slate of President, Vice President, and Secretary/Treasurer. Motion carried unanimously.

CONSENT AGENDA

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

RECOGNITION

None.

CITIZEN PARTICIPATION

None.

STAFF PRESENTATION

Renew for Our Blue. Beaverton Chief of Police Geoff Spalding and Captain Jim Monger presented information on the bond measure to finance a new public safety center. They shared that a dedicated police facility has never been built since Beaverton was incorporated in 1893, and that the current facility was intended to be a temporary location; they currently lease more space offsite. After a space needs analysis and cost estimate, they determined that keeping the foundation and superstructure to be the best option. They shared pictures of the current facility and examples of the design plans for the new facility. They have structured the loan to make the payment for the new public safety center as low as possible. The emergency operations center, property and evidence, training, and the bicycle team will be located at the new facility. Anyone who is interested in touring the current facility is invited to do so. More information can be found at www.renewforourblue.com.

Director Hovies asked if the new facility will have covered parking for all police vehicles, when the bond election will be occurring, square feet of the current and future facilities, and if they will have the ability to add square feet in the future. Captain Monger responded:
STAFF PRESENTATION (continued)

- There will be covered parking for most of the patrol cars, as well as an enclosed Sally port; if there is money available at the end of the project, additional covered parking will be added.
- They have a measure number for the November 4th election.
- The current facility is approximately 75,000 square feet, and the new facility will be 119,000 square feet; 8,000 square feet will be for the property and evidence warehouse, there is space allocated for the city attorneys and emergency operations center, and two community rooms will be included.
- They estimated staffing for 30-years, and anticipate the building to last for that period of time.

Director Lauer asked if they know of any competing measures for bond or levy money. Captain Monger responded that he is not aware of any additional measures.

Director Balfour asked if there is a building to the south of the current facility. Captain Monger responded that they do not own the building located to the south. Director Balfour asked if the cost per year and month is based on a typical home worth $275,000. Captain Monger responded that the average cost is $278,000, but the tax assessed value is $233,000.

Director Clopton asked if the current site is the best site for the facility based on the anticipated growth over the next 30-years. Captain Monger responded that it is a good site since they have access to Beaverton-Hillsdale Highway and 217, and the calls for service are generated mainly in that area.

Chief Spalding expressed his gratitude for the partnership and working relationship between Beaverton Police and TVF&R, as well as all the other first responders.

FINANCE REPORT

Finance Report (July 2014). CFO Debra Guzman noted that annual payments are made in July.

- In Materials and Services, there is a variance because Comcast and MACC are negotiating rates; therefore, the District has not received a bill yet.
- There has been a change in how the prior year’s property taxes are reflected. She explained that the first two months of property tax receipts go to the prior year’s revenue, and will now be recorded in the prior year; there will not be activity in the current year until September.

Director Balfour clarified that the revenue being received now is from delinquent tax payments, and those are being allocated back. CFO Guzman responded that per Governmental Accounting Standards, the July and August turnover is considered unsegregated cash and recorded as revenue in the prior year. She explained that past practice was to reconcile it at the end of year. She relayed that Governmental Accounting Standards allow 60 days to recognize revenue for budget purposes. Director Balfour asked if that includes payables (e.g., invoices received in the current fiscal year for services received in the prior year). CFO Guzman responded that those are allocated back, but not on a 60-day basis.
FINANCE REPORT (continued)

Capital Project Expenditure Summary. CFO Guzman reported that the capital bond and project budgets were adjusted to reflect the allocation between the land and building for Station 70. She noted the construction progress for Station 51 and 52, retainage for Station 68, and the remaining payments are to be made on the six medic units.

CORRESPONDENCE

Noted.

OLD BUSINESS

Board Policy Section 10 (Maintenance). Logistics Director April Frezza relayed that staff presenting Board Policy Section 10 for first reading at the July 22nd Board meeting. At that time, no further revisions were suggested, and the policy is being presented for second reading and approval.

Director Hovies moved, seconded by Director Clopton, to approve the second reading of Board Policy Section 10 by title only. Motion carried unanimously.

Stacey Dukes gave the Second Reading of Board Policy Section 10 (Maintenance) by title only.

Fire Code Ordinance 14-02. Assistant Chief Mark Havener relayed that the Ordinance was presented at last month’s Board meeting. At that time, no further revisions were suggested, and it is being presented for second reading and approval.

Director Hovies moved, seconded by Director Lauer, to approve the second reading of Fire Code Ordinance 14-02 by title only. Motion carried unanimously.

Stacey Dukes gave the Second Reading of Fire Code Ordinance 14-02 by title only.

NEW BUSINESS

None.

FIRE CHIEF’S REPORT

Capital Bond Project Update. Assistant Chief Mark Havener relayed that Station 68 substantial completion occurred last week. He noted that the Division Chief and Captain are working with Facilities to develop the move-in plan. He reported that seismic work is underway at Stations 51 and 52; roof upgrades have been started, doors and walls have been removed, and rough plumbing has been installed. He reported that the schematic design for Station 70 has been started.

Outstanding Employee of the Quarter (2014 2nd Quarter). Chief Mike Duyck relayed that recipients are Ryan Schenk, Aaron Zahrowski, and Bill Steward, who contributed to the implementation of transport services. He noted that other nominations were for staff involved in mobile healthcare, excellent customer service, and the helmet replacement program.
FIRE CHIEF’S REPORT (continued)

Special Districts Insurance Services Best Practices Program. Chief Duyck relayed that Special Districts Association of Oregon provides an opportunity for districts to earn a discount of up to 10%. He relayed that under the new program, all Board members must attend a class, and the Board President must sign a form stating that this has been completed. He noted that classes are offered at the annual conference, online, or on DVD. He relayed that staff will work with the Board to identify what classes they have completed, and facilitate completion of the form. Board training counts for 2% of the overall discount.

Surplus Vehicles. Chief Duyck relayed that per Board Policy, four vehicles were surplused. Two brush rigs were sold for $12,000 each and two Toyota Tundras will be posted on [govdeals.com](http://www.govdeals.com) within two weeks.

Past & Upcoming Events. Chief Duyck shared event information with the Board:

- The IAFC conference in Dallas was extremely successful, and he taught several classes; an article was written about one of the classes. He had a conversation with a Fire Chief from the Netherlands and found that they share similar issues, such as growth, deployment, finances, labor relations, response times, etc.
- The District participated in National Night Out on August 5th for the 15th year.
- The WFCA has designed a conference specifically for district Fire Chiefs called FORCE (Fire Officer and Ranking Chief Executive). Their research found that this type of conference did not exist. Both he and Chief Stevens will be presenting.
- The IAFF Fallen Firefighter Memorial in Colorado Springs will be held in September. He noted that Dan Schrader’s name will be added to the wall.

Accreditation Compliance Report. Chief Duyck relayed that staff is in the process of completing the last accreditation compliance report in the current five-year cycle, and is reviewing the 250+ competencies in preparation for a peer team visit in the Spring 2015. If the peer team deems the District eligible for accreditation, it will go before the CFAI Board of Directors in August 2015.

Director Balfour commented that there had been conversation about whether or not it is worthwhile to pursue accreditation, and ask for Chief Duyck’s thoughts. Chief Duyck responded that staff sees value in the internal review, peer team review, creation of the strategic plan, creation of the Standard of Cover, and having deadlines to meet. He explained that the District does not have to be CFAI accredited to accomplish those items, but his recommendation is that the District gets credit for completing those items. He added that if the District were to choose not to pursue accreditation, he would still recommend that the District continue those four components.

Director Lauer asked if CFAI is tied to the ISO rating group. Chief Duyck responded that they had hoped it would be, but there were no extra points awarded for being accredited. Director Lauer asked if the use of ISO standards is required for accreditation. Chief Duyck responded that accreditation allows elected officials to set the performance level based on circumstances,
FIRE CHIEF’S REPORT (continued)

risk analysis, and financial capabilities; whereas, ISO holds agencies to the national standard levels of response.

President Wyffels asked what the cost is to comply with accreditation. Chief Duyck responded that there is a fee, but he does not have the total cost of the process. He added that the value to the District is the quality improvement, more effective and efficient deployment, etc.

