



## BOARD OF DIRECTORS MEETING AGENDA

TVF&R Command and Business Operations Center  
11945 SW 70<sup>th</sup> Avenue, Tigard, Oregon

Livestream: <http://www.youtube.com/c/TualatinValleyFireRescue>

Tuesday, January 28, 2025  
3:00 P.M.

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### REGULAR SESSION

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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 (December 10, 2024)	5
III.	RECOGNITION	
IV.	PUBLIC PARTICIPATION	
V.	STAFF PRESENTATION	
	A. Popular Annual Financial Report – Andy Smusz	
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### **EXECUTIVE SESSION**

**The executive session will be held pursuant to ORS 192.660(2)(e) to conduct deliberations with persons you have designated to negotiate real property transactions in Newberg.**

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

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### **XIII. NEW BUSINESS**

- A. Consideration and Possible Action Regarding Newberg Property Acquisition – Valerie Colgrove

\* Requires Action

# CALL TO ORDER

# CONSENT AGENDA



## Tualatin Valley Fire & Rescue Board of Directors Meeting Minutes

Tuesday, December 10, 2024

TVF&R Command and Business Operations Center

11945 SW 70<sup>th</sup> Avenue, Tigard OR 97223

Livestream: <http://www.youtube.com/c/TualatinValleyFireRescue>

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### ATTENDANCE

Board Members: Justin Dillingham, Randy Lauer, Clark Balfour, Gordon Hovies – in person. Bob Wyffels – virtual.

Others present: Valerie Colgrove, Kenny Frentress, Chris Hamilton, Corrine Hanning, Heidi Hicks, Laura Hitt, Laura Jenkins, Victoria Jimenez, Eric Kennedy, Bruce Opsal, Lucy Shipley, James Smario, Brian Smith, Andy Smusz, Marissa Taylor, Deric Weiss, James Whyte – TVF&R; Bob Blackmore – Attorney, Ron Cutter, Jeff Sinclair – Brown & Brown Northwest, Inc.

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### REGULAR SESSION

CALL TO ORDER President Dillingham called the Board meeting to order at 3:02 PM.

#### CONSENT AGENDA

**Director Lauer moved, seconded by Director Balfour to approve the consent agenda. The motion passed unanimously.**

#### RECOGNITION

None.

#### PUBLIC PARTICIPATION

None.

#### STAFF PRESENTATION

Annual Liability Insurance Update Ron Cutter and Jeff Sinclair, Brown & Brown Northwest, Inc., reviewed the District's 2024-2025 insurance policy. Discussion was had on the insurance renewal process and market conditions. Key highlights from this discussion are as summarized below:

- The current premium is \$454,000 with projected increase of 11.5% for 2025.
- Discussion was had on continue to carry the \$10 million excess liability coverage due to rising costs, carrier exits and market changes.
- Workers' compensation premium has increased due to presumption claims (PTSD and cancer related claims), but some relief is expected in the net renewal cycle.

## STAFF PRESENTATION (continued)

Capital Projects Deputy Chief Laura Hitt and Director Heidi Hicks provided an update on the District's upcoming construction projects, including the following.

- A comparison of past and future station designs was presented highlighting changes in station size and features to improve firefighter health and safety, like individual bunk rooms, wellness rooms, and decontamination areas.
- An analysis was conducted on Station 20's remodel versus rebuild. Staff recommends a rebuild of Station 20 due to cost and structural limitations.
- Staff shared preliminary costs for a station build, comparing cost of builds from stations in neighboring areas.

Director Hicks answered the board's questions on the Station 20 build ranging from replacing old pipes, the air quality in certain areas of the station, and ways to improve decontamination areas. An additional comment was made on whether to replace the pole with a slide. Overall, the board showed support for the project.

## FINANCE REPORT

Finance Report (October 2024) Chief Financial Officer (CFO) Valerie Colgrove reviewed the finance report for the period ending October 31, 2024. Activity of note includes:

- The General Fund ending fund balance was \$12.2 million, slightly higher than prior years due to a higher beginning fund balance.
- Expenditures are at about 31% of our budgeted amount, with notable costs from conflagration deployments of \$1.3 million year to date.
- Our benchmark is just over 33% and all directorates are under the benchmark with the exception of the Finance directorate due to payment timing of our quarterly WCCCA and software licensing fees.
- Personnel Services are at 32%, slightly under target due to \$1.3 million in deployment cost for conflagrations. Slightly under budget on FTEs but planning for an increase in FTEs with a 26 person academy starting in February 2025.
- Materials and Services are at 31%, slightly under budget and no concerning trends.
- Capital Projects Fund is on track with expenditures for apparatus and station work at Station 35 and Station 20.

Director Hovies asked if property taxes have come in. CFO Colgrove confirmed the District has received \$144 million in property tax revenue to date.

## CORRESPONDENCE

Noted.

## OLD BUSINESS

Board Policy Section 12 (Business Operations) Deputy Chief Laura Hitt stated Board Policy Section 12 (Business Operations) was presented for first reading at the November 12, 2024 board meeting. At that time no further revisions were requested. The policy was presented for Board approval and second reading.

**Director Balfour moved, seconded by Director Lauer, to approve the second reading of Board Policy 12, Business Operations, by title only. The motion passed unanimously.**

Victoria Jimenez gave the second reading of Board Policy 12, Business Operations by title only.

## NEW BUSINESS

Legislative Subcommittee Appointments Chief Weiss asked the Board to select two directors to be appointed to the Board's subcommittee for 2025 legislative issues that require immediate action. President Dillingham and Director Wyffels were reappointed to the legislative subcommittee for the 2025 calendar year.

**Director Balfour moved, seconded by Director Lauer, to appoint President Dillingham and Director Wyffels to the legislative subcommittee for legislative sessions occurring in the calendar year 2025, including special sessions. The motion passed unanimously.**

Advance Resource Medic (ARM) Unit Items: The following three items; Intergovernmental Agreement with ODHS, DispatchHealth Agreement and Resolution 2024-08 correspond to the same topic, but required their own motion.

Intergovernmental Grant Agreement with ODHS Division Chief of Emergency Medical Services James Smario sought the Board's approval to enter into an Intergovernmental Grant Agreement with the Oregon Department Human Services (ODHS) for a pilot program deploying an Advance Resource Medic (ARM) Unit that will provide in-field advance care for low acuity cases, particularly in senior residential and long-term care facilities. The ARM Unit, will be staffed by a contracted advanced practitioner and by the District's Advanced Practice Community Paramedics. This program is funded by the ODHS with a \$758,000 grant over two years.

Director Wyffels asked if the grant is funded by taxpayers. Chief Smario is not aware of the funding mechanism at the state level but will follow up at a later date. Director Hovies asked about what benchmarks are in place to evaluate the progress of the program. Chief Smario outlined measures in place to track the progress of the program.

**Director Wyffels moved, seconded by Director Lauer, to authorize the Fire Chief or designee to enter into the Intergovernmental Grant Agreement 184434 with ODHS as recommended. The motion passed unanimously.**

NEW BUSINESS (continued)

DispatchHealth Alternative Response Master Service Agreement Division Chief of Emergency Medical Services James Smario presented a \$680,000 contract with DispatchHealth Management, LLC for the Board's approval for the advanced practitioner services needed to operate the ARM Unit pilot program.

Director Wyffels asked if this program would be coordinated through WCCCA 911 dispatch. Chief Smario confirmed the call would go through the 911 system.

**Director Balfour moved, seconded by Director Wyffels, to authorize the Fire Chief or designee to execute the necessary contract documents with DispatchHealth Management, LLC as recommended. The motion passed unanimously.**

Resolution 2024-08 To Approve Budget Appropriations Controller Andy Smusz presented Resolution 2024-08 for the Board's review and approval. The resolution for budget appropriations is needed for the ARM Unit pilot program requiring \$214,000 in appropriations this fiscal year as the program starts in January 2025.

Director Lauer asked if this meant that this program would be added to next year's budget. Director Smusz confirmed this resolution is to cover expenditures January through June 2025 and actions today would allow us to add this program into the 2026 budget.

President Dillingham applauded staff for its efforts in launching the Advanced Resource Medic Unit pilot program as this is program is a big undertaking and sets the District apart in a good way.

**Director Wyffels moved, seconded by Director Lauer, to approve Resolution 2024-08 To Approve Budget Appropriations. The motion passed unanimously.**

Telehandler Purchase (Manitou MTA 1055) for Training Center Controller Andy Smusz and Capital Projects Manager Chad Liggett requested the Board's approval to purchase a Manitou MTA 1055 telehandler boom lift for \$167,700 to support the Training Center operations.

**Director Balfour moved, seconded by Director Hovies, to authorize the Fire Chief or designee to purchase the vehicle as recommended. The motion passed unanimously.**

CHIEF'S REPORT

Capital Projects Expenditure Summary CFO Colgrove reported progress on the Training Center noting staff's efforts in conducting RFP interviews for design build. The largest expenditures have been primarily on Station 35 and Station 20.

Legislative Agenda Chief Weiss provided an overview of the upcoming legislative sessions and the District's preparation for it including the establishment of a legislative subcommittee. The long session begins on January 21, 2025 through June 29, 2025.

## CHIEF'S REPORT (continued)

### New Hire Announcement Chief Weiss introduced the new hires as follows.

- Justin de Jesus, Christopher Steward, Tilon Ward and Kyle Carpenter were hired as Paramedics on November 1, 2024.
- Doug Nolan was rehired on November 16, 2024 as Deputy Fire Marshall II.

### Retirement Announcements Chief Weiss congratulated and thanked the following individuals for their years of service to the District:

- Todd Lake retired from the Captain position on November 30, 2024. Served 25 years.
- Jason Morgan retired from the Lieutenant position on November 30, 2024. Served 29 years.
- Jason Maurer and Brad Bremer retired from the Apparatus Operator position on November 30, 2024. Served 23 and 22 years, respectively.

### District Events Chief Weiss provided the following updates:

- Recruit Academy 24-02 FF Graduation Ceremony occurred on November 26, 2024 where fifteen firefighters were sworn-in. Images from the event were projected.
- Volunteer Holiday Open House occurred on December 7, 2024 at the South Operating center where antique apparatus were displayed.
- The December Community Events Report was presented.

## DIRECTORS' REPORT

Director Wyffels shared feedback from retired Fire Chiefs praising the District's leadership and culture. Directors extended holiday wishes.

## ITEMS NOT LISTED ON THE AGENDA

None.

## ADJOURNMENT

**Director Balfour moved, seconded by Director Lauer, to adjourn the meeting. The motion passed unanimously.**

There being no further business to come before the Board, President Dillingham adjourned the meeting at 4:48 PM.

**APPROVED** on January 28, 2025

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Clark I. Balfour, Secretary/Treasurer

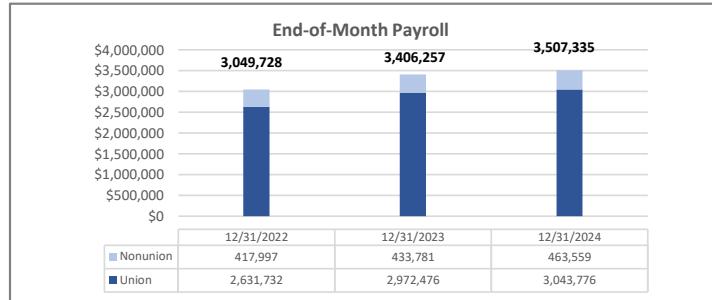
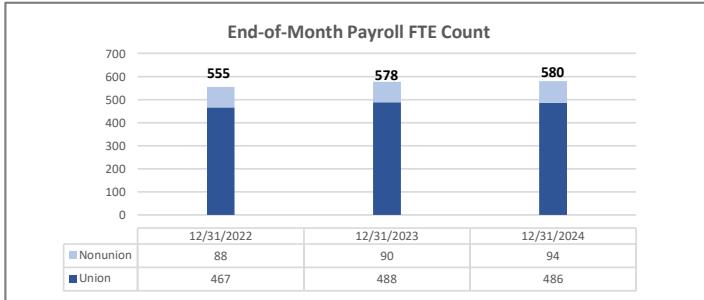
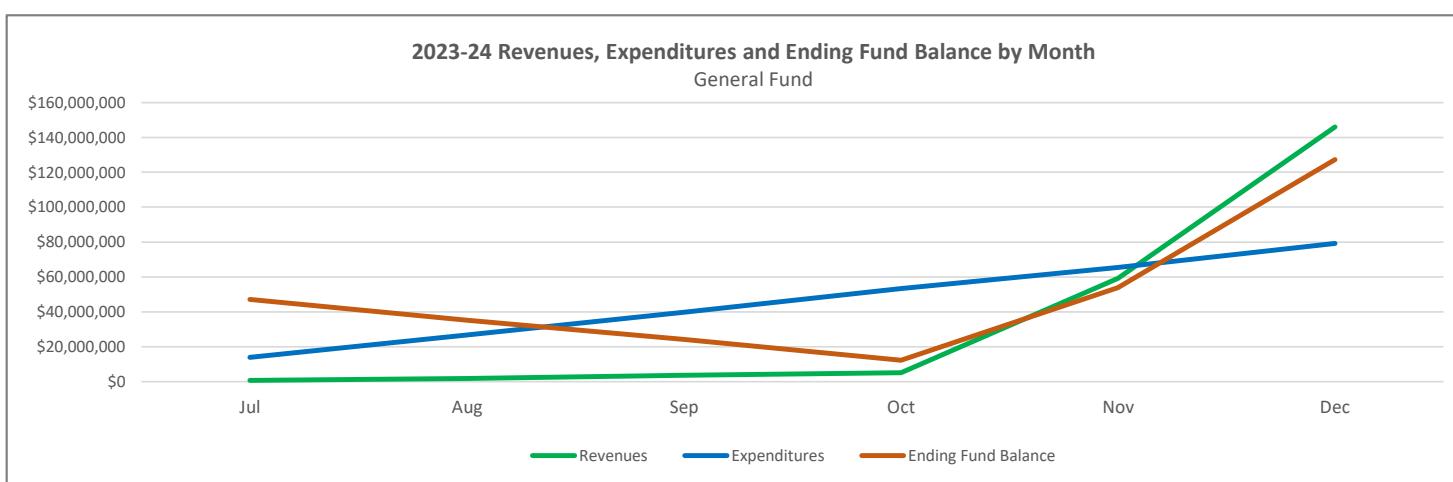
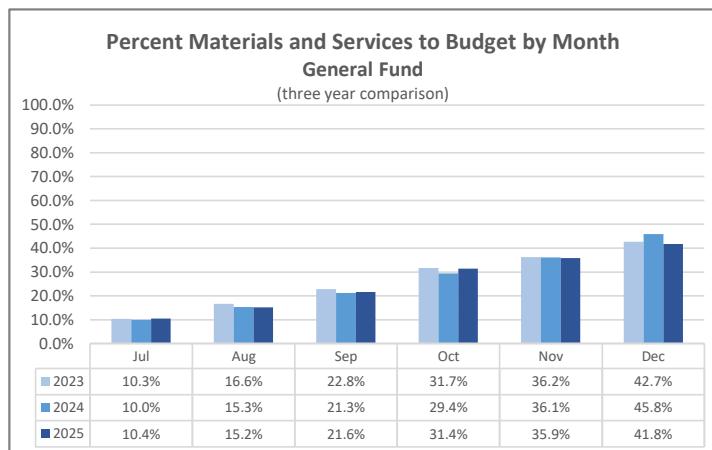
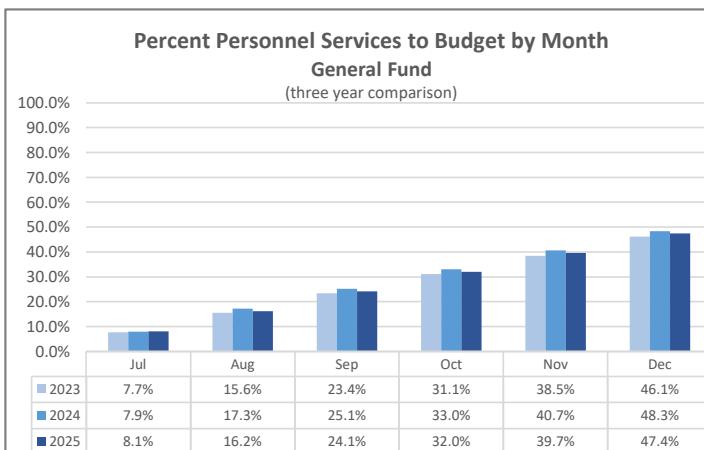
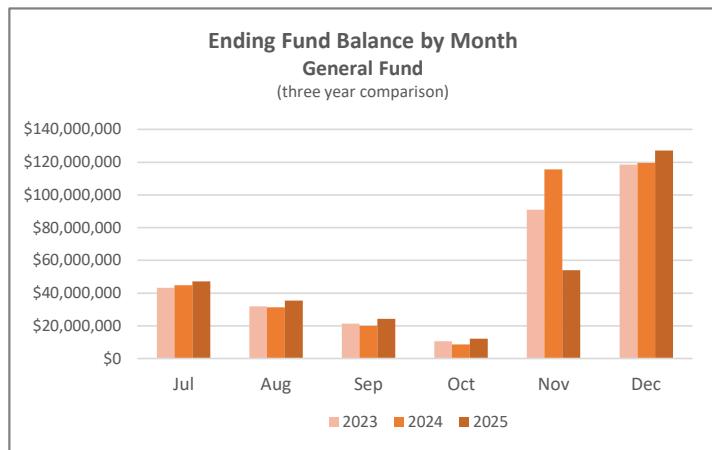
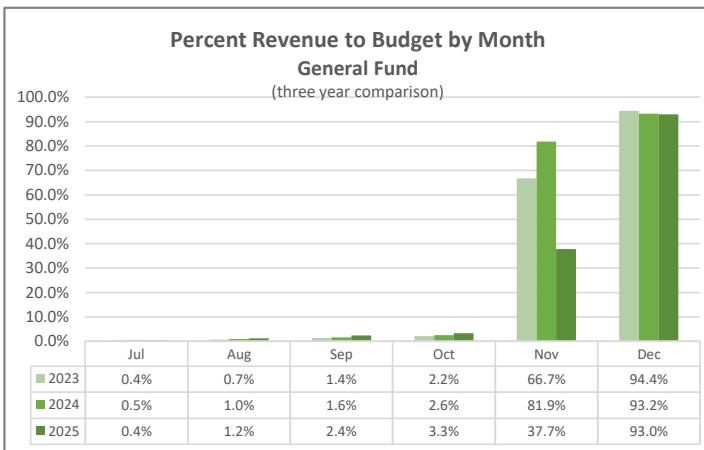
Minutes recorded & prepared by Victoria Jimenez