PRESIDENT’S REPORT

Board President Training. President Wyffels shared that he went through a training session with Bob Blackmore on how to better serve as Board President, and a Director in general.

Chief Duyck Elected President of the Western Fire Chiefs Association. President Wyffels shared that Chief Duyck was selected as President of the WFCA.

Chief Duyck Chief Fire Officer Designation. President Wyffels congratulated Chief Duyck on obtaining his Chief Fire Officer Designation.

Chief Duyck expressed his appreciation for the Board’s support of his role as President of the WFCA, and shared that many things coming out of the IAFC are a product of the Western Division.

WCCCA Annual Retreat. President Wyffels shared that the WCCCA Annual Retreat will be held next month; the discussions will include finances, and future growth.

ITEMS NOT LISTED ON THE AGENDA

Director Hovies shared that the next Southwest Corridor meeting is set for September 8th.

Director Lauer asked if WCCCA has talked to the City of Beaverton about a facility that could house both agencies since Beaverton is planning to have an emergency operations center. Chief Duyck shared that there was a study done on co-locating the three dispatch centers between Washington and Clackamas counties.

EXECUTIVE SESSION

Director Lauer moved, seconded by Director Hovies, to recess from the Regular Session and move the meeting into Executive Session. Motion carried unanimously.

President Wyffels moved the meeting into Executive Session at 7:10 p.m.

Director Balfour moved, seconded by Director Clopton, to move out of Executive Session and resume Regular Session. Motion carried unanimously.

President Wyffels moved the meeting into Regular Session at 8:35 p.m.
ITEMS NOT LISTED ON THE AGENDA

None.

ADJOURN

Director Hovies 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 8:36 p.m.

Approved this _______ day of ___________________________, 2014.

__________________________________________
Secretary/Treasurer

Minutes recorded and prepared by Stacey Dukes
Memorandum of Understanding between Tualatin Valley Fire and Rescue and the Tualatin Hills Park and Recreation District

WHEREAS, the Parties to this Memorandum of Understanding (MOU), Tualatin Valley Fire & Rescue (TVF&R) and Tualatin Hills Park and Recreation District (THPRD), owns adjacent properties on the south east corner of SW Murray Boulevard and SW Butner Road (Fire Station 61 and Wanda Peck Memorial Park);

WHEREAS, THPRD installed a meter on the Fire Station 61 side of the main water meter for the purposes of tracking irrigation water usage to Wanda Peck Memorial Park; and

WHEREAS, the Parties enter into this MOU regarding irrigation water.

NOW, THEREFORE, the Parties agree as follows:

1) This agreement constitutes the entire agreement between the Parties; there are no covenants, promises, agreements, conditions, or understandings between the Parties, either oral or written, other than those contained in this MOU;
2) THPRD will provide TVF&R quarterly readings of the water usage;
3) TVF&R will invoice THPRD for the water usage, plus a $35 administration fee. THPRD agrees to pay each invoice within 30 days of receipt. A 1% late fee may be assessed if a payment is late.
4) To the fullest extent permitted by law, each Party shall fully indemnify, defend and save, and hold harmless the other, its officers, board members, agents, employees, volunteers, affiliates, and all other persons acting on behalf of the Party, from and against any and all claims, demands, suites, actions, damages, losses, costs and expenses, direct and indirect or consequential of any nature whatsoever, including reasonable attorneys’ fees, and any other costs of defense, settlement payments and court costs, and liability of personal injuries (including death), property loss, and all other legally cognizable harm caused by, arising from, in whole or in part or in connection with, any act or omission involving any work under this Agreement. The duty of defense shall arise immediately upon assertion of any claim that may be covered by this indemnification provision, and, to the fullest extent allowed by law, shall be independent of any duty of indemnification.
5) Modifications to this Agreement are valid only if made in writing and signed by both Parties.
6) This MOU shall continue with no expiration date. This MOU may be terminated, with or without cause and at any time, by a Party by providing 30 days written notice of intent to the other Party.

We, the undersigned have read and agree with this MOU:

By ________________________________  Date_____________
Tualatin Hills Park and Recreation District

By ________________________________  Date_____________
Tualatin Valley Fire & Rescue
RECOGNITION
CITIZEN PARTICIPATION
STAFF PRESENTATION
FINANCE REPORT
## Condensed Statement of Budget vs Sources & Uses of Funds

### General Fund (Fund 10)
For the Period Ended August 31

**Benchmark:** 16.67%

### Sources of Funds

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>2014-15 Revised Budget</th>
<th>2013-14 Y-T-D Actual</th>
<th>Variance with Budget Positive (Negative)</th>
<th>Actual as % of Budget</th>
<th>2013-14 Y-T-D Actual</th>
<th>Actual as % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Fund Balance</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>104.13%</td>
</tr>
<tr>
<td>Property Tax Current</td>
<td>77,157,400</td>
<td>-</td>
<td>(77,157,400)</td>
<td>0.00%</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Property Tax-Prior Years</td>
<td>1,269,061</td>
<td>-</td>
<td>(1,269,061)</td>
<td>0.00%</td>
<td>677,122</td>
<td>37.77%</td>
</tr>
<tr>
<td>Tax In Lieu Of Property Tax</td>
<td>10,271</td>
<td>-</td>
<td>(10,271)</td>
<td>0.00%</td>
<td>1,139</td>
<td>132.11%</td>
</tr>
<tr>
<td>Interest Revenue</td>
<td>141,393</td>
<td>26,198</td>
<td>(115,195)</td>
<td>18.53%</td>
<td>16,600</td>
<td>8.99%</td>
</tr>
<tr>
<td>Services Revenue</td>
<td>1,338,605</td>
<td>165,948</td>
<td>(1,172,657)</td>
<td>12.40%</td>
<td>170,505</td>
<td>16.49%</td>
</tr>
<tr>
<td>Rental Revenue</td>
<td>84,000</td>
<td>18,909</td>
<td>(65,091)</td>
<td>22.51%</td>
<td>9,958</td>
<td>8.30%</td>
</tr>
<tr>
<td>Insurance Refunds</td>
<td>107,389</td>
<td>13,647</td>
<td>(93,742)</td>
<td>6.91%</td>
<td>2,673</td>
<td>1.73%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>91,513</td>
<td>433,666</td>
<td>(342,153)</td>
<td>473.88%</td>
<td>3,415</td>
<td>136.60%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>80,289,632</td>
<td>658,368</td>
<td>(79,631,264)</td>
<td>0.82%</td>
<td>881,413</td>
<td>1.18%</td>
</tr>
<tr>
<td><strong>Total Available Resources</strong></td>
<td>$113,549,365</td>
<td>$37,378,106</td>
<td>($76,171,259)</td>
<td>32.92%</td>
<td>$35,352,308</td>
<td>32.81%</td>
</tr>
</tbody>
</table>

### Uses of Funds

<table>
<thead>
<tr>
<th>Use of Funds</th>
<th>2014-15 Revised Budget</th>
<th>2013-14 Y-T-D Actual</th>
<th>Variance with Budget Positive (Negative)</th>
<th>Actual as % of Budget</th>
<th>2013-14 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>$12,978,412</td>
<td>($64,497,849)</td>
<td>16.75%</td>
<td>$12,224,864</td>
<td>17.82%</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>10,491,112</td>
<td>1,461,754</td>
<td>9,029,358</td>
<td>13.93%</td>
<td>1,458,036</td>
<td>15.41%</td>
</tr>
<tr>
<td>Transfer To Other Funds</td>
<td>3,256,559</td>
<td>56,811</td>
<td>3,199,748</td>
<td>1.74%</td>
<td>56,252</td>
<td>1.58%</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>14,496,777</td>
<td>79,951,280</td>
<td>15.35%</td>
<td>13,739,153</td>
<td>15.85%</td>
</tr>
<tr>
<td><strong>Ending Fund Balance</strong></td>
<td>$19,101,108</td>
<td>$22,881,129</td>
<td>($3,780,021)</td>
<td>119.79%</td>
<td>$21,613,156</td>
<td>102.61%</td>
</tr>
</tbody>
</table>

(1) Due to changes in timing of revenue recognition.
(2) Includes Washington County Gainshare of ~ $398K.
(3) Payment of annual worker’s compensation premium in July.
## Tualatin Valley Fire and Rescue
### Condensed Statement of Budget vs Sources & Uses of Funds
#### General Fund (Fund 10)
##### For the Period Ended August 31