# RECOGNITION

# PUBLIC PARTICIPATION

# STAFF PRESENTATION

# FINANCE REPORT





Condensed Statement of Budget vs  
Sources and Uses of Funds  
For the Period Ended December 31

GENERAL  
FUND 10

Benchmark: 50.00%

GENERAL FUND	2024-25				2023-24	
	Original Budget	Y-T-D Actual	Variance with Budget Positive (Negative)	Actual as % of Budget	Y-T-D Actual	Actual as % of Budget
<b>Sources of Funds</b>						
Beginning Fund Balance	\$ 56,097,710	\$ 60,434,290	\$ 4,336,580	107.73%	\$ 57,022,296	106.84%
Property Tax Current	147,815,537	138,377,875	(9,437,662)	93.62%	133,394,391	95.04%
Property Tax-Prior Years	1,200,000	796,360	(403,640)	66.36%	604,194	45.20%
Tax In Lieu Of Property Tax	117,504	63,029	(54,475)	53.64%	63,254	53.83%
Forest Revenue	200,000	45,768	(154,232)	22.88%	63,944	16.03%
Investment Earnings	1,940,000	1,731,557	(208,443)	89.26%	1,610,380	121.02%
Charges for Services	5,027,326	3,817,897	(1,209,429)	75.94%	3,120,103	62.18%
Rental Revenue	77,900	42,385	(35,515)	54.41%	39,518	50.73%
Insurance Refunds	500,000	589,476	89,476	117.90%	687,495	137.50%
Other Revenue	326,800	671,619	344,819	205.51%	258,203	79.86%
Total Revenues	157,205,067	146,135,965	(11,069,102)	92.96%	139,841,482	93.57%
<b>Total Available Resources</b>	<b>\$ 213,302,777</b>	<b>\$ 206,570,255</b>	<b>\$ (6,732,522)</b>	<b>96.84%</b>	<b>\$ 196,863,778</b>	<b>97.06%</b>
<b>Uses of Funds</b>						
Personnel Services	\$ 149,495,519	\$ 70,872,784	\$ 78,622,736	47.41%	\$ 69,369,259	48.32%
Materials & Services	17,758,215	7,419,099	10,339,116	41.78%	7,468,407	45.83%
Transfer To Other Funds	2,011,000	1,005,917	1,005,083	50.02%	504,972	49.96%
Contingency	4,000,000	-	4,000,000	0.00%	-	0.00%
Total Expenditures	173,264,734	79,297,800	93,966,934	45.77%	77,342,638	46.96%
<b>Ending Fund Balance</b>	<b>\$ 40,038,043</b>	<b>\$ 127,272,455</b>	<b>\$ 87,234,412</b>	<b>317.88%</b>	<b>\$ 119,521,140</b>	<b>313.40%</b>

<sup>(1)</sup> Includes:

	2024-25	2023-24
Newberg Transport:	\$1,654K	\$1,402K
Other Medical Transport:	\$464K	\$725K
Conflagration & Deployment Claims:	\$1,341K	\$509K

<sup>(2)</sup> Includes \$3M in assigned fund balance for the PERS reserve



Condensed Statement of Budget vs  
Sources and Uses of Funds  
For the Period Ended December 31

**GENERAL  
FUND 10**

Benchmark: 50.00%

GENERAL FUND	2024-25			2023-24	
	Original Budget	Y-T-D Actual	Actual as % of Budget	Y-T-D Actual	Actual as % of Budget
<b>Command Directorate</b>					
Personnel Services					
Board of Directors	\$ 510	\$ -	0.00%	\$ -	0.00%
Civil Service	348,423	77,037	22.11%	131,250	43.93%
Fire Chief's Office	2,959,292	1,229,095	41.53%	1,390,736	45.11%
Total Personnel Services	3,308,225	1,306,132	39.48%	1,521,986	45.00%
Materials and Services					
Board of Directors	151,645	25,410	16.76%	39,216	21.63%
Civil Service	68,117	33,685	49.45%	16,614	18.36%
Fire Chief's Office	831,732	299,162	35.97%	235,729	28.18%
Total Materials and Services	1,051,494	358,257	34.07%	291,559	26.31%
<b>Total Command Directorate</b>	<b>\$ 4,359,719</b>	<b>\$ 1,664,389</b>	<b>38.18%</b>	<b>\$ 1,813,546</b>	<b>40.39%</b>
<b>Business Directorate</b>					
Personnel Services					
Logistics	\$ 1,269,366	\$ 430,597	33.92%	\$ 299,946	35.04%
Supply	1,446,798	612,719	42.35%	437,241	45.64%
Organizational Health	2,283,936	867,756	37.99%	920,210	21.60%
Occupational Health and Wellness	1,102,982	410,403	37.21%	383,976	38.72%
Business Strategy	1,120,778	546,293	48.74%	482,824	48.59%
Fleet Maintenance	1,949,453	862,321	44.23%	881,819	39.62%
Facilities Maintenance	1,484,620	727,162	48.98%	763,754	49.75%
Total Personnel Services	10,657,933	4,457,251	41.82%	4,169,770	35.28%
Materials and Services					
Logistics	1,363,786	568,018	41.65%	99,793	28.66%
Supply	2,449,276	1,054,505	43.05%	97,546	44.19%
Organizational Health	487,600	129,717	26.60%	176,897	11.32%
Occupational Health and Wellness	722,679	261,200	36.14%	275,376	47.22%
Business Strategy	108,220	8,272	7.64%	28,166	26.03%
Fleet Maintenance	1,119,344	475,321	42.46%	481,273	40.85%
Facilities Maintenance	869,039	487,047 <sup>(1)</sup>	56.04%	507,506	46.81%
Total Materials and Services	7,119,943	2,984,079	41.91%	1,666,558	32.77%
<b>Total Business Directorate</b>	<b>\$ 17,777,876</b>	<b>\$ 7,441,330</b>	<b>41.86%</b>	<b>\$ 5,836,328</b>	<b>34.52%</b>
<b>Finance Directorate</b>					
Personnel Services					
Finance	\$ 2,320,923	\$ 1,091,344	47.02%	\$ 1,027,381	45.91%
Information Technology	1,888,780	882,604	46.73%	853,367	47.31%
Communications	576,109	274,837	47.71%	263,712	47.63%
Total Personnel Services	4,785,812	2,248,784	46.99%	2,144,460	46.67%
Materials and Services					
Finance	1,209,945	136,250	11.26%	196,503	16.65%
Information Technology	2,560,547	1,392,116 <sup>(2)</sup>	54.37%	1,348,892	57.44%
Communications	3,007,732	1,402,000	46.61%	2,047,323	74.11%
Total Materials and Services	6,778,224	2,930,365	43.23%	3,592,718	57.11%
<b>Total Finance Directorate</b>	<b>\$ 11,564,036</b>	<b>\$ 5,179,149</b>	<b>44.79%</b>	<b>\$ 5,737,178</b>	<b>52.70%</b>

<sup>(1)</sup> Overage due to increased cost and timing of annual generator testing and timing of annual floor cleaning and fire life safety inspections.

<sup>(2)</sup> Overage due to timing of annual software license renewals.



Condensed Statement of Budget vs  
Sources and Uses of Funds  
For the Period Ended December 31

**GENERAL  
FUND 10**

Benchmark: 50.00%

GENERAL FUND	2024-25			2023-24	
	Original Budget	Y-T-D Actual	Actual as % of Budget	Y-T-D Actual	Actual as % of Budget
<b>Operations Directorate</b>					
Personnel Services					
Operations Admin	\$ 5,204,865	\$ 3,523,748 <sup>(1)</sup>	67.70%	\$ 2,838,973	56.58%
Relief Pool Personnel	15,568,750	7,390,840	47.47%	7,436,494	48.31%
Stations / Specialty Teams	92,685,664	44,927,751	48.47%	44,943,644	49.25%
Emergency Management	228,197	99,467	43.59%	91,088	42.14%
Incident Management Team	212,437	91,590	43.11%	90,233	43.85%
EMS	2,012,266	928,976	46.17%	900,033	47.48%
Training	3,359,735	1,350,965	40.21%	1,268,792	42.32%
Recruits	4,608,653	1,502,370	32.60%	1,151,892	46.81%
Volunteers / Chaplains	51,300	914	1.78%	4,765	8.33%
Total Personnel Services	<u>123,931,867</u>	<u>59,816,621</u>	<u>48.27%</u>	<u>58,725,915</u>	<u>49.14%</u>
Materials and Services					
Operations Admin	92,124	46,163 <sup>(2)</sup>	50.11%	81,173	19.75%
Relief Pool Personnel	558	380 <sup>(3)</sup>	68.10%	8,574	25.40%
Stations / Specialty Teams	1,279,243	656,402 <sup>(4)</sup>	51.31%	1,189,464	51.53%
Emergency Management	36,332	19,934 <sup>(5)</sup>	54.87%	19,587	53.53%
Incident Management Team	4,589	464	10.10%	63	1.20%
EMS	387,182	126,939	32.79%	122,758	26.27%
Training	313,659	80,796	25.76%	97,468	27.55%
Recruits	121,315	53,488	44.09%	188,781	53.79%
Volunteers / Chaplains	156,394	68,767	43.97%	72,482	40.98%
Total Materials and Services	<u>2,391,396</u>	<u>1,053,332</u>	<u>44.05%</u>	<u>1,780,349</u>	<u>42.97%</u>
<b>Total Operations Directorate</b>	<b>\$ 126,323,263</b>	<b>\$ 60,869,953</b>	<b>48.19%</b>	<b>\$ 60,506,264</b>	<b>48.94%</b>
<b>Community Services Directorate</b>					
Personnel Services					
Fire and Life Safety	\$ 4,435,112	\$ 1,918,343	43.25%	\$ 1,848,336	42.95%
Government Affairs	1,997,638	951,720	47.64%	792,873	45.80%
Media Services	378,932	173,932	45.90%	165,920	45.68%
Total Personnel Services	<u>6,811,682</u>	<u>3,043,995</u>	<u>44.69%</u>	<u>2,807,128</u>	<u>43.88%</u>
Materials and Services					
Fire and Life Safety	89,681	26,838	29.93%	38,768	29.09%
Government Affairs	283,676	42,074	14.83%	81,574	29.27%
Media Services	43,801	24,154 <sup>(6)</sup>	55.14%	16,880	46.37%
Total Materials and Services	<u>417,158</u>	<u>93,067</u>	<u>22.31%</u>	<u>137,223</u>	<u>30.60%</u>
<b>Total Community Services Directorate</b>	<b>\$ 7,228,840</b>	<b>\$ 3,137,062</b>	<b>43.40%</b>	<b>\$ 2,944,351</b>	<b>43.01%</b>
<b>District Non-Organizational</b>					
Transfers	\$ 2,011,000	\$ 1,005,917	50.02%	\$ 504,972	49.96%
Contingency	4,000,000	-	0.00%	-	0.00%
Total	<u>\$ 6,011,000</u>	<u>\$ 1,005,917</u>	<u>16.73%</u>	<u>\$ 504,972</u>	<u>10.46%</u>

<sup>(1)</sup> Includes \$1,038k of conflagration deployment costs.

<sup>(2)</sup> Overage due to timing of conferences and membership & subscription renewals.

<sup>(3)</sup> Overage due to timing of membership renewal.

<sup>(4)</sup> Overage due to utilities.

<sup>(5)</sup> Overage due to timing of EMC Partner annual billing.

<sup>(6)</sup> Overage due to timing of UAS license renewal and external training conference.



Condensed Statement of Budget vs  
Sources and Uses of Funds  
For the Period Ended December 31

APPARATUS  
& VEHICLE  
FUND 21

Benchmark: 50.00%

APPARATUS & VEHICLE FUND	2024-25				2023-24	
	Original Budget	Y-T-D Actual	Variance with Budget Positive (Negative)	Actual as % of Budget	Y-T-D Actual	Actual as % of Budget
<b><i>Sources of Funds</i></b>						
Beginning Fund Balance	\$ 3,926,000	\$ 4,126,763	\$ 200,763	105.11%	\$ 4,191,073	123.27%
Investment Earnings	100,000	81,301	(18,699)	81.30%	88,553	177.11%
Transfers In	750,000	375,000	(375,000)	50.00%	250,000	50.00%
Total Revenues	850,000	456,301	(393,699)	53.68%	338,553	61.56%
<b>Total Available Resources</b>	<b>\$ 4,776,000</b>	<b>\$ 4,583,064</b>	<b>\$ (192,936)</b>	<b>95.96%</b>	<b>\$ 4,529,626</b>	<b>114.67%</b>
<b><i>Uses of Funds</i></b>						
Materials and Services	\$ -	\$ -	\$ -	0.00%	267	0.00%
Capital Outlay	3,836,900	1,526,680	2,310,220	39.79%	568,472	20.54%
Contingency	500,000	-	500,000	0.00%	-	0.00%
Total Expenditures	4,336,900	1,526,680	2,810,220	35.20%	568,739	17.40%
<b>Ending Fund Balance</b>	<b>\$ 439,100</b>	<b>\$ 3,056,384</b>	<b>\$ 2,617,284</b>	<b>696.06%</b>	<b>\$ 3,960,888</b>	<b>581.46%</b>



Condensed Statement of Budget vs  
Sources and Uses of Funds  
For the Period Ended December 31

CAPITAL  
IMPROVEMENTS  
FUND 22

Benchmark: 50.00%

CAPITAL IMPROVEMENTS FUND	2024-25				2023-24	
	Original Budget	Y-T-D Actual	Variance with Budget Positive (Negative)	Actual as % of Budget	Y-T-D Actual	Actual as % of Revised Budget
<b><i>Sources of Funds</i></b>						
Beginning Fund Balance	\$ 5,493,000	\$ 5,003,797	\$ (489,203)	91.09%	\$ 5,670,591	111.19%
Investment Earnings	125,000	119,868	(5,132)	95.89%	122,162	162.88%
Surplus Property	-	17,191	17,191	100.00%	24,000	100.00%
Transfers In	750,000	375,000	(375,000)	50.00%	250,000	0.00%
Total Revenues	875,000	512,059	(362,941)	58.52%	396,162	68.90%
<b>Total Available Resources</b>	<b>\$ 6,368,000</b>	<b>\$ 5,515,856</b>	<b>\$ (852,144)</b>	<b>86.62%</b>	<b>\$ 6,066,753</b>	<b>106.90%</b>
<b><i>Uses of Funds</i></b>						
Materials and Services	\$ 1,001,475	\$ 361,863	\$ 639,612	36.13%	\$ 457,738	31.23%
Capital Outlay	1,532,208	490,491	1,041,717	32.01%	333,441	28.06%
Contingency	1,000,000	-	1,000,000	0.00%	-	0.00%
Total Expenditures	3,533,683	852,354	2,681,329	24.12%	791,179	22.39%
<b>Ending Fund Balance</b>	<b>\$ 2,834,317</b>	<b>\$ 4,663,502</b>	<b>\$ 1,829,185</b>	<b>164.54%</b>	<b>\$ 5,275,574</b>	<b>246.43%</b>



Condensed Statement of Budget vs  
Sources and Uses of Funds  
For the Period Ended December 31

**MERRC  
FUND 23**

Benchmark: 50.00%

MERRC FUND	2024-25				2023-24	
	Original Budget	Y-T-D Actual	Variance with Budget Positive (Negative)	Actual as % of Budget	Y-T-D Actual	Actual as % of Revised Budget
<b><i>Sources of Funds</i></b>						
Beginning Fund Balance	\$ 3,200,000	\$ 3,474,712	\$ 274,712	108.58%	\$ 3,019,503	107.84%
Charges for Services	250,000	176,051	(73,949)	70.42%	91,379	36.55%
Investment Earnings	90,000	87,903	(2,097)	97.67%	68,832	137.66%
Total Revenues	340,000	263,954	(76,046)	77.63%	160,211	53.40%
<b>Total Available Resources</b>	<b>\$ 3,540,000</b>	<b>\$ 3,738,666</b>	<b>\$ 198,666</b>	<b>105.61%</b>	<b>\$ 3,179,714</b>	<b>102.57%</b>
<b><i>Uses of Funds</i></b>						
Capital Outlay	\$ 400,000	15,576	\$ 384,424	3.89%	\$ 2,000	1.00%
Contingency	500,000	-	500,000	0.00%	-	0.00%
Total Expenditures	900,000	15,576	884,424	1.73%	2,000	0.29%
<b>Ending Fund Balance</b>	<b>\$ 2,640,000</b>	<b>\$ 3,723,090</b>	<b>\$ 1,083,090</b>	<b>141.03%</b>	<b>\$ 3,177,714</b>	<b>132.40%</b>



Condensed Statement of Budget vs  
Sources and Uses of Funds  
For the Period Ended December 31

GRANTS  
FUND 25

Benchmark: 50.00%

GRANTS FUND	2024-25				2023-24	
	Amended Budget	Y-T-D Actual	Variance with Budget Positive (Negative)	Actual as % of Budget	Y-T-D Actual	Actual as % of Budget
<b><i>Sources of Funds</i></b>						
Beginning Fund Balance	\$ 90,000	\$ 61,721	\$ -	0.00%	\$ 83,145	97.82%
Grants and Donations	329,000	35,720	(293,280)	10.86%	25,567	23.24%
Total Revenues	329,000	35,720	(293,280)	10.86%	25,567	23.24%
<b>Total Available Resources</b>	<b>\$ 419,000</b>	<b>97,441</b>	<b>\$ (321,559)</b>	<b>23.26%</b>	<b>\$ 108,712</b>	<b>55.75%</b>
<b><i>Uses of Funds</i></b>						
Personnel Services	\$ 25,000	\$ -	\$ 25,000	0.00%	\$ -	0.00%
Materials and Services	364,000	4,800	359,200	1.32%	8,509	5.16%
Capital Outlay	30,000	-	30,000	0.00%	-	-
Total Expenditures	419,000	4,800	414,200	1.15%	8,509	4.36%
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ 92,641</b>	<b>\$ 92,641</b>	<b>100.00%</b>	<b>\$ 100,202</b>	<b>100.00%</b>



Condensed Statement of Budget vs  
Sources and Uses of Funds  
For the Period Ended December 31

DEBT SERVICE  
FUND 30

Benchmark: 50.00%

DEBT SERVICE FUND	2024-25				2023-24	
	Original Budget	Y-T-D Actual	Variance with Budget Positive (Negative)	Actual as % of Budget	Y-T-D Actual	Actual as % of Budget
<b><i>Sources of Funds</i></b>						
Beginning Fund Balance	\$ 300,000	\$ 680,813	\$ 380,813	226.94%	\$ 559,235	218.88%
Property Tax Current	9,948,350	9,334,459	(613,891)	93.83%	9,133,662	93.87%
Property Tax-Prior Years	45,000	53,784	8,784	119.52%	41,831	92.96%
Tax In Lieu Of Property Tax	3,500	4,286	786	122.45%	4,380	125.15%
Investment Earnings	77,500	52,099	(25,401)	67.22%	45,194	97.19%
Total Revenues	10,074,350	9,444,628	(629,722)	93.75%	9,225,067	93.89%
<b>Total Available Resources</b>	<b>\$ 10,374,350</b>	<b>\$ 10,125,441</b>	<b>\$ (248,909)</b>	<b>97.60%</b>	<b>\$ 9,784,302</b>	<b>97.06%</b>
<b><i>Uses of Funds</i></b>						
Debt Service Principal	\$ 7,770,000	\$ -	\$ 7,770,000	0.00%	\$ -	0.00%
Debt Service Interest	2,488,425	1,244,210	1,244,215	50.00%	1,385,624	50.00%
Total Expenditures	10,258,425	1,244,210	9,014,215	12.13%	1,385,624	13.92%
<b>Ending Fund Balance</b>	<b>\$ 115,925</b>	<b>\$ 8,881,231</b>	<b>\$ 8,765,306</b>	<b>7661.19%</b>	<b>\$ 8,398,678</b>	<b>6756.78%</b>



Condensed Statement of Budget vs  
Sources and Uses of Funds  
For the Period Ended December 31

INSURANCE  
FUND 45

Benchmark: 50.00%

INSURANCE FUND	2024-25				2023-24	
	Original Budget	Y-T-D Actual	Variance with Budget Positive (Negative)	Actual as % of Budget	Y-T-D Actual	Actual as % of Budget
<b><i>Sources of Funds</i></b>						
Beginning Fund Balance	\$ 585,000	\$ 584,897	\$ (103)	99.98%	\$ 625,005	102.46%
Investment Earnings	7,500	14,261	6,761	190.15%	13,383	175.51%
Insurance Recoveries	-	2,000	2,000	100.00%	123,299	0.00%
Total Revenues	7,500	16,261	8,761	216.81%	136,682	1792.55%
<b>Total Available Resources</b>	<b>\$ 592,500</b>	<b>\$ 601,158</b>	<b>\$ 8,658</b>	<b>101.46%</b>	<b>\$ 761,687</b>	<b>123.33%</b>
<b><i>Uses of Funds</i></b>						
Materials & Services	\$ 592,500	\$ 33,808	\$ 558,692	5.71%	\$ 115,373	18.68%
Total Expenditures	592,500	33,808	558,692	5.71%	115,373	18.68%
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ 567,350</b>	<b>\$ 567,350</b>	<b>100.00%</b>	<b>\$ 646,313</b>	<b>100.00%</b>



Condensed Statement of Budget vs  
Sources and Uses of Funds  
For the Period Ended December 31

PROP & BLDG  
FUND 51

Benchmark: 50.00%

PROPERTY & BUILDING FUND	2024-25				2023-24	
	Original Budget	Y-T-D Actual	Variance with Budget Positive (Negative)	Actual as % of Budget	Y-T-D Actual	Actual as % of Budget
<b><i>Sources of Funds</i></b>						
Beginning Fund Balance	\$ 4,500,000	\$ 4,660,215	\$ 160,215	103.56%	\$ 4,525,291	122.80%
Investment Earnings	100,000	114,532	14,532	114.53%	99,242	152.68%
Transfers In	500,000	250,000	(250,000)	50.00%	-	0.00%
Total Revenues	600,000	364,532	(235,468)	60.76%	99,242	152.68%
<b>Total Available Resources</b>	<b>\$ 5,100,000</b>	<b>\$ 5,024,747</b>	<b>\$ (75,253)</b>	<b>98.52%</b>	<b>\$ 4,624,533</b>	<b>123.32%</b>
<b><i>Uses of Funds</i></b>						
Capital Outlay	\$ 2,331,000	\$ 2,831	\$ 2,328,169	0.12%	\$ 6,933	0.34%
Contingency	900,000	-	900,000	0.00%	-	0.00%
Total Expenditures	3,231,000	2,831	3,228,169	0.09%	6,933	0.24%
<b>Ending Fund Balance</b>	<b>\$ 1,869,000</b>	<b>\$ 5,021,916</b>	<b>\$ 3,152,916</b>	<b>268.70%</b>	<b>\$ 4,617,599</b>	<b>560.34%</b>



Condensed Statement of Budget vs  
Sources and Uses of Funds  
For the Period Ended December 31

CAPITAL PROJECTS  
FUND 52

Benchmark: 50.00%

	2024-25				2023-24	
	Original Budget	Y-T-D Actual	Variance with Budget Positive (Negative)	Actual as % of Budget	Y-T-D Actual	Actual as % of Budget
<b>CAPITAL PROJECTS FUND</b>						
<i>Sources of Funds</i>						
Beginning Fund Balance	\$ 56,325,000	\$ 57,031,437	\$ 706,437	101.25%	\$ 55,193,368	100.00%
Investment Earnings	1,000,000	1,400,214	400,214	140.02%	1,457,694	0.00%
Miscellaneous Revenue	-	2,500	2,500	100.00%	-	0.00%
Total Revenues	1,000,000	1,402,714	402,714	140.27%	1,457,694	0.00%
<b>Total Available Resources</b>	<b>\$ 57,325,000</b>	<b>\$ 58,434,151</b>	<b>\$ 1,109,151</b>	<b>101.93%</b>	<b>\$ 56,651,062</b>	<b>0.00%</b>
<i>Uses of Funds</i>						
Personnel Services	\$ -	\$ 93	(93)	100.00%	\$ -	0.00%
Materials & Services	505,000	84,940	420,060	16.82%	104,166	0.00%
Capital Outlay	54,098,500	1,154,478	52,944,022	2.13%	1,750	0.00%
Contingency	2,721,500	-	2,721,500	0.00%	-	0.00%
Total Expenditures	57,325,000	1,239,511	56,085,489	2.16%	105,916	0.20%
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ 57,194,641</b>	<b>\$ 57,194,641</b>	<b>100.00%</b>	<b>\$ 56,545,146</b>	<b>0.00%</b>

2022 Bond Issuance Expenditures Include:

	Project-to-Date
2022 Bond Program General	\$ 317,017
Station 19 Midway	\$ 91,121
Station 20 Newberg	\$ 262,488
Station 21 Newberg	\$ 57,103
Station 35 King City	\$ 775,330
Station 62 Aloha	\$ 941,096
Training Center	\$ 110,496
Bond Apparatus	\$ 5,779,155



Condensed Statement of Budget vs  
Sources and Uses of Funds  
For the Period Ended December 31

PENSION  
FUND 61

Benchmark: 50.00%

PENSION TRUST FUND	2024-25				2023-24	
	Original Budget	Y-T-D Actual	Variance with Budget Positive (Negative)	Actual as % of Budget	Y-T-D Actual	Actual as % of Budget
<b>Sources of Funds</b>						
Beginning Fund Balance	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
Transfers In	11,000	5,917	(5,083)	53.79%	4,972	46.04%
Total Revenues	11,000	5,917	(5,083)	53.79%	4,972	46.04%
<b>Total Available Resources</b>	<b>\$ 11,000</b>	<b>\$ 5,917</b>	<b>\$ (5,083)</b>	<b>53.79%</b>	<b>\$ 4,972</b>	<b>46.04%</b>
<b>Uses of Funds</b>						
Personnel Services	\$ 11,000	\$ 5,072	\$ 5,928	46.11%	\$ 4,972	46.04%
Total Expenditures	11,000	5,072	5,928	46.11%	4,972	46.04%
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ 845</b>	<b>\$ (845)</b>	<b>100.00%</b>	<b>\$ -</b>	<b>0.00%</b>



Condensed Statement of Budget vs  
Sources and Uses of Funds  
For the Period Ended December 31

**LOSAP  
FUND 63**

Benchmark: 50.00%

	2024-25				2023-24	
	Original Budget	Y-T-D Actual	Variance with Budget Positive (Negative)	Actual as % of Budget	Y-T-D Actual	Actual as % of Budget
<b>VOLUNTEER LOSAP FUND</b>						
<b><i>Sources of Funds</i></b>						
Beginning Fund Balance	\$ 425,000	\$ 452,523	\$ 27,523	106.48%	\$ 410,672	110.51%
Interest revenue	150	-	(150)	0.00%	12	7.98%
Dividend Income	10,000	18,309	8,309	183.09%	12,926	161.58%
Gain/(Loss) on Investments	5,000	10,724	5,724	214.48%	13,209	100.00%
Total Revenues	15,150	29,033	13,883	191.64%	26,147	320.82%
<b>Total Available Resources</b>	<b>\$ 440,150</b>	<b>\$ 481,556</b>	<b>\$ 41,406</b>	<b>109.41%</b>	<b>\$ 436,819</b>	<b>115.03%</b>
<b><i>Uses of Funds</i></b>						
Personnel Services	\$ 440,150	\$ 6,150	\$ 434,000	1.40%	\$ 6,303	1.64%
Total Expenditures	440,150	6,150	434,000	1.40%	6,303	1.64%
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ 475,406</b>	<b>\$ 475,406</b>	<b>100.00%</b>	<b>\$ 430,517</b>	<b>100.00%</b>



Condensed Statement of Budget vs  
Sources and Uses of Funds  
For the Period Ended December 31

CUSTODIAL  
FUND 65

Benchmark: 50.00%

CUSTODIAL FUND	2024-25				2023-24	
	Original Budget	Y-T-D Actual	Variance with Budget Positive (Negative)	Actual as % of Budget	Y-T-D Actual	Actual as % of Budget
<b><i>Sources of Funds</i></b>						
Beginning Fund Balance	\$ 165,750	\$ 163,047	\$ -	98.37%	\$ 172,944	104.81%
Donations	35,000	34,561	(439)	98.75%	30,877	88.22%
Total Revenues	35,000	34,561	(439)	98.75%	30,877	88.22%
<b>Total Available Resources</b>	<b>\$ 200,750</b>	<b>\$ 197,608</b>	<b>\$ (3,142)</b>	<b>98.43%</b>	<b>\$ 203,821</b>	<b>101.91%</b>
<b><i>Uses of Funds</i></b>						
Materials & Services	\$ 200,750	\$ 27,880	\$ 172,870	13.89%	\$ 40,097	20.05%
Total Expenditures	200,750	27,880	172,870	13.89%	40,097	20.05%
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ 169,728</b>	<b>\$ (169,728)</b>	<b>100.00%</b>	<b>\$ 163,724</b>	<b>100.00%</b>



## Quarterly Investment Report

December 31, 2024

### Market Value Holdings as of 12/31/2024

U.S Treasuries	\$	-
Commercial Paper		-
Managed Money Market	155,635,212	
LGIP	62,124,085	
Money Market & Checking	4,604,365	
<b>Total Value</b>	<b>\$ 222,363,662</b>	

### Quarterly Investment Earnings

\*assumes investments held to maturity

U.S Treasuries	\$	-
Commercial Paper		-
Managed Money Market		901,261
LGIP		775,953
Money Market & Checking		337
<b>Total Quarterly Earnings</b>	<b>\$ 1,677,551</b>	

Operating Funds	\$ 165,264,160
Capital Projects - Bond Fund	57,099,502
<b>Total Value</b>	<b>\$ 222,363,662</b>

### Fiscal Year-To-Date Investment Earnings

07/01/2024 - 12/31/2024

U.S Treasuries	\$	-
Commercial Paper		-
Managed Money Market		1,778,681
LGIP		1,559,447
Money Market & Checking		432
<b>Total Fiscal Year-To-Date Earnings</b>	<b>\$ 3,338,560</b>	

### Benchmark Interest Rates as of 12/31/2024

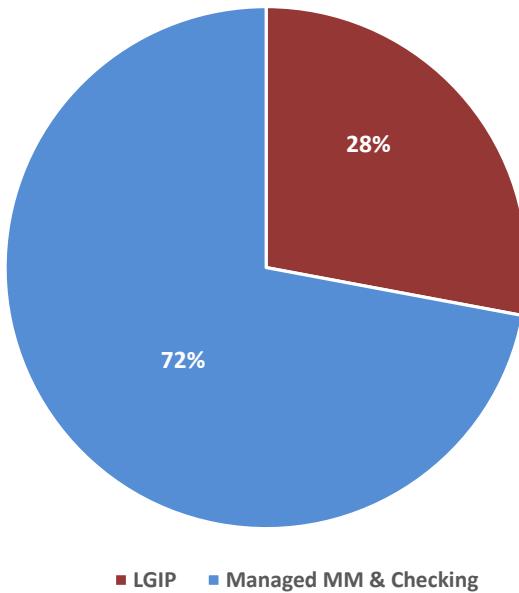
LGIP	4.85%
Managed Money Market	4.29%
2-Year Treasury	4.25%

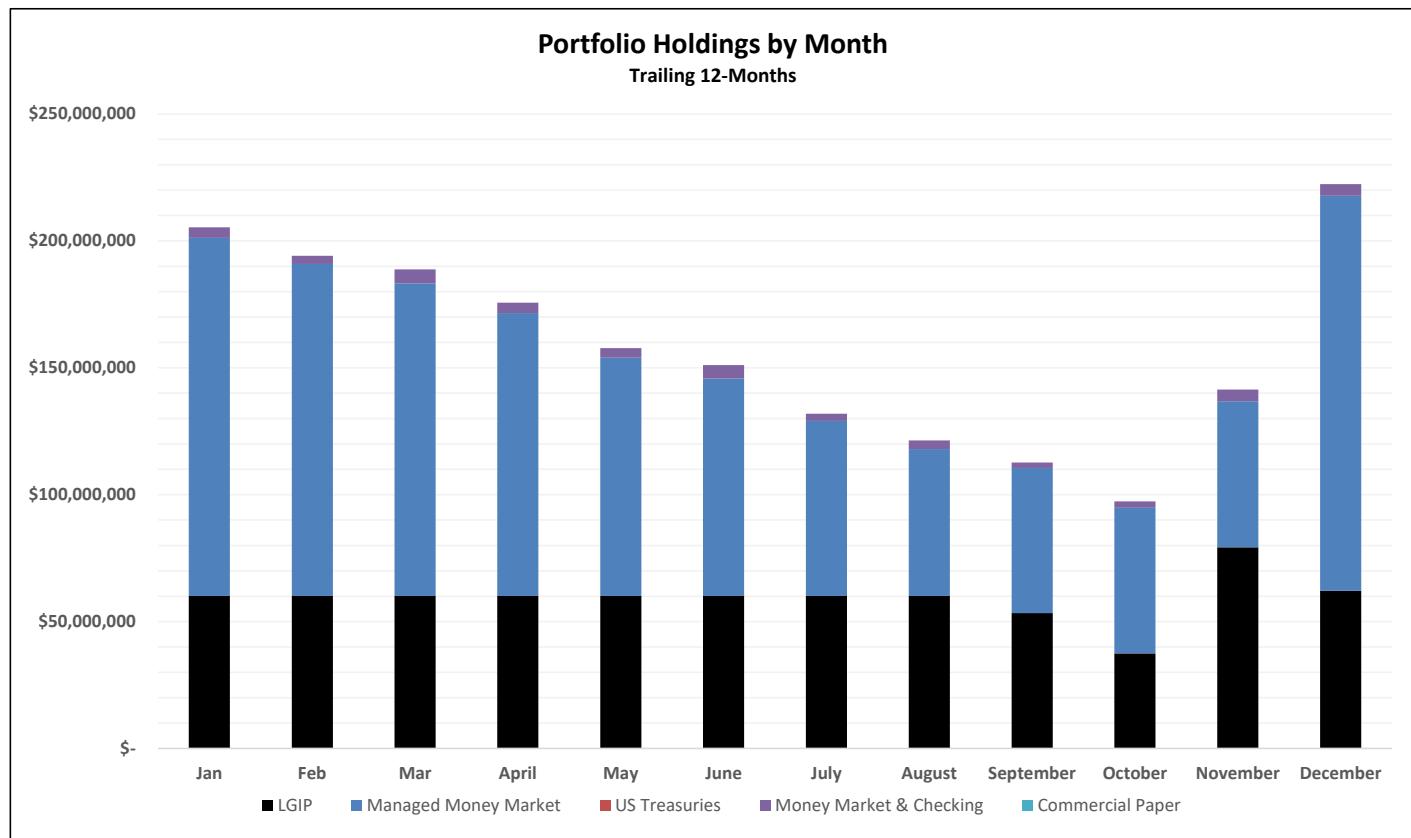
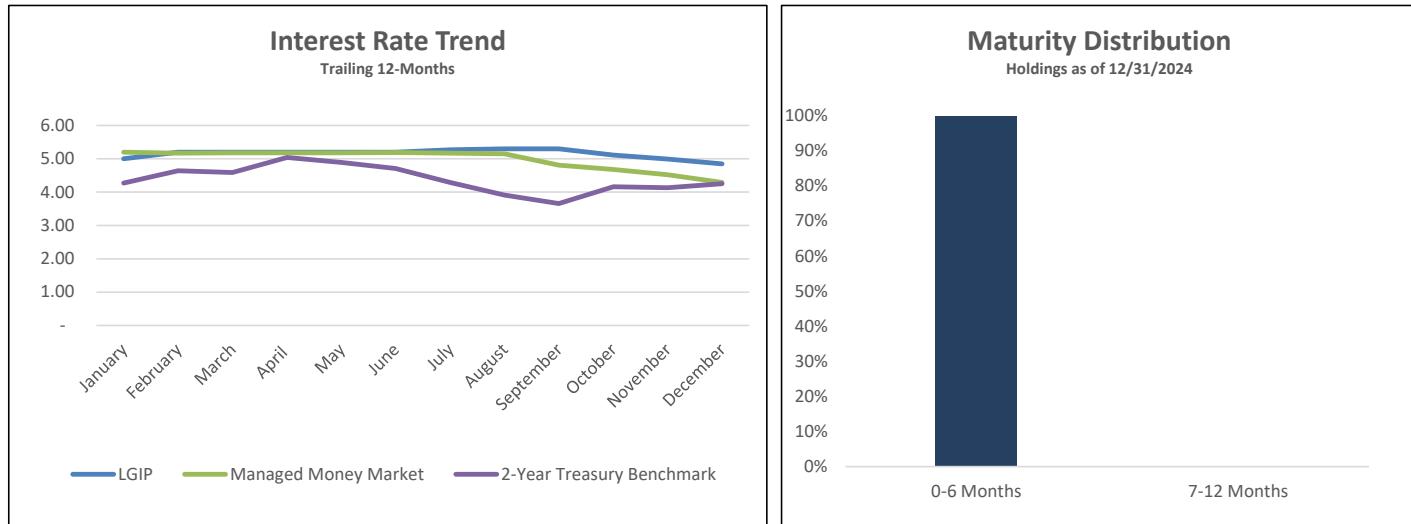
YTD Administrative & Advisory Fees