### Command Directorate

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board of Directors</td>
<td>$500</td>
<td>-$</td>
<td>0.00%</td>
<td>$-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Civil Service</td>
<td>74,853</td>
<td>984</td>
<td>1.31%</td>
<td>27,093</td>
<td>45.87%</td>
</tr>
<tr>
<td>Fire Chief’s Office</td>
<td>2,326,919</td>
<td>306,807</td>
<td>13.19%</td>
<td>296,227</td>
<td>14.38%</td>
</tr>
<tr>
<td>Planning</td>
<td>485,541</td>
<td>74,121</td>
<td>15.27%</td>
<td>84,129</td>
<td>14.62%</td>
</tr>
<tr>
<td>Emergency Management</td>
<td>173,756</td>
<td>26,288</td>
<td>15.13%</td>
<td>24,841</td>
<td>15.54%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3,061,569</td>
<td>408,200</td>
<td>13.33%</td>
<td>432,290</td>
<td>15.27%</td>
</tr>
<tr>
<td><strong>Materials and Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board of Directors</td>
<td>104,025</td>
<td>1,905</td>
<td>1.83%</td>
<td>1,287</td>
<td>1.27%</td>
</tr>
<tr>
<td>Civil Service</td>
<td>23,346</td>
<td>1,899</td>
<td>8.13%</td>
<td>2,517</td>
<td>8.43%</td>
</tr>
<tr>
<td>Fire Chief’s Office</td>
<td>997,284</td>
<td>107,174</td>
<td>10.75%</td>
<td>97,520</td>
<td>11.39%</td>
</tr>
<tr>
<td>Planning</td>
<td>90,899</td>
<td>3,850</td>
<td>4.24%</td>
<td>34,769</td>
<td>11.44%</td>
</tr>
<tr>
<td>Emergency Management</td>
<td>13,750</td>
<td>546</td>
<td>3.97%</td>
<td>801</td>
<td>6.87%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,229,304</td>
<td>115,373</td>
<td>9.39%</td>
<td>136,896</td>
<td>10.23%</td>
</tr>
<tr>
<td><strong>Total Command Directorate</strong></td>
<td>$4,290,873</td>
<td>$523,573</td>
<td>12.20%</td>
<td>$569,186</td>
<td>13.73%</td>
</tr>
</tbody>
</table>

### Business Operations Directorate

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td>$1,053,079</td>
<td>$156,151</td>
<td>14.83%</td>
<td>$143,320</td>
<td>14.81%</td>
</tr>
<tr>
<td>Logistics Administration</td>
<td>322,629</td>
<td>45,732</td>
<td>14.17%</td>
<td>49,772</td>
<td>15.41%</td>
</tr>
<tr>
<td>Fleet Maintenance</td>
<td>1,862,262</td>
<td>274,767</td>
<td>14.75%</td>
<td>240,337</td>
<td>14.64%</td>
</tr>
<tr>
<td>Facilities Maintenance</td>
<td>948,778</td>
<td>147,697</td>
<td>15.57%</td>
<td>146,877</td>
<td>16.06%</td>
</tr>
<tr>
<td>Information Technology</td>
<td>1,157,260</td>
<td>155,759</td>
<td>13.46%</td>
<td>152,099</td>
<td>13.62%</td>
</tr>
<tr>
<td>Communications</td>
<td>470,761</td>
<td>57,429</td>
<td>12.20%</td>
<td>71,216</td>
<td>15.80%</td>
</tr>
<tr>
<td>Supply</td>
<td>544,232</td>
<td>74,895</td>
<td>13.76%</td>
<td>83,515</td>
<td>15.82%</td>
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<tr>
<td>Media Services</td>
<td>287,901</td>
<td>46,990</td>
<td>16.32%</td>
<td>45,467</td>
<td>16.15%</td>
</tr>
<tr>
<td>Occupational Health and Wellness</td>
<td>629,348</td>
<td>103,775</td>
<td>16.49%</td>
<td>29,692</td>
<td>7.35%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>7,276,250</td>
<td>1,063,194</td>
<td>14.61%</td>
<td>962,296</td>
<td>14.62%</td>
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<tr>
<td><strong>Materials and Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td>123,599</td>
<td>14,629</td>
<td>11.84%</td>
<td>15,131</td>
<td>10.50%</td>
</tr>
<tr>
<td>Logistics Administration</td>
<td>40,965</td>
<td>1,602</td>
<td>3.91%</td>
<td>760</td>
<td>1.90%</td>
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<tr>
<td>Fleet Maintenance</td>
<td>653,207</td>
<td>94,442</td>
<td>14.46%</td>
<td>74,010</td>
<td>12.16%</td>
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<tr>
<td>Facilities Maintenance</td>
<td>111,448</td>
<td>24,768</td>
<td>22.22%</td>
<td>13,493</td>
<td>7.88%</td>
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<tr>
<td>Information Technology</td>
<td>1,153,653</td>
<td>194,222</td>
<td>16.84%</td>
<td>349,411</td>
<td>40.35%</td>
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<tr>
<td>Communications</td>
<td>2,069,245</td>
<td>489,949</td>
<td>16.84%</td>
<td>346,238</td>
<td>22.84%</td>
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<tr>
<td>Supply</td>
<td>184,929</td>
<td>12,661</td>
<td>6.85%</td>
<td>9,935</td>
<td>7.07%</td>
</tr>
<tr>
<td>Media Services</td>
<td>12,580</td>
<td>3,592</td>
<td>28.55%</td>
<td>5,737</td>
<td>30.37%</td>
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<tr>
<td>Occupational Health and Wellness</td>
<td>297,585</td>
<td>8,539</td>
<td>2.87%</td>
<td>3,272</td>
<td>1.71%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>4,647,211</td>
<td>844,402</td>
<td>18.17%</td>
<td>907,987</td>
<td>22.35%</td>
</tr>
<tr>
<td><strong>Total Business Operations Directorate</strong></td>
<td>$11,923,461</td>
<td>$1,907,596</td>
<td>16.00%</td>
<td>$1,870,283</td>
<td>17.53%</td>
</tr>
</tbody>
</table>

---

1. Early purchase of small capital items.
2. Annual MUNIS/ERP Maintenance causes budget variance.
3. Quarterly dispatch fees cause budget variance.
4. Annual subscriptions of media materials.
## Condensed Statement of Budget vs Sources & Uses of Funds

**General Fund (Fund 10)**

For the Period Ended August 31

### Finance 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>Revised Budget</th>
<th>Y-T-D Actual</th>
<th>Actual as % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Finance</strong></td>
<td>$1,254,815</td>
<td>$207,372</td>
<td>16.53%</td>
<td>$198,273</td>
<td>15.88%</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,254,815</td>
<td>$207,372</td>
<td>16.53%</td>
<td>$198,273</td>
<td>15.80%</td>
<td></td>
</tr>
</tbody>
</table>

#### 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>Revised Budget</th>
<th>Y-T-D Actual</th>
<th>Actual as % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Finance</strong></td>
<td>483,506</td>
<td>3,624</td>
<td>0.75%</td>
<td>22,386</td>
<td>4.51%</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>483,506</td>
<td>3,624</td>
<td>0.75%</td>
<td>22,386</td>
<td>4.89%</td>
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</table>

**Total Finance Directorate**

<table>
<thead>
<tr>
<th></th>
<th>Revised Budget</th>
<th>Y-T-D Actual</th>
<th>Actual as % of Budget</th>
<th>Revised Budget</th>
<th>Y-T-D Actual</th>
<th>Actual as % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,738,321</td>
<td>$210,996</td>
<td>12.14%</td>
<td>$220,659</td>
<td>12.65%</td>
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</table>