\$ 2,492

### Total Portfolio Allocation

as of 12/31/2024






  
**Tualatin Valley**  
**Fire & Rescue**  
**Quarterly Investment Report**  
**12/31/24**

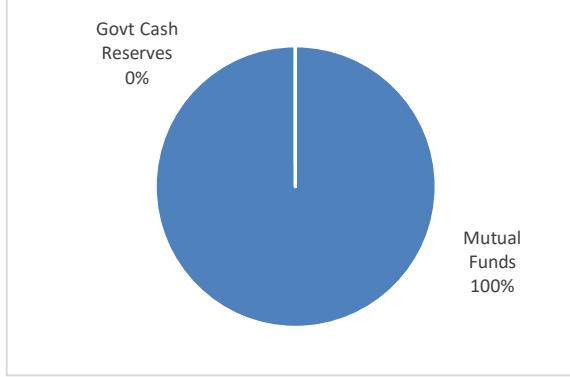
### Pension Funds

#### Quarterly Performance

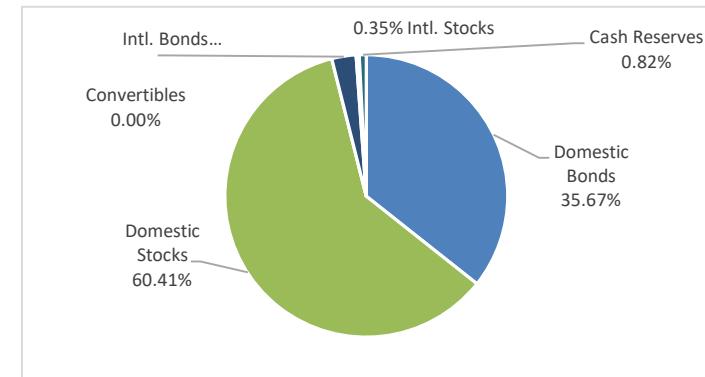
##### Balances (market value):

<b>Securities</b>	
September 30, 2024	\$ 494,927.85
New Investments in Mutual Funds	15,712.01
Cash Dividends	15.25
Investment Gain / (Loss)	(13,609.32)
Distributions	-
December 31, 2024	\$ 497,045.79
<b>Amount Payable to General Fund</b>	
Total Pension Investments	<u><u>\$ 475,406.23</u></u>

#### TVFR Asset Allocation (market value)



#### Mutual Fund Holdings - VBIAX



Ticker	Description	CUSIP	Shares	Price	Rate	Yield	Par	Net Prem/(Disc)	Amortized Cost	Market Value	Unrealized Gain/(Loss)
VBIAX	Vanguard Balanced Index	921931200	<b>10,223.94</b>				\$ 272,860.61		\$ 272,860.61	\$ 495,656.27	\$ 222,795.66
	Domestic Bonds		3,646.88	48.4800			97,329.38			176,800.60	79,471.22
	Domestic Stocks		6,176.28	48.4800			164,835.10			299,425.96	134,590.87
	Convertibles		-	48.4800			-			-	-
	International Bonds		281.16	48.4800			7,503.67			13,630.54	6,126.87
	International Stocks		35.78	48.4800			955.01			1,734.81	779.80
	Cash Reserves		83.84	48.4800			2,237.46			4,064.36	1,826.90
FDRXX	Cash - Money Market Fund	316067107					1,389.52		-	1,389.52	-
<b>Total LOSAP Securities</b>							\$ 274,250.14		\$ 272,860.61	\$ 497,045.79	\$ 222,795.66

# CORRESPONDENCE

## Letter of Appreciation

### **Truck 21**

**LT Peterson, AO Hendryx, FF Driver, FF Sparrow**

### **Medic 21**

**PM Gerber, PM Johnson**

Chief,

On Saturday, December 14th, resources from Newberg responded to a person who had fallen from a horse at an equestrian facility (NE Old Parrett Mtn Rd x Parrett Mtn Rd). I am familiar with the facility as my daughter has been taking lessons and working there for years. This facility draws people from across the US as they board and train world-class Icelandic horses.

Following the event, the business owner wanted to provide feedback to the District. There happened to be a physician on the scene (a client of theirs) who said: "They [TVF&R] were one of the most organized and best paramedic teams she had seen in a very long time." The business owner said the responders provided excellent care, kindness, and compassion. I indicated I would pass along the compliment.

While the compliment does not come as a surprise because I know the level of customer service and professionalism delivered daily, it is still nice to hear. Please thank the crew(s).

I hope you have a wonderful holiday,  
Justin

## Letter of Appreciation

### **Engine 35**

**LT Zahrowski, AO Davidson, FF Voeller, FF Brawner**

### **Engine 35**

**AO Weathers, AO Trimble, AO Gavrilov, FF Muravez**

### **Medic 97:**

**AO Warberg and Laurell Hoffman**

On Sunday December 8 at 7:40 pm there was a loud screeching noise in my house. It scared me and it took a few minutes for me to realize it was my bedroom smoke alarm. I live In Summerfield where there is an aging population and no one I could call to assist me in figuring out why the alarm was going off. I carefully checked the house, no smell of burning, no heat, no smoke. At that point I wasn't sure what to do so I called non-emergency dispatch for assistance. The female dispatcher was kind and concerned and said she would have TVFR come check it out.

Engine 35 arrived in less than 5 minutes and were WONDERFUL! The 3 gentlemen and the 1 woman were kind, caring, extremely professional, compassionate and listened to my concerns. They checked the house and soon heard the noise I was talking about. They determined the smoke alarm they had put in, after there was a fire death here in the community in 2010, was expired. They replaced the alarm, checked my other alarm and told me to have someone take it to Home Depot for a replacement soon since it still showed a green light but was an older model. I thanked them for the last time when they were here because due to their care and ambulance transport to St Vincents they saved my life. I was hospitalized for 8 days with septicemia and the doctor told me had I not come in when I did I would not

have survived. I had no symptoms other than chills but the TVF&R folks were quick to say I needed to go to the ED.

I just want to thank them again for their kindness and caring when they were here and tell them how much I appreciate them. They are so professional, compassionate and showed definite genuine concern for me.

### **Squad 39 CA Bokovoy, AO Mintie**

A private citizen sent a note to crews who responded to a fall call at a local restaurant, saying “Your first responders are helping a gentleman who fell from what looks to be a mild stroke... Just letting you know it’s good to see good human beings do good things. The two guys that are here are fantastic, friendly professional, and obviously know what they’re doing. Thank you, Merry Christmas and Happy New Year!”

---

# OLD BUSINESS

# NEW BUSINESS

## AGENDA ITEM

### Tualatin Valley Fire & Rescue Tigard, Oregon

SUBJECT:	Board Policy Section 1 – District Board Operations	FOR AGENDA OF:	January 28, 2025
		APPROVED FOR AGENDA:	Fire Chief Deric Weiss
		DEPARTMENT OF ORIGIN:	Fire Chief's Office
PROCEEDING:	First Reading and Discussion	DATE SUBMITTED:	January 21, 2025
EXHIBITS:	Board Policy Section 1 – District Board Operations	CLEARANCES:	Fire Chief's Office

#### BUDGET IMPACT

EXPENDITURE REQUIRED: -0-	AMOUNT BUDGETED: -0-	APPROPRIATION REQUIRED: -0-
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#### BACKGROUND:

Consistent with practice, staff has reviewed Board Policy Section 1 – District Board Operations and does not recommend changes to the current policy.

#### RECOMMENDED ACTION:

Approve first reading of Board Policy Section 1 – District Board Operations.

#### *PROPOSED MOTION:*

“I move to approve the first reading of Board Policy Section 1 – District Board Operations by title only.”

# TUALATIN VALLEY FIRE AND RESCUE

## DISTRICT BOARD OPERATIONS

### SECTION 1

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## SECTION 1.1

## DEFINITIONS

As used in these sections, unless the context requires otherwise:

- A. *Board of Directors* or *Board* means the governing body of Tualatin Valley Fire and Rescue.
- B. *District* means Tualatin Valley Fire and Rescue.

DATE ORIGINATED: May 28, 1996

REVIEWED: ~~February 27, 2024~~January 28, 2025

- A. The powers of the Board are outlined in Chapter 478 and Chapter 198 of the Oregon Revised Statutes relating to Rural Fire Protection Districts.
- B. The Board will authorize advisory committees as it sees fit.
  - 1. The Board President or designee will outline the duties and responsibilities of each committee at the time of authorization.
  - 2. A Board member may serve as ex-officio member.
  - 3. The Board President will advise the committee(s) about the Oregon Public Meetings Law (ORS 192) and the Oregon Inspection of Public Records Law (ORS 192).

**LEGAL REFERENCES**

ORS 192

ORS 198

ORS 478

DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

REVIEWED: February 27, 2024January 28, 2025

Board policy is to recognize two functional activities:

A. Policy Making

1. The Board will establish policy, reserving to itself all authority and responsibility not otherwise assigned to the Fire Chief or others.
2. The Board serves as the District's Local Contract Review Board pursuant to ORS 279A.060.
3. The Board will adopt the appropriate ordinance to create a Civil Service Commission pursuant to ORS 242.704.
4. The Board will engage in discussions and reach agreements with recognized employee groups, as required in the Oregon Collective Bargaining Law (ORS 243.650 through 243.806); reserving to itself or its designee(s) the responsibility to negotiate with employee groups.

B. Executive

1. The Board will select a Fire Chief and delegate to said Chief the responsibility for implementing plans and policies.
2. The Board will limit the manner in which it directs the actions of the Chief to one of the following means:
  - a. By formal Board action, i.e., by majority vote of the Board at a regularly scheduled or special Board meeting.
  - b. Through the Board President, as directed by Board action, or for clarification or interpretation of existing Board policies without further Board action or involvement; provided, however, the clarification or interpretation is subject to being overruled by a majority of the Board members pursuant to Board Policy 1.7 F.
  - c. In the absence of existing board policy and under emergent circumstances, the Fire Chief may implement plans and policies if contact with the Board President or Board is not possible. The Board will review any plans or policies created under these circumstances at the earliest possible date.
3. The Board and its members will not direct the actions of individual staff members. Rather, direction to staff shall be provided by the Fire Chief in the manner described above.

4. The District recognizes that it has limited financial resources with which to provide services and is forced to make public policy decisions regarding the allocation of those resources. Within those limitations, by adoption of the District budget, the Board will allocate the financial means to implement Board policies and accomplish, to the extent possible, the organizational goals and objectives approved by the Board of Directors.

**LEGAL REFERENCES**

ORS 279A.060  
ORS 242.704  
ORS 243.650 to 243.806

DATE ORIGINATED: August 11, 1997

REVISED: February 27, 2024

REVIEWED: February 27, 2024January 28, 2025

**A. Cooperating With Board Candidates**

The Board, through its staff, shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations, and other aspects of the operation of the District.

**B. Orientation of New Board Members**

The Board and staff shall assist each new member-elect to understand the Board's functions, policies, and procedures before taking office. The following methods shall be employed:

1. The member-elect shall be given selected materials on the Board member's role.
2. The member-elect shall be invited to attend and participate in meetings prior to being sworn in.
3. The Fire Chief shall provide material pertinent to meetings and be responsive to questions regarding said material.
4. The member-elect shall be invited to meet with the Fire Chief and other administrative personnel to discuss the relationship of each position with the Board.
5. The Fire Chief will give each member-elect:
  - a. A copy of Board policies and access to the District's standard operating guidelines
  - b. A copy of the law relating to fire protection
  - c. A copy of the Attorney General's *Public Records and Meetings Manual*
  - d. Oregon Government Standards and Practices Laws, "A Guide for Public Officials"
  - e. All other pertinent information

DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

REVIEWED: February 27, 2024January 28, 2025

- A. Mechanisms will be established to keep members informed of all pertinent information relative to fire service.
- B. Members shall be provided subscriptions to publications designated by the Board.
- C. Members are encouraged to attend the annual state conference of Special Districts Association of Oregon.
- D. The Fire Chief is to alert members to other conferences, meetings, and publications that may be useful and informative.

DATE ORIGINATED: May 28, 1996

REVISED: January 26, 2021

REVIEWED: February 27, 2024January 28, 2025

A. Pursuant to ORS 198.190, members may receive \$50 for each day or portion thereof as compensation for services performed as a member of the governing body that the Board Chair or Board deems necessary to carry out their role as a board member. Services performed as a member of the governing body for which compensation will be paid are limited to the following:

1. Board meetings or Board work sessions, in-person, telephonic, or virtually, that are meetings subject to the Oregon Public Meetings Law.
2. Attendance at meetings or events in a Board appointed position on behalf of the Board or District, in-person, telephonic, or virtually, that are necessary and require attendance.
3. Attendance at meetings or events as a Board approved representative, per direction, in writing, from the Board Chair.
4. Attendance at meetings, in-person, telephonic, or virtually, including meetings with District personnel, which are reasonably required to fulfill obligations as an elected officer of the Board and which the Board or Board Chair has approved in advance in writing as a necessary expense incurred by the member in the performance of official duties.

In addition, members may request reimbursement for actual and reasonable traveling and other expenses necessarily incurred for their attendance at such meetings.

B. Reimbursement for mileage will be paid at the then current Internal Revenue Service regulation promulgated rates.

C. In keeping with Board Education Development (Policy 1.5), members are authorized to travel to educational activities that benefit the District, subject to the following:

1. Pre-approval in writing of the educational activity by the Board, or Board Chair, expenses for educational activities incurred by a member will be reimbursed by the District as provided for in ORS 198.190 and Section 1.6 B, above.
2. Reimbursement of paid expenses shall be included in the monthly register of paid bills.
3. Members will report to the Board on the educational substance and value of the meetings for which reimbursement is received.

D. Members may submit a request for compensation and reimbursement of expenses for services that are other than as described above for approval by the Board on a case-by-case basis. Board action will supersede any contrary decision by the Board Chair.

*ORS 198.190: "A member of the governing body of a district may receive not to exceed \$50.00 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall not be deemed lucrative. The governing body may provide for reimbursement of a member for actual and responsible traveling and other expenses necessarily incurred by a member in performing official duties."*

DATE ORIGINATED: May 28, 1996

REVISED: September 26, 2023

REVIEWED: February 27, 2024January 28, 2025

- A. Recognizing the need to delegate authority to staff, the Board will formulate and adopt written policies to assist staff in its discretionary use of said authority.
- B. The Board shall authorize reports and studies it deems necessary to ensure its policies have been properly executed.
- C. Any formal motion or action that amends or supplements existing policy shall be called to the Board's attention before a vote to adopt is taken.
- D. To ensure its policies are timely and effective, the Board will review its policies bi-annually at regularly scheduled Board meetings; said reviews will be agenda items.
- E. If a policy is found to be in conflict with state or federal law or the rules and regulations of a higher authority, such policy is automatically null and void without Board action and is to be deleted. The Board shall delegate to the Fire Chief the responsibility to develop the administrative regulations governing the District, with said regulations being provided to each Board member.
- F. In the event of disagreement over the application, extent, or interpretation of a policy, the conflict will be decided by a majority of the Board.
- G. Board decisions that explain, detail, or otherwise organize the application of a policy, once adopted, are considered to be a part of the policy.
- H. Proposals to adopt, change, delete, add to, or repeal a policy may originate from several sources including a Board member, Fire Chief, taxpayer, employee, employee organization, consultant, civic group, etc.
- I. Proposed new policies will be reviewed in draft form by the Fire Chief, and other interested parties as the Fire Chief may determine before Board action.
- J. Adoption of new policies, changes, additions to, deletions from, and repeal of established policies require a two-step procedure separated by no less than 15 days.
  - 1. Included in the public agenda with introduction, discussion, and deliberation and initial vote at one meeting.
  - 2. Included in the public agenda with further deliberation and second vote and approval to be held at a second meeting.
    - a. In the event of an emergency, with said emergency being recorded in the official minutes and agreed to by at least four Board members, a policy can be adopted, changed, or suspended in a single meeting.

- b. An emergency is defined as an unforeseen circumstance(s) requiring immediate action to prevent diminishment of the District.
- 3. Adoption of new policies and amendments to existing policies shall be made by motion of the Board.

DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

REVIEWED: February 27, 2024January 25, 2025

**ORS 478.250**

Board Meetings. *"The district board shall hold meetings at such time and place within the district as it determines. It shall hold at least one regular meeting in each month on a day fixed by the board, and may hold special meetings under such rules as it may make."*

TVF&R board meetings may be held in person or virtually. For proper set-up and utilization of staff, board members should provide as much advance notice as possible if they plan to participate virtually. TVF&R prefers at least one week notice but realizes that unforeseen circumstances may result in shorter notice. If a quorum of members does not plan to attend a meeting in person, the meeting will be held virtually. This policy shall also apply to any quasi-judicial proceeding in front of TVF&R's Board of Directors or Civil Service Commission.

- A. **Definition of remote attendance** means participation by video or audio via a platform approved by TVF&R. The platform utilized must provide clear, uninterrupted, two-way communication. Any technical difficulties that prevent participants from adequately hearing and speaking to each other shall be addressed immediately by District staff.
- B. **Meeting requirements concerning remote participation**. A board or commission member may participate and vote by video or telephone in all or part of a regular or special meeting if the following conditions are met:
  1. All board members, commissioners, staff, and members of the public participating in the meeting remotely or in-person can hear or read all discussion, testimony, and votes.
  2. Board members, commissioners, staff, and members of the public are expected to comport themselves in the same professional manner as they would in person.
  3. Participants should identify themselves or their devices prior to being admitted into a virtual meeting space.
- C. **Board and commission members participating remotely** shall be counted for purposes of establishing a quorum and will be entitled to participate in the same capacity as a board or commission member in physical attendance, including participation in quasi-judicial matters and executive sessions. Board members:
  1. Shall be called during any vote taken with their vote counted, recorded, and documented in meeting minutes.
  2. May leave or return to a meeting upon announcement.
  3. Must have a secure telephone or electronic connection during executive sessions.

4. Must verify they are the only person in the room or with access to the executive session.

D. **Arranging for remote participation.** To participate remotely, a board, commission, or committee member shall contact the designated executive assistant in the fire chief's office as far in advance of the meeting as possible. TVF&R shall fulfill the request provided that the member has the technical means and adequate internet service.

E. **Recommendations for virtual backgrounds and sound.** When participating remotely, board or commission members should:

1. Be situated in a stationary location.
2. Consider using a blurred or a standard TVF&R background to reduce distractions. (See Exhibit #1.)
3. Use proper lighting such as a dedicated video light, lamp, or open window with the brightest light illuminating the face.
4. Maintain camera at eye level. If needed, raise laptop, desktop, or camera by stacking books or other objects.
5. Keep microphone on mute unless speaking to avoid disruptions.

F. **Role of presiding officer.** The board president or other designated person who is presiding over the meeting shall have the discretion to mute anyone who is participating through remote attendance when distracting and extraneous noise is occurring. The presiding officer may delegate the ability to mute participants to the meeting host who controls the meeting platform. The presiding officer shall recognize and provide opportunity for board members who are participating remotely to contribute to the discussion.

G. **Remote participation by members of the public.** Members of the public may view all board meetings that are livestreamed via an accessible platform such as YouTube or other social media. Members of the public may provide testimony remotely by submitting a written or verbal request at least three days in advance of the meeting.

H. **Reasonable Accommodation.** TVF&R may provide reasonable accommodation and waive or modify provisions of this policy for the benefit of board members or the public with a disability.

SECTION 1.8

MEETINGS (continued)

LEGAL REFERENCES

ORS 192

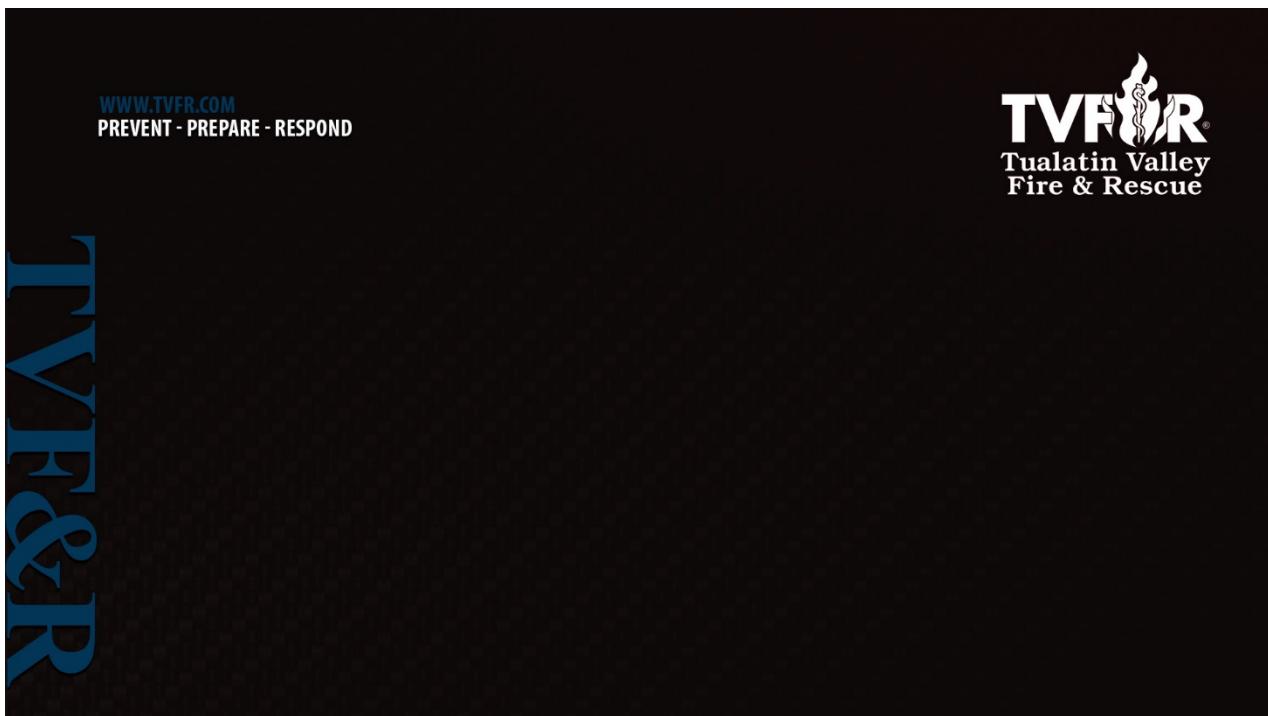
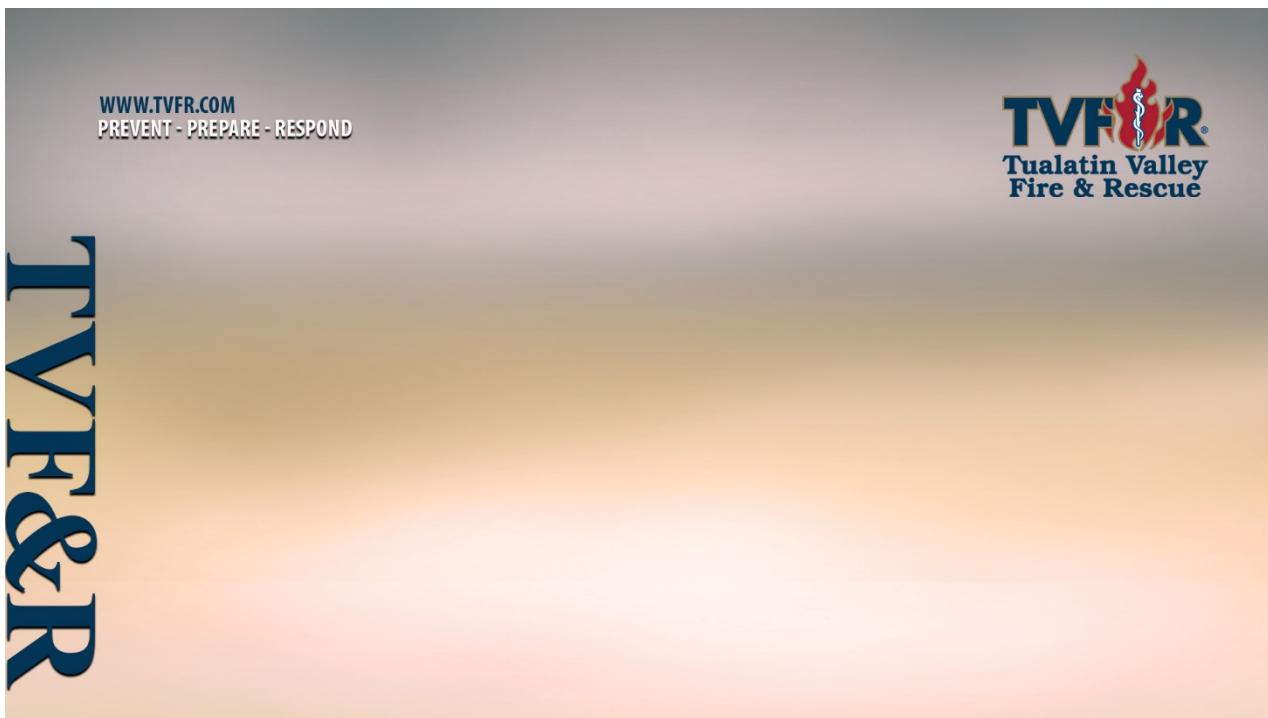
ORS 478

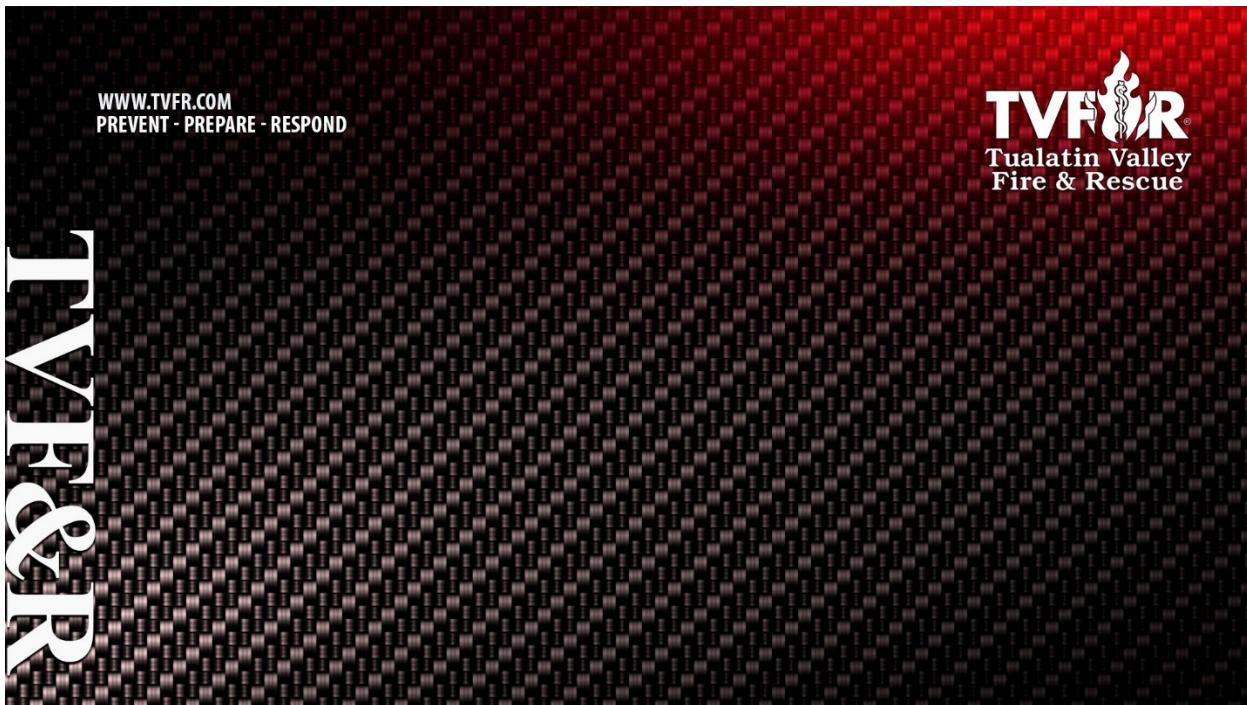
DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

| REVIEWED: ~~February 27, 2024~~January 28, 2025

## Exhibit 1, Standard Backgrounds for Virtual Meetings





The Fire Chief shall draft the agenda after conferring with the President of the Board following the general order below:

- A. Consent Agenda (including approval of the minutes of the previous Board meeting(s)).
- B. Recognition
- C. Public participation (testimony from members of the public)
- D. Staff presentation
- E. Finance report
- F. Correspondence
- G. Old business
- H. New business
- I. Chief's report
- J. Directors' Report
- K. Items not listed on the agenda
- L. Executive Session (if necessary)

The order of addressing agenda items may be modified in the discretion of the President, subject to being overruled by a majority of the Board members in attendance.

DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

REVIEWED: February 27, 2024January 28, 2025

- A. The agenda, check register, and financial report shall be given to each member at least three (3) days prior to Board meetings.
- B. At the same time, the Fire Chief shall provide members with detailed information relative to the agenda, including existing Board policy pertinent to agenda items.
- C. The proposed agenda will be simultaneously distributed to all TVF&R employees via the District's internal communication system.

DATE ORIGINATED: May 28, 1996

REVISED: January 26, 2021

REVIEWED: February 27, 2024January 28, 2025

- A. Except as otherwise provided by State Law and/or Board policy, the rules of parliamentary procedure comprised in "Roberts Rules of Order" (Revised) shall guide the Board in its deliberations. Such Rules are intended to provide guidance and may be amended at any meeting by majority vote.
- B. Minutes of the Board shall be kept in accordance with the requirements of ORS Chapter 192.650, Board Policy 2.12, and the Districts Record Retention Schedule. The Secretary of the Board shall maintain the minutes and make them available for examination by the public and employees by posting them on a location accessible from the District Internet page. Board meeting recordings will be kept for a time period in accordance with the District's Record Retention Schedule.
- C. The Board President shall preside over, i.e., Chair, board meetings, and may establish time limits for public comments at the Board President's reasonable discretion. Votes will be recorded. Any member may request a vote be changed if such request is made prior to consideration of the next order of business. Board members will respect the authority of the Chair to manage meetings and will abide by the Chair's rulings. The Chair may limit time for discussion by Board members on any matter before the Board. The Chair may mute or disconnect a Board member's connection of microphone if the member does not follow the direction of the Chair. With respond to a point of order, the maker of the point of order shall wait to be recognized by the Chair. If recognized and if the Chair requests a statement, the maker will then state the point of order. The Chair will summarily rule on whether the point of order is well taken and state the appropriate action moving forward. The Chair's decision will be recorded in the minutes. Unruly Board members may be expelled from a meeting by the Chair if, in the Chair's reasonable discretion, the Board member is obstructing the administration of the meeting.
- D. Three members shall constitute a quorum. If only a quorum is present, a unanimous vote is required to approve a motion.
- E. Members may request a roll call vote.
- F. Members may state for the record, at the time of voting, the reason for their vote or the reason for abstaining.
- G. In accordance with ORS Chapter 244, members having an actual or potential conflict of interest must declare it. If the conflict of interest is actual, the member must abstain from voting. If the member's vote is necessary to meet the minimum number of votes to take official action, and the issue is emergent to the District, the member may vote, but not participate in any discussion or debate on the issue related to the actual conflict of interest.

H. The meeting will be adjourned by a majority vote.

**LEGAL REFERENCE**

ORS 192.650

ORS 244

DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

REVIEWED: February 27, 2024January 28, 2025

## SECTION 1.12

## MEMBERSHIP IN FIRE ASSOCIATIONS

It is Board policy to maintain active membership in the Special Districts Association of Oregon, and other associations as approved by the Board.

DATE ORIGINATED: May 28, 1996

REVISED: January 26, 2021

REVIEWED: February 27, 2024January 28, 2025

- A. The following serves as general policy concerning annexations. Regardless of the policy articulated below, however, each annexation shall be individually reviewed and scrutinized for economic, community, and operational impact.
- B. The Board will only approve the annexation of whole jurisdictions when such annexations enhance the long-term financial solvency of the District and benefits or enhances the District's provision of services and resources to existing residents.

While the Board recognizes that other factors may influence a decision to annex smaller parcels, this policy shall generally apply to all annexations.