### Integrated Operations 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>Revised Budget</th>
<th>Y-T-D Actual</th>
<th>Actual as % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>North Integrated Operations</strong></td>
<td>$19,558,567</td>
<td>$3,499,314 (1)</td>
<td>17.87%</td>
<td>$3,284,974</td>
<td>16.50%</td>
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</tr>
<tr>
<td><strong>Central Integrated Operations</strong></td>
<td>16,676,748</td>
<td>2,999,399 (1)</td>
<td>17.99%</td>
<td>2,930,682</td>
<td>17.39%</td>
<td></td>
</tr>
<tr>
<td><strong>South Integrated Operations</strong></td>
<td>15,440,743</td>
<td>2,814,592 (1)</td>
<td>18.23%</td>
<td>2,597,207</td>
<td>18.74%</td>
<td></td>
</tr>
<tr>
<td><strong>EMS</strong></td>
<td>1,015,388</td>
<td>125,762</td>
<td>12.39%</td>
<td>233,650</td>
<td>14.12%</td>
<td></td>
</tr>
<tr>
<td><strong>Training / Safety</strong></td>
<td>3,194,606</td>
<td>482,707</td>
<td>15.11%</td>
<td>280,299</td>
<td>15.92%</td>
<td></td>
</tr>
<tr>
<td><strong>Integrated Operations (Other)</strong></td>
<td>9,997,575</td>
<td>1,353,839</td>
<td>13.54%</td>
<td>1,334,885</td>
<td>15.67%</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>65,883,627</td>
<td>11,270,612</td>
<td>17.11%</td>
<td>10,661,697</td>
<td>17.13%</td>
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</tbody>
</table>

#### 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>Revised Budget</th>
<th>Y-T-D Actual</th>
<th>Actual as % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>North Integrated Operations</strong></td>
<td>1,012,838</td>
<td>143,325</td>
<td>14.15%</td>
<td>114,869</td>
<td>12.84%</td>
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</tr>
<tr>
<td><strong>Central Integrated Operations</strong></td>
<td>655,748</td>
<td>90,469</td>
<td>13.80%</td>
<td>70,431</td>
<td>12.16%</td>
<td></td>
</tr>
<tr>
<td><strong>South Integrated Operations</strong></td>
<td>629,696</td>
<td>80,232</td>
<td>12.74%</td>
<td>87,669</td>
<td>14.08%</td>
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</tr>
<tr>
<td><strong>EMS</strong></td>
<td>422,892</td>
<td>34,791</td>
<td>8.23%</td>
<td>35,805</td>
<td>6.55%</td>
<td></td>
</tr>
<tr>
<td><strong>Training / Safety</strong></td>
<td>595,790</td>
<td>112,566 (2)</td>
<td>18.89%</td>
<td>36,624</td>
<td>10.02%</td>
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</tr>
<tr>
<td><strong>Integrated Operations (Other)</strong></td>
<td>814,127</td>
<td>36,972</td>
<td>4.54%</td>
<td>48,641</td>
<td>6.69%</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td>4,131,091</td>
<td>498,355</td>
<td>12.06%</td>
<td>394,039</td>
<td>10.55%</td>
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</table>

**Total Integrated Operations Directorate**

<table>
<thead>
<tr>
<th></th>
<th>Revised Budget</th>
<th>Y-T-D Actual</th>
<th>Actual as % of Budget</th>
<th>Revised Budget</th>
<th>Y-T-D Actual</th>
<th>Actual as % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$70,014,718</td>
<td>$11,768,968</td>
<td>16.81%</td>
<td>$11,055,736</td>
<td>6.13%</td>
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</table>

### District Non-Organizational

<table>
<thead>
<tr>
<th></th>
<th>Revised Budget</th>
<th>Y-T-D Actual</th>
<th>Actual as % of Budget</th>
<th>Revised Budget</th>
<th>Y-T-D Actual</th>
<th>Actual as % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transfers</strong></td>
<td>$3,256,559</td>
<td>$56,811</td>
<td>1.74%</td>
<td>$56,252</td>
<td>2.14%</td>
<td></td>
</tr>
<tr>
<td><strong>Contingency</strong></td>
<td>3,224,325</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$6,480,884</td>
<td>$56,811</td>
<td>0.88%</td>
<td>$56,252</td>
<td>0.72%</td>
<td></td>
</tr>
</tbody>
</table>

---

(1) Annual payment of Workers' Comp premium causes budget variance.

(2) Turnouts for lateral academy.
# TVF&R Capital Project Expenditure Summary as of August 31, 2014

<table>
<thead>
<tr>
<th>Buildings</th>
<th>Site</th>
<th>Prior (Feb-14) Project Budget</th>
<th>Capital Bond Budget</th>
<th>Feb-14 Rev. Project Budget</th>
<th>Actual to Date</th>
<th>Encumbered</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>34 - Tualatin</td>
<td>$1,197,105</td>
<td>$1,197,105</td>
<td>$1,197,105</td>
<td>$1,197,105</td>
<td>-</td>
<td>$1,197,105</td>
</tr>
<tr>
<td></td>
<td>35 - King City</td>
<td>5,101,000</td>
<td>2,687,000</td>
<td>2,687,000</td>
<td>153,654</td>
<td>30,378</td>
<td>184,032</td>
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<tr>
<td></td>
<td>50 - Walnut</td>
<td>3,494,825</td>
<td>3,494,825</td>
<td>3,494,825</td>
<td>3,494,824</td>
<td>-</td>
<td>3,494,824</td>
</tr>
<tr>
<td></td>
<td>50 - Tigard Share (Final)</td>
<td>(160,657)</td>
<td>(160,657)</td>
<td>(160,657)</td>
<td>(160,657)</td>
<td>-</td>
<td>(160,657)</td>
</tr>
<tr>
<td></td>
<td>51 - Tigard</td>
<td>2,563,254</td>
<td>2,563,254</td>
<td>2,563,254</td>
<td>600,417</td>
<td>1,344,095</td>
<td>1,944,512</td>
</tr>
<tr>
<td></td>
<td>52 - Wilsonville</td>
<td>1,810,765</td>
<td>1,810,765</td>
<td>1,810,765</td>
<td>489,873</td>
<td>803,696</td>
<td>1,293,570</td>
</tr>
<tr>
<td></td>
<td>53 - Progress</td>
<td>3,170,308</td>
<td>3,170,308</td>
<td>3,170,308</td>
<td>3,170,308</td>
<td>-</td>
<td>3,170,308</td>
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<tr>
<td></td>
<td>56 - SOC</td>
<td>7,553,090</td>
<td>7,553,090</td>
<td>7,553,090</td>
<td>7,468,931</td>
<td>117,914</td>
<td>7,586,845</td>
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<tr>
<td></td>
<td>62 - Aloha</td>
<td>4,791,000</td>
<td>12,833</td>
<td>4,791,000</td>
<td>14,750</td>
<td>10,100</td>
<td>24,850</td>
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<tr>
<td></td>
<td>64 - Somerset</td>
<td>5,218,000</td>
<td>1,955,672</td>
<td>5,218,000</td>
<td>14,614</td>
<td>10,100</td>
<td>24,714</td>
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<tr>
<td></td>
<td>65 - West Slope</td>
<td>4,246,546</td>
<td>4,246,546</td>
<td>4,246,546</td>
<td>4,197,380</td>
<td>-</td>
<td>4,197,380</td>
</tr>
<tr>
<td></td>
<td>66 - Brockman Road</td>
<td>1,789,450</td>
<td>1,789,450</td>
<td>1,789,450</td>
<td>1,789,450</td>
<td>-</td>
<td>1,789,450</td>
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<tr>
<td></td>
<td>68 - Oak Hills</td>
<td>5,238,277</td>
<td>5,238,277</td>
<td>5,238,277</td>
<td>4,943,277</td>
<td>189,908</td>
<td>5,133,186</td>
</tr>
<tr>
<td></td>
<td>69 - Cooper Mountain</td>
<td>4,791,000</td>
<td>402,584</td>
<td>4,791,000</td>
<td>15,644</td>
<td>10,100</td>
<td>25,744</td>
</tr>
<tr>
<td></td>
<td>70 - Raleigh Hills</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Bethany</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td></td>
<td>CBOC</td>
<td>13,708,882</td>
<td>13,708,882</td>
<td>13,708,882</td>
<td>13,708,882</td>
<td>-</td>
<td>13,708,882</td>
</tr>
<tr>
<td>Other:</td>
<td>66 Signal</td>
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<td>150,805</td>
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<td>150,805</td>
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<tr>
<td></td>
<td>Training Center</td>
<td>91,515</td>
<td>91,515</td>
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<td>91,515</td>
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<tr>
<td></td>
<td>Diversion Valve</td>
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<td>127,039</td>
<td>127,039</td>
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<td>Contingency</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Buildings Total:**