- C. Where the District is party to an urban service agreement that includes an annexation plan consistent with ORS 195, the Board will not oppose annexations consistent with that plan.

Pending adoption of an annexation plan consistent with ORS 195, the Board will not oppose annexations by the City of Portland within Multnomah County. The Board will not oppose annexations where the annexing entity enters an agreement with the District (or should other extenuating circumstances prevail) for long-term continuation of District services within the territory proposed for annexation.

- D. The Board may oppose annexations that are not consistent with the aforementioned provisions, are detrimental to the economic or operational integrity of the District, or are opposed by the affected taxpayers.
- E. The Board supports the concept of cooperatively providing services with adjoining governmental entities providing fire protection and emergency medical services.
- F. The Board supports the concepts of cooperative service agreements that may entail loaned Executives, loaned Chief Officers, and full administrative oversight of another fire service entity when such cooperative service is presented in the form of an Intergovernmental Agreement, and benefits the District and the fire service entity and/or community being served.

#### LEGAL REFERENCE

ORS 195

DATE ORIGINATED: May 28, 1996

REVISED: December 20, 2011

REVIEWED: February 27, 2024January 28, 2025

- A. The following serves as general policy concerning individual property contracts for fire protection. Regardless of the policy articulated below, however, each contract shall be individually reviewed and scrutinized for economic and operational impact.
- B. Because the Board prefers annexation over contracts, contracts will only be considered when staff determines that annexation is neither timely nor practical given the petitioner's and/or the District's circumstances at the time.
- C. Contracts for fire protection shall be for terms of not more than one year during which the petitioner must reasonably pursue annexation of the affected territory to the District.
- D. Territory being considered for contract must be either contiguous with the District's jurisdictional boundaries or within such proximity as to ensure reasonable emergency response times given the presumed availability of the District's closest company.
- E. The cost of contracts for fire protection services will be the District's current combined tax rate applied to the real market value of the subject property in addition to a reasonable processing fee to be established by staff.
- F. All fire protection contracts for individual property owners shall be approved by the Board.

## LEGAL REFERENCE

ORS 478.310

DATE ORIGINATED: May 28, 1996

REVISED: January 26, 2021

| REVIEWED: February 27, 2024January 28, 2025

- A. The following serves as general policy relating to urban renewal districts and tax increment financing. Regardless of the policy articulated below, however, the proposed creation of each urban renewal district, or proposed amendments to existing urban renewal plans that increase the maximum indebtedness, shall be individually reviewed and scrutinized by staff for economic and operational impact.
- B. ORS 457.089(2)(a) requires that urban renewal agencies "shall consult and confer" with each affected taxing district prior to presenting an urban renewal plan for approval, but does not require consultation with such districts during a plan's development. Therefore, TVF&R shall monitor municipalities within its jurisdiction for activity relating to urban renewal districts and plan amendments and notify such municipalities of the District's desire for early consultation and involvement.
- C. ORS 457.089(2)(b) provides that any written recommendations of the governing body of a taxing district affected by a proposed urban renewal plan shall be accepted, rejected or modified by the governing body of the municipality in adopting the plan. Accordingly, it shall be the policy of this Board to specify to the governing body of the municipality approving the plan, in writing, any of its recommendations that are not included in the proposed plan.
- D. ORS 457.089(3)(a)-(e) provides that an urban renewal plan that includes a public building project requires the concurrence of at least three of the four taxing districts that are estimated to forgo the most property tax revenue as computed in the report accompanying the proposed plan. If TVF&R is one of those four taxing districts, the Board shall, by written resolution, concur or decline to concur in the inclusion of the public building project within 45 days after receiving the plan and report.
- E. Staff shall evaluate each proposed urban renewal plan and plan amendment that increases maximum indebtedness, for its short-term and long-term economic costs and benefits, and for its operational impact on TVF&R. Such evaluation shall compare the costs and benefits with and without the urban renewal plan or amendment, as appropriate.
- F. In supporting our municipal partners' efforts to create jobs and promote economic development, the Board believes that properly constructed urban renewal plans that attract private investment, alleviate blighted areas, and increase assessed value can ultimately benefit all public service providers.
- G. Believing that upon reaching a plan's maximum indebtedness urban renewal plans should be retired, the Board shall generally oppose plan amendments which seek to increase maximum indebtedness.
- H. Upon review of staff's evaluation and report on a proposed urban renewal plan or plan amendment the Board may:

1. Support the proposed urban renewal plan or plan amendment when the use of tax increment finance (TIF) is limited, generally, to the types of projects which are proven to encourage private investment, thereby increasing assessed value.
2. Support the proposed urban renewal plan or plan amendment when the urban renewal plan does not rely exclusively on TIF but, rather, includes other funding sources such as general fund revenues, general obligation bonds or grants.
3. Oppose approval of the proposed urban renewal plan or plan amendment when TIF is used to fund public amenities which are not proven to encourage private investment.
4. Oppose approval of the urban renewal plan or plan amendment when the use of TIF is proposed to fund improvements which are either outside of the urban renewal area or, to the extent that such improvements serve identified needs which are outside of the urban renewal area, is disproportionate to the relationship (assessed value or territory) or the urban renewal area to the balance of the jurisdiction.
5. Oppose approval of the urban renewal plan or plan amendment when existing or anticipated District resources are insufficient to meet the anticipated demand caused by proposed plan-supported development.

**LEGAL REFERENCE**

ORS 457.089

DATE ORIGINATED: May 28, 2002

REVISED: July 27, 2021

| REVIEWED: February 27, 2024January 28, 2025

- A. The Board shall not endorse candidates for public office unless it determines the District has a fundamental interest in doing so.
- B. The Board shall not, under any circumstances, endorse candidates for positions on the District Board of Directors.
- C. The Board may, by majority vote, endorse statewide or local measures provided it first determines the District has a fundamental interest in doing so.
- D. District staff, including the Fire Chief, acting in the official capacity of agents of the District, shall not endorse candidates or measures placed on the ballot, including District measures or measures supported by the Board.
- E. Notwithstanding the permitted use of public funds to conduct impartial “informational” campaigns, under no circumstances shall District funds be used to support or oppose a measure or a candidate for office.
- F. Nothing in this policy is intended to restrict an individual’s right to free speech, provided it is clear that such rights are being exercised by that individual as an individual, not during on the job working hours, and not in the individual’s official capacity as an agent of the District. It is not a violation of this policy for an elected official’s working title or elected position to be included in campaign publications or in an editorial letter, or to identify as a board member at public or private meetings or social events.
- G. No public employee shall solicit any money, influence, service or other thing of value or otherwise promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gather of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this does not restrict the right of a public employee to express personal political views. Nothing in this section is intended to infringe upon a District’s employees’ rights as allowed by law.
- H. No person, including a member of the Board or the Fire Chief, shall attempt to, or actually, coerce, command or require a public employee to influence or give money, service or other thing of value to promote or oppose any political committee, the nomination or election of a candidate, the gathering of signatures on an initiative, referendum, or recall petition, the adoption of a measure, or the recall of a public office holder.

- I. As elected officials, Board members are not considered District employees for purposes of this Section 1.16 and may engage in political activity during work time. However, a Board member's opinion piece, letter, or speech advocating a political position may not be published in the District's newsletter or other publication produced or distributed by District employees.

## LEGAL REFERENCE

ORS 260.432

DATE ORIGINATED: September 24, 2002

REVISED: February 27, 2024

| REVIEWED: February 27, 2024January 25, 2025

- A. The following serves as policy relating to Board approval of tax exemption programs for affordable housing as authorized under ORS 307.540 through 307.548. Generally, the Board approves the District's participation in Nonprofit Corporation Low Income Housing programs and adopts the provisions of ORS 307.540 to ORS 307.548; provided, however, the criteria for approval of specific programs will meet the requirements of this policy.
- B. In order for a city or county to grant tax exemptions for affordable housing under ORS 307.540 through 307.548, they must obtain approval of a minimum portion of the impacted taxing districts such that the combined taxation rate of the city/county and authorizing taxing districts equals 51% or more of the total combined rate of taxation on the property. When the 51% combined tax rate approval threshold is reached, a city/county may apply the tax limitation to all taxing districts, whether or not they approved the limitation.
- C. When approval is requested by a city / county for an affordable tax exemption program under ORS 307.540 through 307.548, it must be approved by the governing board of the taxing district.
- D. Staff shall evaluate each request for approval of a program, its short-term and long-term economic costs and benefits, and work with the requesting body to ensure the program will meet the criteria identified in this policy. Staff will present the request and a recommendation to the Board for consideration.
- E. The Board supports our municipal partners' efforts to provide affordable housing within the region, and the Board believes that properly constructed affordable housing tax exemption programs will benefit the taxpayers of the District if they include the criteria of this policy.
- F. As a condition of approval of a tax exemption program, the city/county shall agree, in addition to meeting the criteria for exemption set forth in ORS 307.541, to support fire and emergency services and call reduction efforts by requiring the following criteria for each property approved within the program:
  - 1. Participation by property management or staff in TVF&R's landlord training program.
  - 2. Smoke and carbon monoxide detectors are provided as required by state law, inspected annually, and replaced as needed.
  - 3. Actions are taken to help reduce falls by providing grab bars and other safety improvements in units provided for tenants who have a need for such improvements.
  - 4. When requested by TVF&R, actions are taken to minimize false alarms or other frequent calls for service at affected properties.

G. Upon review of staff's evaluation and report on a request for Board approval of an affordable housing tax exemption program or amendment, the Board may:

1. Approve the proposed tax exemption program or amendment when such program meets the criteria identified in this policy. Such approval shall be in the form of a Board Resolution.
2. Not approve the proposed tax exemption program where the criteria identified in this policy cannot be met, or the Board believes the loss of tax revenue and the benefits to the District are more than the benefits to the taxpayers of TVF&R.

H. Where a Board Resolution is approved, the term of the resolution shall be on a tax year basis, automatically renewing each year for the duration of the city / county program, unless subsequent Board action is taken to end the approval of the program, which may be done at any time. The Board may also terminate its approval of the exemption at any time for a specific property that does not continue to meet the criteria of this policy.

I. When the Board approves a tax exemption program under this policy, the city / county requesting such approval shall be requested to provide an annual report to TVF&R summarizing the usage of the program, the specific properties exempted, and the lost tax revenue per taxing district.

**LEGAL REFERENCE**

ORS 307.540 to 307.548

DATE ORIGINATED: August 23, 2016

REVISED: February 27, 2024

REVIEWED: February 27, 2024January 28, 2025

- A. Every Board member shall attend or view training prepared by the Oregon Government Ethics Commission pursuant to ORS 192.700 at least once during the member's term of office and shall verify the member's attendance using the method prescribed by the Oregon Government Ethics Commission.
- B. The Board recognizes that the manner in which Board members conduct themselves has an impact on the community in general and on the District and its employees.
- C. It is expected that Board members exhibit a high degree of responsibility and conduct themselves in a professional manner at all times.
- D. The District places high value on the inclusion and respect of all individuals and prohibits harassment of any individual for any reason. Board members support a respectful workplace free of subtle and obvious forms of harassment, discrimination, intimidation, retaliation, and inappropriate workplace conduct. Conduct that is not unlawful or prohibited by some legal principle, but that has the effect of creating a hostile, disrespectful, or harmful work environment or negatively impacts internal and external working relationships is also prohibited.
- E. Board members shall be expected to:
  - 1. Understand that the members' conduct reflects on the District at all times, even when the member is not acting in an official capacity.
  - 2. Maintain and cultivate positive relationships with the public and with strategic public and private community members.
  - 3. Distinguish between personal views and those of the District to avoid misrepresentation of the District.
  - 4. Refrain from disseminating or disclosing confidential, proprietary, or sensitive information received in the Board member's official capacity.
  - 5. Follow appropriate channels of communication by discussing matters of concern relating to the operation of the District with the Fire Chief's Office as stated in Sections 1.3 and 4.12.
  - 6. Practice civility, professionalism, and decorum in all discussions and debate with other Board members, District employees and volunteers, other public agency employees and volunteers, and members of the public.

E. The District is required to abide by federal and state non-discrimination laws, but expects its Board members to comply with the higher standards set forth in this policy. The Board President and/or designee shall develop standardized written rules and procedures, which shall serve as a guideline for investigating and addressing any reported violations of this Board Member Conduct and Responsibility policy.

LEGAL REFERENCE: ORS 192.700; HB 2805 2023

DATE ORIGINATED: March 17, 2015

REVISED: October 22, 2024

REVIEWED: ~~October 22, 2024~~January 28, 2025

This is to certify that District Board Operations, Section 1, policies 1.1 – 1.18, were duly adopted and approved by Board action on:

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Justin J. Dillingham, President of the Board

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Clark I. Balfour, Secretary of the Board

APPROVED: October 22, 2024January 25, 2025

# TUALATIN VALLEY FIRE AND RESCUE

## DISTRICT BOARD OPERATIONS

### SECTION 1

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## SECTION 1.1

## DEFINITIONS

As used in these sections, unless the context requires otherwise:

- A. *Board of Directors* or *Board* means the governing body of Tualatin Valley Fire and Rescue.
- B. *District* means Tualatin Valley Fire and Rescue.

DATE ORIGINATED: May 28, 1996

REVIEWED: January 28, 2025

- A. The powers of the Board are outlined in Chapter 478 and Chapter 198 of the Oregon Revised Statutes relating to Rural Fire Protection Districts.
- B. The Board will authorize advisory committees as it sees fit.
  - 1. The Board President or designee will outline the duties and responsibilities of each committee at the time of authorization.
  - 2. A Board member may serve as ex-officio member.
  - 3. The Board President will advise the committee(s) about the Oregon Public Meetings Law (ORS 192) and the Oregon Inspection of Public Records Law (ORS 192).

**LEGAL REFERENCES**

ORS 192

ORS 198

ORS 478

DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

REVIEWED: January 28, 2025

Board policy is to recognize two functional activities:

A. Policy Making

1. The Board will establish policy, reserving to itself all authority and responsibility not otherwise assigned to the Fire Chief or others.
2. The Board serves as the District's Local Contract Review Board pursuant to ORS 279A.060.
3. The Board will adopt the appropriate ordinance to create a Civil Service Commission pursuant to ORS 242.704.
4. The Board will engage in discussions and reach agreements with recognized employee groups, as required in the Oregon Collective Bargaining Law (ORS 243.650 through 243.806); reserving to itself or its designee(s) the responsibility to negotiate with employee groups.

B. Executive

1. The Board will select a Fire Chief and delegate to said Chief the responsibility for implementing plans and policies.
2. The Board will limit the manner in which it directs the actions of the Chief to one of the following means:
  - a. By formal Board action, i.e., by majority vote of the Board at a regularly scheduled or special Board meeting.
  - b. Through the Board President, as directed by Board action, or for clarification or interpretation of existing Board policies without further Board action or involvement; provided, however, the clarification or interpretation is subject to being overruled by a majority of the Board members pursuant to Board Policy 1.7 F.
  - c. In the absence of existing board policy and under emergent circumstances, the Fire Chief may implement plans and policies if contact with the Board President or Board is not possible. The Board will review any plans or policies created under these circumstances at the earliest possible date.
3. The Board and its members will not direct the actions of individual staff members. Rather, direction to staff shall be provided by the Fire Chief in the manner described above.

4. The District recognizes that it has limited financial resources with which to provide services and is forced to make public policy decisions regarding the allocation of those resources. Within those limitations, by adoption of the District budget, the Board will allocate the financial means to implement Board policies and accomplish, to the extent possible, the organizational goals and objectives approved by the Board of Directors.

**LEGAL REFERENCES**

ORS 279A.060  
ORS 242.704  
ORS 243.650 to 243.806

DATE ORIGINATED: August 11, 1997

REVISED: February 27, 2024

REVIEWED: January 28, 2025

**A. Cooperating With Board Candidates**

The Board, through its staff, shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations, and other aspects of the operation of the District.

**B. Orientation of New Board Members**

The Board and staff shall assist each new member-elect to understand the Board's functions, policies, and procedures before taking office. The following methods shall be employed:

1. The member-elect shall be given selected materials on the Board member's role.
2. The member-elect shall be invited to attend and participate in meetings prior to being sworn in.
3. The Fire Chief shall provide material pertinent to meetings and be responsive to questions regarding said material.
4. The member-elect shall be invited to meet with the Fire Chief and other administrative personnel to discuss the relationship of each position with the Board.
5. The Fire Chief will give each member-elect:
  - a. A copy of Board policies and access to the District's standard operating guidelines
  - b. A copy of the law relating to fire protection
  - c. A copy of the Attorney General's *Public Records and Meetings Manual*
  - d. Oregon Government Standards and Practices Laws, "A Guide for Public Officials"
  - e. All other pertinent information

DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

REVIEWED: January 28, 2025

- A. Mechanisms will be established to keep members informed of all pertinent information relative to fire service.
- B. Members shall be provided subscriptions to publications designated by the Board.
- C. Members are encouraged to attend the annual state conference of Special Districts Association of Oregon.
- D. The Fire Chief is to alert members to other conferences, meetings, and publications that may be useful and informative.

DATE ORIGINATED: May 28, 1996

REVISED: January 26, 2021

REVIEWED: January 28, 2025

A. Pursuant to ORS 198.190, members may receive \$50 for each day or portion thereof as compensation for services performed as a member of the governing body that the Board Chair or Board deems necessary to carry out their role as a board member. Services performed as a member of the governing body for which compensation will be paid are limited to the following:

1. Board meetings or Board work sessions, in-person, telephonic, or virtually, that are meetings subject to the Oregon Public Meetings Law.
2. Attendance at meetings or events in a Board appointed position on behalf of the Board or District, in-person, telephonic, or virtually, that are necessary and require attendance.
3. Attendance at meetings or events as a Board approved representative, per direction, in writing, from the Board Chair.
4. Attendance at meetings, in-person, telephonic, or virtually, including meetings with District personnel, which are reasonably required to fulfill obligations as an elected officer of the Board and which the Board or Board Chair has approved in advance in writing as a necessary expense incurred by the member in the performance of official duties.