- **Total Expenditure:** $71,432,494
- **Capital Bond Expenditure:** $57,709,243
- **Feb-14 Rev. Project Budget Expenditure:** $70,138,154
- **Actual to Date Expenditure:** $48,487,104
- **Encumbered Expenditure:** $2,516,291
- **Total Cost:** $51,003,396
### TVF&R Capital Project Expenditure Summary as of August 31, 2014

#### Land

<table>
<thead>
<tr>
<th>Site</th>
<th>Prior (Feb-14) Project Budget</th>
<th>Capital Bond Budget</th>
<th>Feb-14 Rev. Project Budget</th>
<th>Actual to Date</th>
<th>Encumbered</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>170th</td>
<td>$452,419</td>
<td>$452,419</td>
<td>$452,419</td>
<td>$477,288</td>
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<tr>
<td>Bethany</td>
<td>654,544</td>
<td>654,544</td>
<td>654,544</td>
<td>662,081</td>
<td></td>
<td>662,081</td>
</tr>
<tr>
<td>Bull Mt</td>
<td>1,000,000</td>
<td>677,944</td>
<td>1,000,000</td>
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<td></td>
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<tr>
<td>CBOC/ Clinton St.</td>
<td>2,217,107</td>
<td>2,217,107</td>
<td>2,217,107</td>
<td>2,192,107</td>
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</tr>
<tr>
<td>Station 50 - Walnut</td>
<td>1,271,512</td>
<td>1,271,512</td>
<td>1,271,512</td>
<td>1,271,512</td>
<td></td>
<td>1,271,512</td>
</tr>
<tr>
<td>Station 50 - Tigard Share</td>
<td>(238,245)</td>
<td>(238,245)</td>
<td>(238,245)</td>
<td>(238,250)</td>
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<td>(238,250)</td>
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<tr>
<td>Station 56/ SOC-Elligsen Rd</td>
<td>1,503,039</td>
<td>1,503,039</td>
<td>1,503,039</td>
<td>1,503,039</td>
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<tr>
<td>Station 58 - Bolton</td>
<td>783,688</td>
<td>783,688</td>
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<tr>
<td>Station 59 - Willamette</td>
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<td>-</td>
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</tr>
<tr>
<td>Station 65 - West Slope</td>
<td>680,900</td>
<td>680,900</td>
<td>680,900</td>
<td>680,900</td>
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<td>680,900</td>
</tr>
<tr>
<td>Station 68 - Oak Hills</td>
<td>1,106,485</td>
<td>1,106,485</td>
<td>1,106,485</td>
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<td>1,085,762</td>
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<tr>
<td>Station 70 Raleigh Hills</td>
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</tr>
<tr>
<td>Contingency</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td><strong>Land Total</strong></td>
<td><strong>$9,431,449</strong></td>
<td><strong>$9,289,733</strong></td>
<td><strong>$9,611,789</strong></td>
<td><strong>$8,598,468</strong></td>
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#### Apparatus

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<th>Actual to Date</th>
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<td>Pumpers:</td>
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<td>Rehab Units</td>
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<td><strong>$3,300,765</strong></td>
<td><strong>$70,783,161</strong></td>
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</table>
CORRESPONDENCE
August 25, 2014

On behalf of the Metzger Park Advisory Board and our staff at Washington County, I want to express my appreciation to you for your participation at our annual National Night Out celebration at Metzger Park on August 6th, 2014. We also served Ice cream, cookies, popcorn and punch that were also generously donated for our event. The celebration provides an opportunity to meet staff and inspect vehicles used for public safety including vehicles from the Sheriff’s Department, TVFD fire trucks, Tualatin Valley Water District, PGE, MetroWest, Washington County LUT, EMS Services, WCCLS Garden Home Library, DHS Foster & Parenting Program and more. And donations and volunteers from Fred Meyer, Starbucks and the Good Neighbor Center.

This celebration is very informative and helps the Metzger community renew the wonderful sense of neighborhood that this area enjoys.

Given the success of this event, and its ability to bring out a good share of our neighborhood, the Metzger Park Advisory Board will participate in the National Night Out next year. We are of course hoping you will join us again as a participant for our event. We will be in touch as the date approaches.

Thanks again for helping us make our National Night Out celebration at Metzger Park so successful.

Sincerely,

Julie

Julie Jacobs
Parks Advisory Board Chairperson

Trudy Knowles
NNO Committee Chairperson, Park Advisory Board
To: Chief Duyck, TVFR
From: Kathy Fink, Training Coordinator
Date: September 9, 2014
Re: Station 64 High Performance CPR Presentation

I want to thank you for the continued efforts of your agency in assisting our staff with training and sharing the common goal of working together towards a better outcome for our customers.

During our September training we talked about CPR and the importance of identifying the need and getting compressions started promptly. E64 staff (Capt. V. Hall, J. Hay-Roe, S. Stromberg, M. Atkinson, Lt. B. Quinn, P. O’Connell, S. Coussens, S. Betke, F. Trujillo, G. Hunt and D. Dennis, Adolf and Boyle) came to our agency during our four training sessions September 2-5th, 2014 and gave a demonstration of High Performance CPR. This training was very valuable to our employees understanding of the process that starts with us answering the phone.

Your staff was supportive and understanding of the obstacles dispatchers have with not receiving closure on many calls, and that we do not have the ability to “see” what is happening at the scene. This shared training gave a view many of our employee’s had not experienced.

We look forward to working with your agency employees again in future training.

Regards,

[Signature]

Kathy Fink, Training Coordinator

17911 NW Evergreen Pkwy * Beaverton, Oregon 97006 * (503) 690-4911

“Excellence In Emergency Communications”
OLD BUSINESS
LOCAL CONTRACT REVIEW BOARD
AGENDA ITEM
TUALATIN VALLEY FIRE AND RESCUE
Tigard, Oregon

SUBJECT: Construction Manager/General Contractor (CM/GC) Method Approval for Tenant Improvements and Seismic Upgrades for Fire Station 70

FOR AGENDA OF: September 23, 2014

APPROVED FOR: Fire Chief Mike Duyck

AGENDA: Logistics

DEPARTMENT OF ORIGIN: September 8, 2014

DATE SUBMITTED: Fire Chief’s Office

CLEARANCES:

PROCEEDING: Discussion and Approval

EXHIBITS: LCRB Resolution 2014-01 CM/GC Fire Station 70 Staff Report LCRB Resolution 2014-01

BUDGET IMPACT

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

BACKGROUND:

Staff is prepared to begin a public improvement project for the tenant improvement and seismic upgrade of an existing shell building for Fire Station 70. Staff is seeking approval from the Local Contract Review Board (LCRB) to use an alternative contracting method to hire a CM/GC to provide professional services required for the final design, value engineering, and construction services for this project. Please see the staff report exhibit for additional information and findings required by Oregon Revised Statutes Chapter 279C.

RECOMMENDED ACTION:

Discussion and approval of LCRB Resolution 2014-01, adopting the findings submitted by staff, granting an exemption from the competitive bidding requirements of ORS 279C.335(1), and approving the use of the Construction Manager/General Contractor method for the public improvement contract.

Proposed motion:

“I move to approve LCRB Resolution 2014-01 To Exempt a Public Improvement Contract and Approve the Use of an Alternative Contracting Method for Tenant Improvement and Seismic Upgrade for Fire Station 70.”
STAFF REPORT
TUALATIN VALLEY FIRE & RESCUE
Alternative Contracting Method
August 14, 2012

Staff is prepared to begin a public improvement project for the tenant improvement and seismic upgrade of an existing shell building for Fire Station 70.

Oregon Revised Statutes (“ORS”) Chapter 279C (279C.335(1)) requires that all public improvement contracts are based on competitive bids. However, the TVF&R Local Contract Review Board (“LCRB”) may exempt a public improvement contract from this requirement and may approve the use of an alternative contracting method.

Staff is seeking approval from the LCRB to use the alternative contracting method called Construction Manager/General Contractor (“CM/GC”) to high quality driven, contractor with a demonstrated excellent record of past performance and integrity to provide construction services to take a newly constructed shell building to finished usable condition for Fire Station 70. The intent is to award a contract to an experienced general contractor to accomplish the phase-one design development services, to develop a guaranteed maximum price and seek the Board of Directors approval to enter into the phase-two construction contract to accomplish the construction work under the CM/GC method of procurement.

The purpose of this staff report is to establish the necessary findings required by ORS 279C.335 for the use of an alternative contracting method:

TVF&R staff developed a strategy to complete the necessary tenant improvements and seismic upgrade at Fire Station 70 utilizing the alternative contracting method CM/GC. The CM/GC method involves the use of a Request for Proposals solicitation process that results in a contract with a highly qualified general contractor who will provide construction management services as a partner with TVF&R and the Architect. After the design and value engineering phase, the general contractor establishes a Guaranteed Maximum Price (“GMP”) for the construction phase.

TVF&R piloted the CM/GC method for the design, value engineering and construction of the Command and Business Operations Center in 2011 and has used the CM/GC method for Fire Station 56/South Operations Center, and the projects at Fire Stations 65, 51 and 52. The CM/GC method has been successfully used by other agencies in Washington County under similar bond program projects and is applicable to the TVF&R projects. This process will only contract with a CM/GC for design and construction services; subcontract work will be based upon competitive bids issued by the general contractor on TVF&R’s behalf.

BACKGROUND INFORMATION:

This project will be very demanding and will require careful planning and coordination to achieve success within the limited time frame. Strong budget and schedule control will be essential. The conventional design-bid-build approach would contain too much risk for TVF&R for this project. The project’s inherent complexity, necessity for crucial satisfaction of multiple interdependent completion deadlines, and the need for early and continuing assurance that the project work remains within budget, are all critical requirements. To appropriately manage these critical needs within this project, the recommendation is to utilize the CM/GC approach.
ORS 279C.335(2) permits the LCRB to exempt specific projects from the competitive bidding requirements of ORS 279C.335(1). The CM/GC method will request proposals from prospective and qualified Contractor firms and will include a quoted fee for the design portion of the project and a quoted fee for the construction activity. The selected CM/GC will provide TVF&R with a guaranteed maximum price for the construction and a 100% Performance and Payment Bond for all of the work to be performed. Subcontract work will be competitively bid by the CM/GC contractor.

TVF&R public contracting rules and Oregon Revised Statute (ORS) 279C require specific LCRB findings to consider and accept in order to approve this exemption for the CM/GC method. The LCRB is required to hold a public hearing to take comments on the findings for the exemption, and TVF&R is required to publish a notice of the hearing at least 14 days in advance of the hearing. The required notice was published on August 9, 2013. Staff findings for the Board’s consideration are outlined below, and a copy of the proposed LCRB Resolution, is included in the Board’s packet.

The 2006 Capital Improvement Bond includes funding for this project.

SCHEDULE

The tentative schedule for the CM/GC method is as follows:

<table>
<thead>
<tr>
<th>Project Milestone</th>
<th>Completion Date</th>
</tr>
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<tbody>
<tr>
<td>Prequalification Application Issued</td>
<td>September 4, 2014</td>
</tr>
<tr>
<td>Advertise Public Hearing and RFP</td>
<td>September 10, 2014</td>
</tr>
<tr>
<td>Public Hearing</td>
<td>September 23, 2014, 6:00 PM</td>
</tr>
<tr>
<td>LCRB Considers CM/GC Method</td>
<td>September 23, 2014, 6:00 PM</td>
</tr>
<tr>
<td>Name Prequalified Contractors</td>
<td>September 25, 2014</td>
</tr>
<tr>
<td>RFP Document Available/Issue RFP</td>
<td>September 25, 2014</td>
</tr>
<tr>
<td>Mandatory Pre-proposal Conference</td>
<td>October 2, 2014, 2:00 PM, located at CBOC, Conference Room #215A, 11945 SW 70th, Tigard, OR.</td>
</tr>
<tr>
<td>Deadline for Questions/Protest</td>
<td>October 9, 2014, 12:00 PM (noon)</td>
</tr>
<tr>
<td>Issue Addenda (if needed)</td>
<td>October 10, 2014</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>October 16, 2014, 4:00 PM</td>
</tr>
<tr>
<td>Interviews</td>
<td>Week of October 27, 2014</td>
</tr>
<tr>
<td>Notification of Award</td>
<td>November 4, 2014</td>
</tr>
<tr>
<td>Other Dates:</td>
<td></td>
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<tr>
<td>Begin Design Development</td>
<td>As soon as contract is executed</td>
</tr>
<tr>
<td>Complete Design Development</td>
<td>February, 2015</td>
</tr>
<tr>
<td>CM/GC submits GMP</td>
<td>March, 2015</td>
</tr>
<tr>
<td>TVF&amp;R Board Approval of GMP</td>
<td>April, 2015</td>
</tr>
<tr>
<td>Notice to Proceed for Construction</td>
<td>On Execution of [the GMP] Amendment to the Contract and receipt of permits.</td>
</tr>
</tbody>
</table>
FINDINGS OF FACT

The proposed resolution incorporates the essential findings necessary to approve the CM/GC alternative contracting method. The cost savings associated with the CM/GC method will be evaluated upon completion of the project. Staff’s findings, based upon the history of operation of this exemption follow:

1. Finding Related to Operational, Budget, and Financial Data: Due to the invasive timing and nature of this project, careful coordination and scheduling will be essential so as not to miss critical dates and milestones. Staff finds that the ability to carefully screen firms for this ability and the firm's performance history in this area will significantly affect the project outcome as it relates to schedule and cost. The utilization of the Construction Manager/General Contractor (CM/GC) method has been shown in its use by other agencies in Oregon that it alleviates financial risk due to minimizing delay and requests for additional work. It is anticipated that staff will therefore find that reduced risks provide a significant value and cost savings to TVF&R.

2. Finding Related to Public Benefits: Creating a project team at the start of the project comprised of the Architect, TVF&R, and Contractor, through selection of the CM/GC, creates more informed, and better quality decision making process. It is anticipated that Staff will therefore find that a better informed and more efficient construction team reduces TVF&R’s financial exposure and enhances delivery of the project for its mission.

3. Finding Related to Value Engineering: The CM/GC method offers a unique opportunity for value engineering that is not possible through the design-bid-build process. Value engineering through the team process minimizes errors in contract drawings and specifications, develops constructible solutions to complex building issues, and allows for accurate scheduling and staffing. It is anticipated that Staff will therefore find that value engineering helps minimize cost and coordinate construction to deliver a better project in a timelier manner at a lower overall cost.

4. Finding Related to Specialized Expertise Required: The challenge of performing this project in multiple phases is a significant task. It is important to utilize a general contractor that has demonstrated expertise in managing, scheduling, and performing in these types of conditions in a satisfactory manner. Staff therefore finds that selecting a firm through the CM/GC method allows TVF&R to contract with a firm with the appropriate expertise.

5. Finding Related to Market Conditions: The Portland - Vancouver market continues to experience a significant amount of commercial, institutional, and industrial construction in spite of the current economy. Several recently passed bond initiatives by public school districts and Portland Community College suggests that institutional work will continue. Staff therefore finds that to ensure a qualified general contractor is retained for these complex projects that the alternative contracting method is required due to market conditions.

6. Finding Related to Technical Complexity: This project includes a multiplicity of technical issues related to structural upgrades, electrical systems, piping systems, HVAC systems, and fire alarm and
security systems to name a few. It is important to the project’s success for both budget and schedule that the District has a general contractor that understands the complexity, has the ability to manage these types of complex projects, and develop bid instructions to attract the appropriate subcontractors to perform the work. Staff therefore finds that selecting a firm through the CM/GC method allows TVF&R to contract with a firm with the technical expertise.

7. Finding Related to Funding Sources: This project is funded in part by proceeds of the 2006 Bond. It is important to maximize the value of projects performed as part of the Bond as well as additional District funding. Staff, therefore finds by that utilizing the CM/GC method will allow TVF&R to maximize its effectiveness.