In addition, members may request reimbursement for actual and reasonable traveling and other expenses necessarily incurred for their attendance at such meetings.

B. Reimbursement for mileage will be paid at the then current Internal Revenue Service regulation promulgated rates.

C. In keeping with Board Education Development (Policy 1.5), members are authorized to travel to educational activities that benefit the District, subject to the following:

1. Pre-approval in writing of the educational activity by the Board, or Board Chair, expenses for educational activities incurred by a member will be reimbursed by the District as provided for in ORS 198.190 and Section 1.6 B, above.
2. Reimbursement of paid expenses shall be included in the monthly register of paid bills.
3. Members will report to the Board on the educational substance and value of the meetings for which reimbursement is received.

D. Members may submit a request for compensation and reimbursement of expenses for services that are other than as described above for approval by the Board on a case-by-case basis. Board action will supersede any contrary decision by the Board Chair.

*ORS 198.190: "A member of the governing body of a district may receive not to exceed \$50.00 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall not be deemed lucrative. The governing body may provide for reimbursement of a member for actual and responsible traveling and other expenses necessarily incurred by a member in performing official duties."*

DATE ORIGINATED: May 28, 1996

REVISED: September 26, 2023

REVIEWED: January 28, 2025

- A. Recognizing the need to delegate authority to staff, the Board will formulate and adopt written policies to assist staff in its discretionary use of said authority.
- B. The Board shall authorize reports and studies it deems necessary to ensure its policies have been properly executed.
- C. Any formal motion or action that amends or supplements existing policy shall be called to the Board's attention before a vote to adopt is taken.
- D. To ensure its policies are timely and effective, the Board will review its policies bi-annually at regularly scheduled Board meetings; said reviews will be agenda items.
- E. If a policy is found to be in conflict with state or federal law or the rules and regulations of a higher authority, such policy is automatically null and void without Board action and is to be deleted. The Board shall delegate to the Fire Chief the responsibility to develop the administrative regulations governing the District, with said regulations being provided to each Board member.
- F. In the event of disagreement over the application, extent, or interpretation of a policy, the conflict will be decided by a majority of the Board.
- G. Board decisions that explain, detail, or otherwise organize the application of a policy, once adopted, are considered to be a part of the policy.
- H. Proposals to adopt, change, delete, add to, or repeal a policy may originate from several sources including a Board member, Fire Chief, taxpayer, employee, employee organization, consultant, civic group, etc.
- I. Proposed new policies will be reviewed in draft form by the Fire Chief, and other interested parties as the Fire Chief may determine before Board action.
- J. Adoption of new policies, changes, additions to, deletions from, and repeal of established policies require a two-step procedure separated by no less than 15 days.
  - 1. Included in the public agenda with introduction, discussion, and deliberation and initial vote at one meeting.
  - 2. Included in the public agenda with further deliberation and second vote and approval to be held at a second meeting.
    - a. In the event of an emergency, with said emergency being recorded in the official minutes and agreed to by at least four Board members, a policy can be adopted, changed, or suspended in a single meeting.

- b. An emergency is defined as an unforeseen circumstance(s) requiring immediate action to prevent diminishment of the District.
3. Adoption of new policies and amendments to existing policies shall be made by motion of the Board.

DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

REVIEWED: January 25, 2025

**ORS 478.250**

Board Meetings. *"The district board shall hold meetings at such time and place within the district as it determines. It shall hold at least one regular meeting in each month on a day fixed by the board, and may hold special meetings under such rules as it may make."*

TVF&R board meetings may be held in person or virtually. For proper set-up and utilization of staff, board members should provide as much advance notice as possible if they plan to participate virtually. TVF&R prefers at least one week notice but realizes that unforeseen circumstances may result in shorter notice. If a quorum of members does not plan to attend a meeting in person, the meeting will be held virtually. This policy shall also apply to any quasi-judicial proceeding in front of TVF&R's Board of Directors or Civil Service Commission.

- A. **Definition of remote attendance** means participation by video or audio via a platform approved by TVF&R. The platform utilized must provide clear, uninterrupted, two-way communication. Any technical difficulties that prevent participants from adequately hearing and speaking to each other shall be addressed immediately by District staff.
- B. **Meeting requirements concerning remote participation**. A board or commission member may participate and vote by video or telephone in all or part of a regular or special meeting if the following conditions are met:
  1. All board members, commissioners, staff, and members of the public participating in the meeting remotely or in-person can hear or read all discussion, testimony, and votes.
  2. Board members, commissioners, staff, and members of the public are expected to comport themselves in the same professional manner as they would in person.
  3. Participants should identify themselves or their devices prior to being admitted into a virtual meeting space.
- C. **Board and commission members participating remotely** shall be counted for purposes of establishing a quorum and will be entitled to participate in the same capacity as a board or commission member in physical attendance, including participation in quasi-judicial matters and executive sessions. Board members:
  1. Shall be called during any vote taken with their vote counted, recorded, and documented in meeting minutes.
  2. May leave or return to a meeting upon announcement.
  3. Must have a secure telephone or electronic connection during executive sessions.

4. Must verify they are the only person in the room or with access to the executive session.

D. **Arranging for remote participation.** To participate remotely, a board, commission, or committee member shall contact the designated executive assistant in the fire chief's office as far in advance of the meeting as possible. TVF&R shall fulfill the request provided that the member has the technical means and adequate internet service.

E. **Recommendations for virtual backgrounds and sound.** When participating remotely, board or commission members should:

1. Be situated in a stationary location.
2. Consider using a blurred or a standard TVF&R background to reduce distractions. (See Exhibit #1.)
3. Use proper lighting such as a dedicated video light, lamp, or open window with the brightest light illuminating the face.
4. Maintain camera at eye level. If needed, raise laptop, desktop, or camera by stacking books or other objects.
5. Keep microphone on mute unless speaking to avoid disruptions.

F. **Role of presiding officer.** The board president or other designated person who is presiding over the meeting shall have the discretion to mute anyone who is participating through remote attendance when distracting and extraneous noise is occurring. The presiding officer may delegate the ability to mute participants to the meeting host who controls the meeting platform. The presiding officer shall recognize and provide opportunity for board members who are participating remotely to contribute to the discussion.

G. **Remote participation by members of the public.** Members of the public may view all board meetings that are livestreamed via an accessible platform such as YouTube or other social media. Members of the public may provide testimony remotely by submitting a written or verbal request at least three days in advance of the meeting.

H. **Reasonable Accommodation.** TVF&R may provide reasonable accommodation and waive or modify provisions of this policy for the benefit of board members or the public with a disability.

SECTION 1.8

MEETINGS (continued)

LEGAL REFERENCES

ORS 192

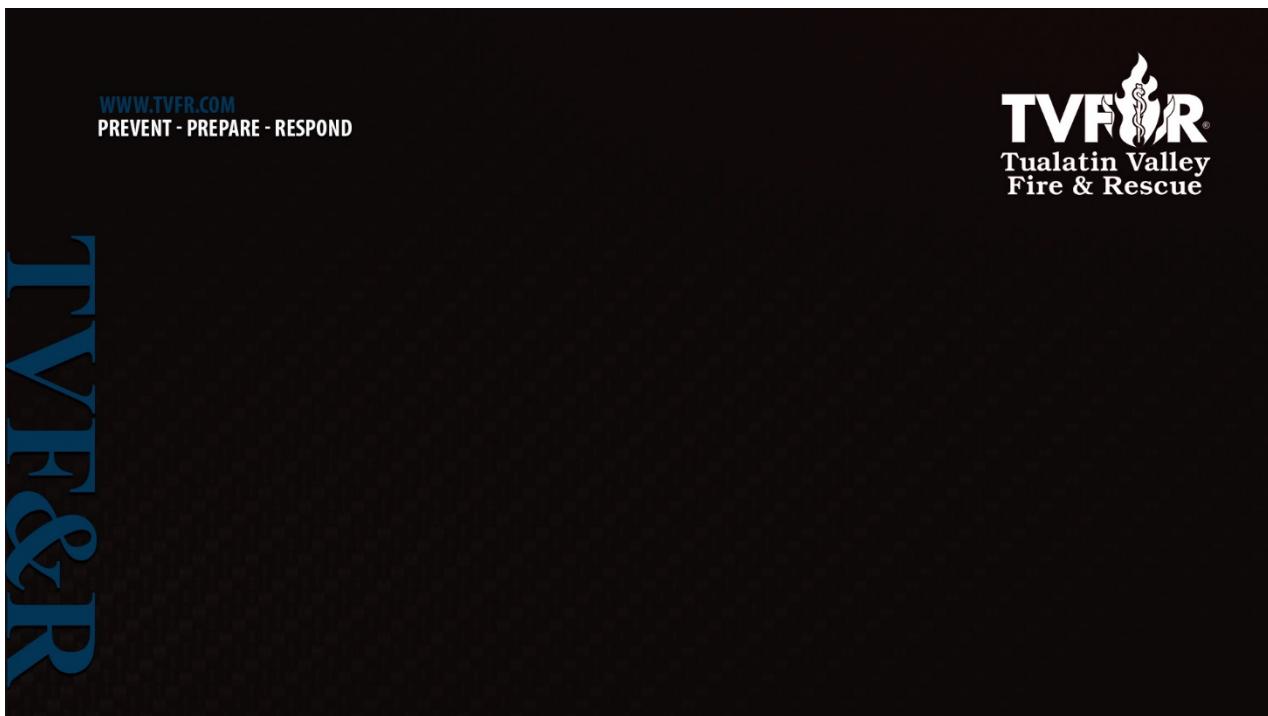
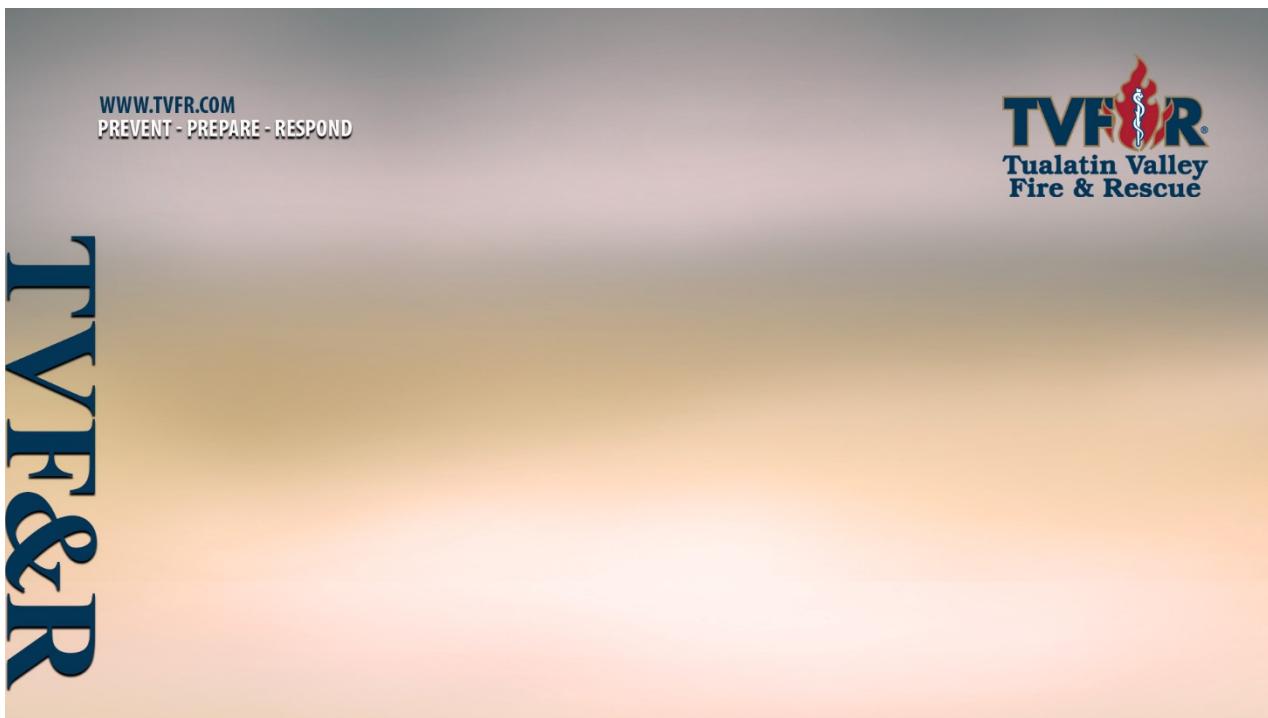
ORS 478

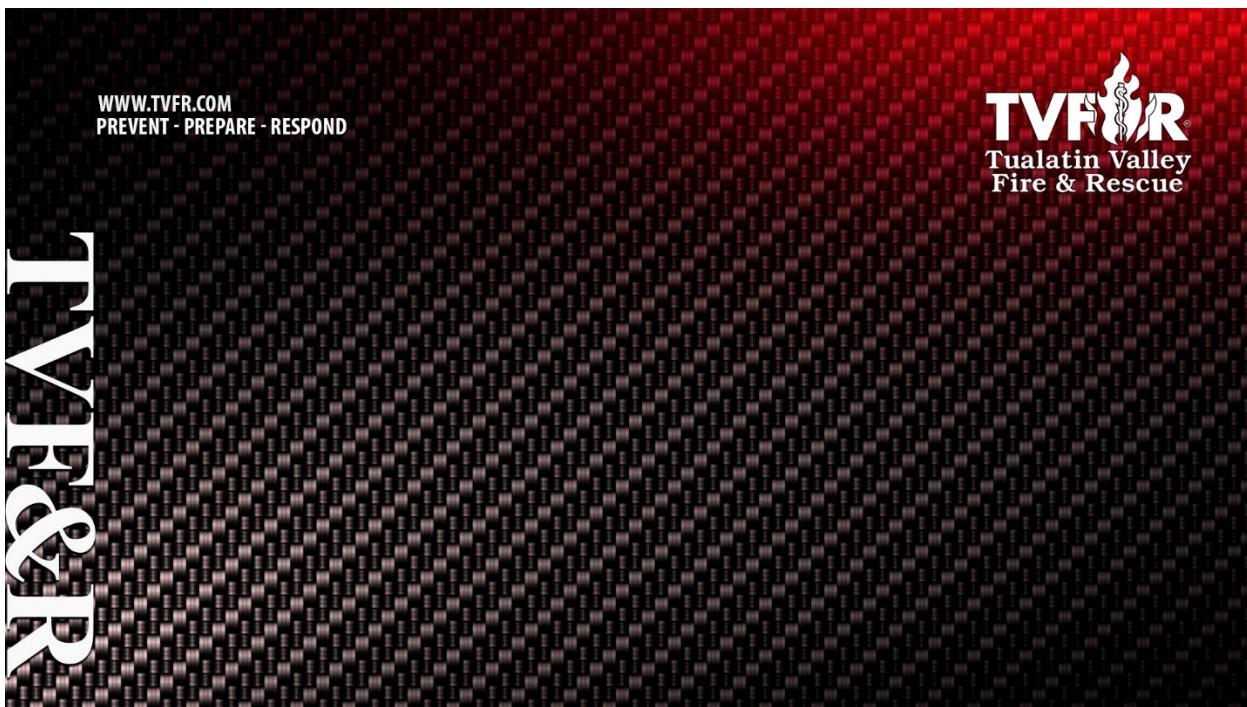
DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

REVIEWED: January 28, 2025

## Exhibit 1, Standard Backgrounds for Virtual Meetings





The Fire Chief shall draft the agenda after conferring with the President of the Board following the general order below:

- A. Consent Agenda (including approval of the minutes of the previous Board meeting(s)).
- B. Recognition
- C. Public participation (testimony from members of the public)
- D. Staff presentation
- E. Finance report
- F. Correspondence
- G. Old business
- H. New business
- I. Chief's report
- J. Directors' Report
- K. Items not listed on the agenda
- L. Executive Session (if necessary)

The order of addressing agenda items may be modified in the discretion of the President, subject to being overruled by a majority of the Board members in attendance.

DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

REVIEWED: January 28, 2025

- A. The agenda, check register, and financial report shall be given to each member at least three (3) days prior to Board meetings.
- B. At the same time, the Fire Chief shall provide members with detailed information relative to the agenda, including existing Board policy pertinent to agenda items.
- C. The proposed agenda will be simultaneously distributed to all TVF&R employees via the District's internal communication system.

DATE ORIGINATED: May 28, 1996

REVISED: January 26, 2021

REVIEWED: January 28, 2025

- A. Except as otherwise provided by State Law and/or Board policy, the rules of parliamentary procedure comprised in "Roberts Rules of Order" (Revised) shall guide the Board in its deliberations. Such Rules are intended to provide guidance and may be amended at any meeting by majority vote.
- B. Minutes of the Board shall be kept in accordance with the requirements of ORS Chapter 192.650, Board Policy 2.12, and the Districts Record Retention Schedule. The Secretary of the Board shall maintain the minutes and make them available for examination by the public and employees by posting them on a location accessible from the District Internet page. Board meeting recordings will be kept for a time period in accordance with the District's Record Retention Schedule.
- C. The Board President shall preside over, i.e., Chair, board meetings, and may establish time limits for public comments at the Board President's reasonable discretion. Votes will be recorded. Any member may request a vote be changed if such request is made prior to consideration of the next order of business. Board members will respect the authority of the Chair to manage meetings and will abide by the Chair's rulings. The Chair may limit time for discussion by Board members on any matter before the Board. The Chair may mute or disconnect a Board member's connection of microphone if the member does not follow the direction of the Chair. With respond to a point of order, the maker of the point of order shall wait to be recognized by the Chair. If recognized and if the Chair requests a statement, the maker will then state the point of order. The Chair will summarily rule on whether the point of order is well taken and state the appropriate action moving forward. The Chair's decision will be recorded in the minutes. Unruly Board members may be expelled from a meeting by the Chair if, in the Chair's reasonable discretion, the Board member is obstructing the administration of the meeting.
- D. Three members shall constitute a quorum. If only a quorum is present, a unanimous vote is required to approve a motion.
- E. Members may request a roll call vote.
- F. Members may state for the record, at the time of voting, the reason for their vote or the reason for abstaining.
- G. In accordance with ORS Chapter 244, members having an actual or potential conflict of interest must declare it. If the conflict of interest is actual, the member must abstain from voting. If the member's vote is necessary to meet the minimum number of votes to take official action, and the issue is emergent to the District, the member may vote, but not participate in any discussion or debate on the issue related to the actual conflict of interest.