8. Finding Related to Favoritism and Competition: It is unlikely the requested exemption will encourage favoritism or substantially diminish competition. TVF&R will utilize a competitive Request for Proposal (RFP) process to select the CM/GC firm. That procurement is formally advertised with public notice and disclosure of the planned Alternative Contracting Method, competition will be encouraged. The award will be based upon an identified selection criteria and contractors are afforded an opportunity to protest the process and the award. Once selected, the CM/GC will select subcontractors via a competitive bid process in accordance with TVF&R Public Contracting Rules. Staff therefore finds that the CM/GC method does not create favoritism nor limit competition due to the open public process of engaging the CM/GC.

9. Finding Related to Cost Savings: It is anticipated that the CM/GC alternative contracting method will produce a timelier, better coordinated project than using the conventional design/bid/build contracting method.

RECOMMENDATION

It is required that the LCRB hold a public hearing offering the opportunity for any interested party to appear and present comment at that hearing on the findings for this exemption prior to the LCRB’s adoption. The public hearing is planned to take place during the public testimony time during the Board meeting on September 23, 2014.

Request that the LCRB adopt Resolution 2014-01 and findings as presented by Staff, thereby granting exemption of a public improvement contract from the competitive bidding process, and approving the alternative contracting method of CM/GC for the Fire Station 70 project.
RESOLUTION OF THE LOCAL CONTRACT REVIEW BOARD OF TUALATIN VALLEY FIRE AND RESCUE, A RURAL PROTECTION DISTRICT, TO EXEMPT A PUBLIC IMPROVEMENT CONTRACT AND APPROVE THE USE OF AN ALTERNATIVE CONTRACTING METHOD FOR TENANT IMPROVEMENT AND SEISMIC UPGRADE FOR FIRE STATION 70

WHEREAS, the Board of Directors of Tualatin Valley Fire and Rescue ("TVF&R") serves as TVF&R’s Local Contract Review Board ("LCRB");

WHEREAS, pursuant to Oregon Revised Statutes (ORS) 279C.335(1) all public improvement contracts shall be based on competitive bids except those exempt by the LCRB;

WHEREAS, under ORS 279C.335(2) the LCRB may exempt a public improvement contract from the competitive bidding requirements, and approve the use of an alternative contracting method, after holding a public hearing and adopting findings submitted by TVF&R staff;

WHEREAS, the LCRB considered the findings presented by TVF&R in a staff report dated September 9, 2014. In the report, staff recommends the use of the alternative contracting method known as Construction Manager/General Contractor ("CM/GC”). The CM/GC method will be accomplished through the use of a Request for Proposals ("RFP") solicitation process to hire a highly qualified and experienced contractor to provide the professional services required for final design, value engineering and tenant improvements and seismic upgrade of Fire Station 70;

WHEREAS, the LCRB considered public testimony regarding the use of the CM/GC method at the public hearing offered during the citizen participation time at the Board of Directors meeting held September 23, 2014;

WHEREAS, the LCRB, being fully advised, finds as follows:

1. It is unlikely that use of the CM/GC method will encourage favoritism in the awarding of a public improvement contract or will substantially diminish competition for a public improvement contract;

2. The use of the CM/GC process ensures early contractor input during the design process, including value engineering and construction planning and is expected to contribute to our ability to manage the actual cost of construction against the current approved budget;

3. Early Contractor input during the design process, including value engineering and construction planning, is expected to contribute to our ability to manage the actual construction costs so that we come under the current approved budget through the use of the CM/GC process;
4. TVF&R has previously used the CM/GC process and identifies this project as an excellent fit for the CM/GC method; and

5. TVF&R has complied with all procedures under ORS 279C.335.

NOW, THEREFORE, the LCRB adopts the findings submitted by staff, grants an exemption of the Fire Station 70 public improvement contract from the competitive bidding requirements of ORS 279C.335(1) and approves the use the CM/GC method of procurement.

ADOPTED this 23rd day of September 2014.

__________________________________________
President

Attest: ________________________________
Secretary-Treasurer
NEW BUSINESS
SUBJECT: Board Policy Section 11 – Community Services

FOR AGENDA OF: September 23, 2014

APPROVED FOR AGENDA: Fire Chief Mike Duyck

DEPARTMENT OF ORIGIN: Public Affairs & Information

DATE SUBMITTED: September 16, 2014

CLEARANCES: Fire Chief’s Office

PROCEEDING: First Reading and Discussion

EXHIBITS: Board Policy Section 11 – Community Services

BUDGET IMPACT

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

BACKGROUND:

Consistent with practice, staff has reviewed Board Policy Section 11 and recommends changes to the current policy as reflected in the attached draft.

RECOMMENDED ACTION:

Approve First Reading of Board Policy Section 11 – Community Services.

Proposed motion:

“\textit{I move to approve the First Reading of Board Policy Section 11 – Community Services by title only.}”
<table>
<thead>
<tr>
<th>SECTION</th>
<th>PAGE</th>
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<tbody>
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**TUALATIN VALLEY FIRE AND RESCUE**

COMMUNITY SERVICES

SECTION 11

SECTION 11

11.1 Communications with the Public and News Media

11.2 Communications from Public and Staff

11.3 Information Concerning Elections

11.4 Gifts and Donations

11.5 Intergovernmental Cooperation

11.6 Participation in Community Affairs

11.7 Sponsorship of Fire and Life Safety Campaigns and Other District Initiatives

11.8 Community Rooms

11.9 Policy Approval
SECTION 11.1  COMMUNICATIONS WITH THE PUBLIC AND NEWS MEDIA

A. The Board directs the Fire Chief or designee to:

1. Keep the public informed of District policies, programs, and plans by furnishing full and accurate information.

2. Provide citizens, news media, civic organizations, business, and industry opportunities to raise questions, express views and discuss District issues with the Board and staff.

B. News Media Relations

1. Public Meetings

   a. The Board encourages representatives of the media to attend and report on all its regular and special meetings. Staff is to notify media of meeting schedules and agenda items and to provide appropriate background to assist in factually reporting proceedings of the Board.

   b. Under provisions of ORS 192.660, media representatives may attend Board executive sessions upon agreeing not to

      1) Publish any information concerning the actions, recommendations, deliberations or discussions taken, or given consideration at the session, or,

      2) Communicate such information to a third party.

2. Notification Involving Emergencies

   a. The District will issue notification of significant emergencies as they are occurring.

   b. News advisories will be issued in a timely manner to media—concerning emergencies to which the District responds.

   c. A Public Information Officer (PIO) will be provided at the scene of all major emergencies to manage the presence of and assist the media.

3. Notification Involving District Programs and Events

   a. The public and media will be apprised of District programs, policies, and activities as appropriate.
SECTION 11.2   COMMUNICATIONS FROM PUBLIC AND STAFF

A. District patrons and staff wanting to be on a Board agenda (other than the public comment period) must confer with the Fire Chief or designee in a timely manner prior to the meeting so the Chief may collect and prepare appropriate and necessary information for the Board's consideration.

B. The Board can give status or special recognition to any individual or group of individuals in the performance of their District duties, as well as members of the community who distinguish themselves performing an act of assistance or heroism.

C. Public comment will be limited to 5 minutes per speaker unless extended by the President of the Board. Speaking time is not transferable from one speaker to another.

DATE: April 22, 1997

REVIEWED: September 23, 2014 October 23, 2012
A. Prior to District elections, the Board will provide the public with background information on measures that concern or involve the District. Where appropriate, the Board may state its position on said measure(s) consistent with ORS.

B. While staff is encouraged to provide factual, unbiased information relating to measures that concern or involve the District, under no circumstance may staff take an advocacy or adversarial position while acting as an agent of the District.

DATE: April 22, 1997

REVIEWED: September 23, 2014 October 23, 2012
SECTION 11.4 GIFTS AND DONATIONS

A. The District may accept gifts, grants, donations, and title to property, and upon receipt will have sole and complete control of same. The Board will recognize the receipt of gifts and donations.

B. The Board will recognize presentations of memorials or other awards without such recognition being considered as a testimonial or endorsement by the District.

C. Board members and employees may accept gifts consistent with ORS 244.010(9) limitations.

LEGAL REFERENCE
ORS 244.010(9)

DATE: April 22, 1997
REVISED: September 23, 2014
REVIEWED: September 23, 2014 October 23, 2012
SECTION 11.5  INTERGOVERNMENTAL COOPERATION

A. Whenever feasible, the District will develop cooperative agreements with local governmental agencies to promote the efficient use of resources by sharing facilities and avoiding duplication of services.

B. To implement said policy, written agreements will be developed which include provisions related to responsibilities, payments, descriptions of the property or services, insurance, liability, and necessary coordination of activities involving the cooperative agreement.

C. Intergovernmental agreements will be submitted to the Board for approval.

DATE: April 22, 1997

REVIEWED: September 23, 2014 October 23, 2012
SECTION 11.6 PARTICIPATION IN COMMUNITY AFFAIRS

A. District employees are encouraged to take an active part in community affairs and become integrated into the communities served by TVF&R.

B. Employees are entitled to enter into political activity provided it is done on their own time and not in affiliation with the District; that no political pressure is placed upon other employees; and that all political activities are in conformance with ORS 242.824.

LEGAL REFERENCE
ORS 242.824

DATE: April 22, 1997
REVISED: June 28, 2005
REVIEWED: September 23, 2014 October 23, 2012
SECTION 11.7 SPONSORSHIP OF FIRE AND LIFE SAFETY CAMPAIGNS AND OTHER DISTRICT PROGRAMS

A. The District may seek partnerships with other public entities, private companies, not-for-profit organizations, and media organizations for sponsorships to help underwrite the cost of public education campaigns and other District programs.

B. The District will not formally endorse specific products or establish exclusive partnerships with private companies.

C. The District will limit sponsorships to partners who have an identifiable interest in the District’s mission.

D. The District will outline the components and expenses for sponsorship opportunities. The District and sponsor(s) will sign a written agreement, approved by the Fire Chief or designee prior to the start of a campaign or program. The Fire Chief or designee will keep the Board apprised of these agreements.

DATE: April 23, 2002

REVISED: August 25, 2009

REVIEWED: September 23, 2014 October 23, 2012
SECTION 11.8 COMMUNITY ROOMS

A. Wherever practical, public meeting space (community rooms) will be made included in District facilities to enhance public benefit and the organization’s connection with the community.

B. All parties interested in using a community room space will apply, gain District approval, and adhere to District rules established for appropriate use.

C. Use of community rooms can be limited, denied or terminated based on criteria established in the Standard Operating Guideline for Community Rooms.

D. As a general practice, all not-for-profit use of community rooms, as well as public meetings and educational activities consistent with the District’s safety mission, will be allowed free of charge. Any other private or commercial use will require payment of a fee.

E. No individual or group will be denied the use of the community room on the basis of race, religion, sex, marital status, color, national origin, sexual orientation, disability, or any legally protected class. Except as described in the Standard Operating Guideline, no individual or group will be denied the use of a community room on the basis of the content of speech or viewpoint to be presented or expected to be presented during such meeting or function.

DATE: September 24, 2002

REVISED: August 25, 2009

REVIEWED: September 23, 2014 October 23, 2012
SECTION 11.9  POLICY APPROVAL

This is to certify that Community Services, Section 11, policies 11.1 – 11.8, were duly adopted and approved by Board action on:

Robert C. Wyffels, President of the Board  Gordon L. Hovies, Secretary-Treasurer of the Board

APPROVED:  September 23, 2014 October 23, 2012
## SECTION 11

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11.1 Communications with the Public and News Media
11.2 Communications from Public and Staff
11.3 Information Concerning Elections
11.4 Gifts and Donations
11.5 Intergovernmental Cooperation
11.6 Participation in Community Affairs
11.7 Sponsorship of Fire and Life Safety Campaigns and Other District Initiatives
11.8 Community Rooms
11.9 Policy Approval
SECTION 11.1 COMMUNICATIONS WITH THE PUBLIC AND NEWS MEDIA

A. The Board directs the Fire Chief or designee to:

1. Keep the public informed of District policies, programs, and plans by furnishing full and accurate information.

2. Provide citizens, news media, civic organizations, business, and industry opportunities to raise questions, express views and discuss District issues with the Board and staff.

B. News Media Relations

1. Public Meetings

a. The Board encourages representatives of the media to attend and report on all its regular and special meetings. Staff is to notify media of meeting schedules and agenda items and to provide appropriate background to assist in factually reporting proceedings of the Board.

b. Under provisions of ORS 192.660, media representatives may attend Board executive sessions upon agreeing not to

1) Publish any information concerning the actions, recommendations, deliberations or discussions taken, or given consideration at the session, or,

2) Communicate such information to a third party.

2. Notification Involving Emergencies

a. The District will issue notification of significant emergencies as they are occurring.

b. News advisories will be issued in a timely manner to media concerning emergencies to which the District responds.

c. A Public Information Officer (PIO) will be provided at the scene of all major emergencies to manage the presence of and assist the media.

3. Notification Involving District Programs and Events

a. The public and media will be apprised of District programs, policies, and activities as appropriate.
SECTION 11.1 COMMUNICATIONS WITH THE PUBLIC AND NEWS MEDIA (continued)

DATE: April 22, 1997

REVISED: August 25, 2009

REVIEWED: September 23, 2014
SECTION 11.2 COMMUNICATIONS FROM PUBLIC AND STAFF

A. District patrons and staff wanting to be on a Board agenda (other than the public comment period) must confer with the Fire Chief or designee in a timely manner prior to the meeting so the Chief may collect and prepare appropriate and necessary information for the Board's consideration.

B. The Board can give status or special recognition to any individual or group of individuals in the performance of their District duties, as well as members of the community who distinguish themselves performing an act of assistance or heroism.

C. Public comment will be limited to 5 minutes per speaker unless extended by the President of the Board. Speaking time is not transferable from one speaker to another.

DATE: April 22, 1997

REVIEWED: September 23, 2014
SECTION 11.3 INFORMATION CONCERNING ELECTIONS

A. Prior to District elections, the Board will provide the public with background information on measures that concern or involve the District. Where appropriate, the Board may state its position on said measure(s) consistent with ORS.

B. While staff is encouraged to provide factual, unbiased information relating to measures that concern or involve the District, under no circumstance may staff take an advocacy or adversarial position while acting as an agent of the District.

DATE: April 22, 1997

REVIEWED: September 23, 2014
SECTION 11.4 GIFTS AND DONATIONS

A. The District may accept gifts, grants, donations, and title to property, and upon receipt will have sole and complete control of same. The Board will recognize the receipt of gifts and donations.

B. The Board will recognize presentations of memorials or other awards without such recognition being considered as a testimonial or endorsement by the District.

C. Board members and employees may accept gifts consistent with ORS 244.025 limitations.

LEGAL REFERENCE
ORS 244.025

DATE: April 22, 1997
REVISED: September 23, 2014
REVIEWED: September 23, 2014
SECTION 11.5   INTERGOVERNMENTAL COOPERATION

A. Whenever feasible, the District will develop cooperative agreements with local governmental agencies to promote the efficient use of resources by sharing facilities and avoiding duplication of services.

B. To implement said policy, written agreements will be developed which include provisions related to responsibilities, payments, descriptions of the property or services, insurance, liability, and necessary coordination of activities involving the cooperative agreement.

C. Intergovernmental agreements will be submitted to the Board for approval.

DATE:   April 22, 1997

REVIEWED:   September 23, 2014
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Robert C. Wyffels, President of the Board

Gordon L. Hovies, Secretary of the Board

APPROVED:  September 23, 2014
CHIEF’S REPORT

A. Capital Bond Project Update

B. Muscular Dystrophy Association Fill the Boot

C. Station 68 Move-in

D. KXL Campaign

E. Past & Upcoming Events
   - Annual Audit – Beginning September 15, 2014
   - NW Public Employees Diversity Conference – October 14, 2014
   - Station 68 Open House – October 25, 2014
   - Board Workshop – November 18, 2014
     5:30 p.m. Dinner, 6:30 p.m. Meeting
Capital Projects Update

Construction Projects:

Station 68

- Relocation to new Station 68 successfully completed on September 16, 2014
- Punch list completion date September 21, 2014

September 23, 2014
Stations 51 and 52

- **Station 51**
  - Seismic roof upgrades started
  - Building addition starts to take shape

- **Station 52**
  - Seismic roof upgrades started
  - Remodel for relocated exercise room nearly complete

September 23, 2014
Fire Station 70

- The team continues work on the schematic design phase of the project.
PRESIDENT’S REPORT
ITEMS NOT LISTED
ON THE AGENDA