H. The meeting will be adjourned by a majority vote.

**LEGAL REFERENCE**

ORS 192.650

ORS 244

DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

REVIEWED: January 28, 2025

It is Board policy to maintain active membership in the Special Districts Association of Oregon, and other associations as approved by the Board.

DATE ORIGINATED: May 28, 1996

REVISED: January 26, 2021

REVIEWED: January 28, 2025

A. The following serves as general policy concerning annexations. Regardless of the policy articulated below, however, each annexation shall be individually reviewed and scrutinized for economic, community, and operational impact.

B. The Board will only approve the annexation of whole jurisdictions when such annexations enhance the long-term financial solvency of the District and benefits or enhances the District's provision of services and resources to existing residents.

While the Board recognizes that other factors may influence a decision to annex smaller parcels, this policy shall generally apply to all annexations.

C. Where the District is party to an urban service agreement that includes an annexation plan consistent with ORS 195, the Board will not oppose annexations consistent with that plan.

Pending adoption of an annexation plan consistent with ORS 195, the Board will not oppose annexations by the City of Portland within Multnomah County. The Board will not oppose annexations where the annexing entity enters an agreement with the District (or should other extenuating circumstances prevail) for long-term continuation of District services within the territory proposed for annexation.

D. The Board may oppose annexations that are not consistent with the aforementioned provisions, are detrimental to the economic or operational integrity of the District, or are opposed by the affected taxpayers.

E. The Board supports the concept of cooperatively providing services with adjoining governmental entities providing fire protection and emergency medical services.

F. The Board supports the concepts of cooperative service agreements that may entail loaned Executives, loaned Chief Officers, and full administrative oversight of another fire service entity when such cooperative service is presented in the form of an Intergovernmental Agreement, and benefits the District and the fire service entity and/or community being served.

#### LEGAL REFERENCE

ORS 195

DATE ORIGINATED: May 28, 1996

REVISED: December 20, 2011

REVIEWED: January 28, 2025

- A. The following serves as general policy concerning individual property contracts for fire protection. Regardless of the policy articulated below, however, each contract shall be individually reviewed and scrutinized for economic and operational impact.
- B. Because the Board prefers annexation over contracts, contracts will only be considered when staff determines that annexation is neither timely nor practical given the petitioner's and/or the District's circumstances at the time.
- C. Contracts for fire protection shall be for terms of not more than one year during which the petitioner must reasonably pursue annexation of the affected territory to the District.
- D. Territory being considered for contract must be either contiguous with the District's jurisdictional boundaries or within such proximity as to ensure reasonable emergency response times given the presumed availability of the District's closest company.
- E. The cost of contracts for fire protection services will be the District's current combined tax rate applied to the real market value of the subject property in addition to a reasonable processing fee to be established by staff.
- F. All fire protection contracts for individual property owners shall be approved by the Board.

## LEGAL REFERENCE

ORS 478.310

DATE ORIGINATED: May 28, 1996

REVISED: January 26, 2021

REVIEWED: January 28, 2025

- A. The following serves as general policy relating to urban renewal districts and tax increment financing. Regardless of the policy articulated below, however, the proposed creation of each urban renewal district, or proposed amendments to existing urban renewal plans that increase the maximum indebtedness, shall be individually reviewed and scrutinized by staff for economic and operational impact.
- B. ORS 457.089(2)(a) requires that urban renewal agencies "shall consult and confer" with each affected taxing district prior to presenting an urban renewal plan for approval, but does not require consultation with such districts during a plan's development. Therefore, TVF&R shall monitor municipalities within its jurisdiction for activity relating to urban renewal districts and plan amendments and notify such municipalities of the District's desire for early consultation and involvement.
- C. ORS 457.089(2)(b) provides that any written recommendations of the governing body of a taxing district affected by a proposed urban renewal plan shall be accepted, rejected or modified by the governing body of the municipality in adopting the plan. Accordingly, it shall be the policy of this Board to specify to the governing body of the municipality approving the plan, in writing, any of its recommendations that are not included in the proposed plan.
- D. ORS 457.089(3)(a)-(e) provides that an urban renewal plan that includes a public building project requires the concurrence of at least three of the four taxing districts that are estimated to forgo the most property tax revenue as computed in the report accompanying the proposed plan. If TVF&R is one of those four taxing districts, the Board shall, by written resolution, concur or decline to concur in the inclusion of the public building project within 45 days after receiving the plan and report.
- E. Staff shall evaluate each proposed urban renewal plan and plan amendment that increases maximum indebtedness, for its short-term and long-term economic costs and benefits, and for its operational impact on TVF&R. Such evaluation shall compare the costs and benefits with and without the urban renewal plan or amendment, as appropriate.
- F. In supporting our municipal partners' efforts to create jobs and promote economic development, the Board believes that properly constructed urban renewal plans that attract private investment, alleviate blighted areas, and increase assessed value can ultimately benefit all public service providers.
- G. Believing that upon reaching a plan's maximum indebtedness urban renewal plans should be retired, the Board shall generally oppose plan amendments which seek to increase maximum indebtedness.
- H. Upon review of staff's evaluation and report on a proposed urban renewal plan or plan amendment the Board may:

1. Support the proposed urban renewal plan or plan amendment when the use of tax increment finance (TIF) is limited, generally, to the types of projects which are proven to encourage private investment, thereby increasing assessed value.
2. Support the proposed urban renewal plan or plan amendment when the urban renewal plan does not rely exclusively on TIF but, rather, includes other funding sources such as general fund revenues, general obligation bonds or grants.
3. Oppose approval of the proposed urban renewal plan or plan amendment when TIF is used to fund public amenities which are not proven to encourage private investment.
4. Oppose approval of the urban renewal plan or plan amendment when the use of TIF is proposed to fund improvements which are either outside of the urban renewal area or, to the extent that such improvements serve identified needs which are outside of the urban renewal area, is disproportionate to the relationship (assessed value or territory) or the urban renewal area to the balance of the jurisdiction.
5. Oppose approval of the urban renewal plan or plan amendment when existing or anticipated District resources are insufficient to meet the anticipated demand caused by proposed plan-supported development.

**LEGAL REFERENCE**

ORS 457.089

DATE ORIGINATED: May 28, 2002

REVISED: July 27, 2021

REVIEWED: January 28, 2025

- A. The Board shall not endorse candidates for public office unless it determines the District has a fundamental interest in doing so.
- B. The Board shall not, under any circumstances, endorse candidates for positions on the District Board of Directors.
- C. The Board may, by majority vote, endorse statewide or local measures provided it first determines the District has a fundamental interest in doing so.
- D. District staff, including the Fire Chief, acting in the official capacity of agents of the District, shall not endorse candidates or measures placed on the ballot, including District measures or measures supported by the Board.
- E. Notwithstanding the permitted use of public funds to conduct impartial “informational” campaigns, under no circumstances shall District funds be used to support or oppose a measure or a candidate for office.
- F. Nothing in this policy is intended to restrict an individual’s right to free speech, provided it is clear that such rights are being exercised by that individual as an individual, not during on the job working hours, and not in the individual’s official capacity as an agent of the District. It is not a violation of this policy for an elected official’s working title or elected position to be included in campaign publications or in an editorial letter, or to identify as a board member at public or private meetings or social events.
- G. No public employee shall solicit any money, influence, service or other thing of value or otherwise promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gather of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this does not restrict the right of a public employee to express personal political views. Nothing in this section is intended to infringe upon a District’s employees’ rights as allowed by law.
- H. No person, including a member of the Board or the Fire Chief, shall attempt to, or actually, coerce, command or require a public employee to influence or give money, service or other thing of value to promote or oppose any political committee, the nomination or election of a candidate, the gathering of signatures on an initiative, referendum, or recall petition, the adoption of a measure, or the recall of a public office holder.

- I. As elected officials, Board members are not considered District employees for purposes of this Section 1.16 and may engage in political activity during work time. However, a Board member's opinion piece, letter, or speech advocating a political position may not be published in the District's newsletter or other publication produced or distributed by District employees.

**LEGAL REFERENCE**

ORS 260.432

DATE ORIGINATED: September 24, 2002

REVISED: February 27, 2024

REVIEWED: January 25, 2025

- A. The following serves as policy relating to Board approval of tax exemption programs for affordable housing as authorized under ORS 307.540 through 307.548. Generally, the Board approves the District's participation in Nonprofit Corporation Low Income Housing programs and adopts the provisions of ORS 307.540 to ORS 307.548; provided, however, the criteria for approval of specific programs will meet the requirements of this policy.
- B. In order for a city or county to grant tax exemptions for affordable housing under ORS 307.540 through 307.548, they must obtain approval of a minimum portion of the impacted taxing districts such that the combined taxation rate of the city/county and authorizing taxing districts equals 51% or more of the total combined rate of taxation on the property. When the 51% combined tax rate approval threshold is reached, a city/county may apply the tax limitation to all taxing districts, whether or not they approved the limitation.
- C. When approval is requested by a city / county for an affordable tax exemption program under ORS 307.540 through 307.548, it must be approved by the governing board of the taxing district.
- D. Staff shall evaluate each request for approval of a program, its short-term and long-term economic costs and benefits, and work with the requesting body to ensure the program will meet the criteria identified in this policy. Staff will present the request and a recommendation to the Board for consideration.
- E. The Board supports our municipal partners' efforts to provide affordable housing within the region, and the Board believes that properly constructed affordable housing tax exemption programs will benefit the taxpayers of the District if they include the criteria of this policy.
- F. As a condition of approval of a tax exemption program, the city/county shall agree, in addition to meeting the criteria for exemption set forth in ORS 307.541, to support fire and emergency services and call reduction efforts by requiring the following criteria for each property approved within the program:
  - 1. Participation by property management or staff in TVF&R's landlord training program.
  - 2. Smoke and carbon monoxide detectors are provided as required by state law, inspected annually, and replaced as needed.
  - 3. Actions are taken to help reduce falls by providing grab bars and other safety improvements in units provided for tenants who have a need for such improvements.
  - 4. When requested by TVF&R, actions are taken to minimize false alarms or other frequent calls for service at affected properties.

G. Upon review of staff's evaluation and report on a request for Board approval of an affordable housing tax exemption program or amendment, the Board may:

1. Approve the proposed tax exemption program or amendment when such program meets the criteria identified in this policy. Such approval shall be in the form of a Board Resolution.
2. Not approve the proposed tax exemption program where the criteria identified in this policy cannot be met, or the Board believes the loss of tax revenue and the benefits to the District are more than the benefits to the taxpayers of TVF&R.

H. Where a Board Resolution is approved, the term of the resolution shall be on a tax year basis, automatically renewing each year for the duration of the city / county program, unless subsequent Board action is taken to end the approval of the program, which may be done at any time. The Board may also terminate its approval of the exemption at any time for a specific property that does not continue to meet the criteria of this policy.

I. When the Board approves a tax exemption program under this policy, the city / county requesting such approval shall be requested to provide an annual report to TVF&R summarizing the usage of the program, the specific properties exempted, and the lost tax revenue per taxing district.

**LEGAL REFERENCE**

ORS 307.540 to 307.548

DATE ORIGINATED: August 23, 2016

REVISED: February 27, 2024

REVIEWED: January 28, 2025

- A. Every Board member shall attend or view training prepared by the Oregon Government Ethics Commission pursuant to ORS 192.700 at least once during the member's term of office and shall verify the member's attendance using the method prescribed by the Oregon Government Ethics Commission.
- B. The Board recognizes that the manner in which Board members conduct themselves has an impact on the community in general and on the District and its employees.
- C. It is expected that Board members exhibit a high degree of responsibility and conduct themselves in a professional manner at all times.
- D. The District places high value on the inclusion and respect of all individuals and prohibits harassment of any individual for any reason. Board members support a respectful workplace free of subtle and obvious forms of harassment, discrimination, intimidation, retaliation, and inappropriate workplace conduct. Conduct that is not unlawful or prohibited by some legal principle, but that has the effect of creating a hostile, disrespectful, or harmful work environment or negatively impacts internal and external working relationships is also prohibited.
- E. Board members shall be expected to:
  - 1. Understand that the members' conduct reflects on the District at all times, even when the member is not acting in an official capacity.
  - 2. Maintain and cultivate positive relationships with the public and with strategic public and private community members.
  - 3. Distinguish between personal views and those of the District to avoid misrepresentation of the District.
  - 4. Refrain from disseminating or disclosing confidential, proprietary, or sensitive information received in the Board member's official capacity.
  - 5. Follow appropriate channels of communication by discussing matters of concern relating to the operation of the District with the Fire Chief's Office as stated in Sections 1.3 and 4.12.
  - 6. Practice civility, professionalism, and decorum in all discussions and debate with other Board members, District employees and volunteers, other public agency employees and volunteers, and members of the public.

E. The District is required to abide by federal and state non-discrimination laws, but expects its Board members to comply with the higher standards set forth in this policy. The Board President and/or designee shall develop standardized written rules and procedures, which shall serve as a guideline for investigating and addressing any reported violations of this Board Member Conduct and Responsibility policy.

LEGAL REFERENCE: ORS 192.700; HB 2805 2023

DATE ORIGINATED: March 17, 2015

REVISED: October 22, 2024

REVIEWED: January 28, 2025

This is to certify that District Board Operations, Section 1, policies 1.1 – 1.18, were duly adopted and approved by Board action on:

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Justin J. Dillingham, President of the Board

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Clark I. Balfour, Secretary of the Board

APPROVED: January 25, 2025

# INVESTIGATION REPORT

# CHIEF'S REPORT

- A. Capital Projects Expenditure Summary
- B. Promotion Announcements
- C. Retirement Announcements
- D. Budget Committee Workshop – March 6, 2025
- E. District Events
  - Toy & Joy Recap – December 21, 2024
  - December Community Events Report

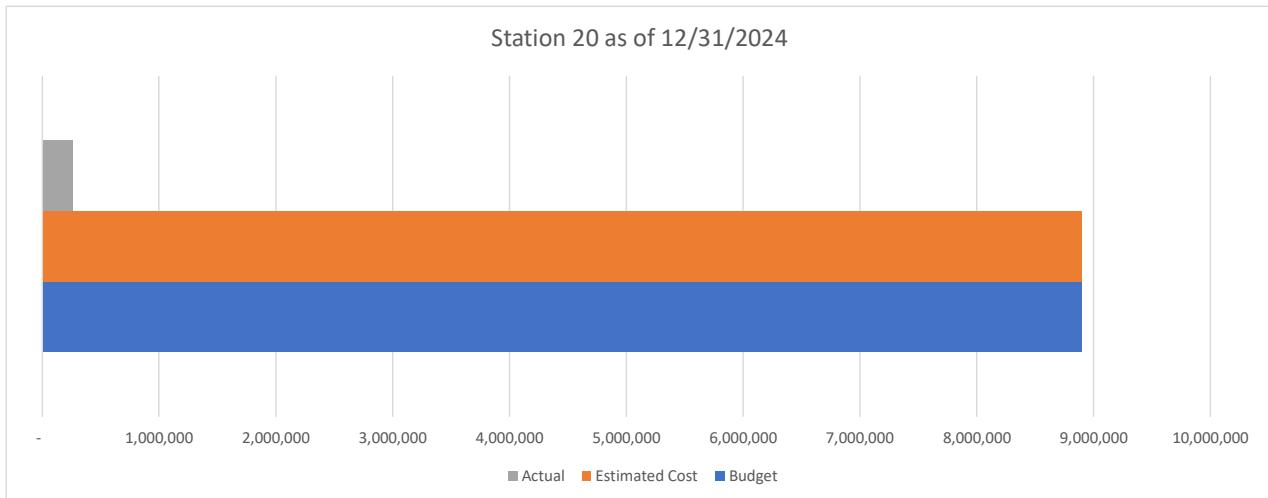


## CAPITAL PROJECTS



### PROJECT INFORMATION

Project Name	Station 20 - BOND
Project Description	Major Remodel
Location	Newberg   414 East 2nd Street
Construction Manager	Kirby Nagelhout Construction Co.
Start Date	Fall 2024
Completion Date	Spring 2026



	Estimated Costs	FY2024	FY2025	Total Actuals
01 Construction	7,153,276	-	909	909
02 Professional and Tech Services	424,254	3,262	33,481	36,742
03 Attorney Fees	54,399	-	-	-
04 Permits and Fees	336,599	-	-	-
05 Architectural Services	442,296	-	119,315	119,315
06 Project Management	489,176	60,361	45,161	105,522
07 Temporary Quarters	-	-	-	-
09 Demolition	-	-	-	-
Unclassified	-	-	-	-
<b>Total Fund 52</b>	<b>8,900,000</b>	<b>63,623</b>	<b>198,866</b>	<b>262,488</b>
Other/Start-up costs (Fund 10/22)	-	-	-	-
<b>Total</b>	<b>\$8,900,000</b>	<b>\$63,623</b>	<b>\$198,866</b>	<b>\$262,488</b>

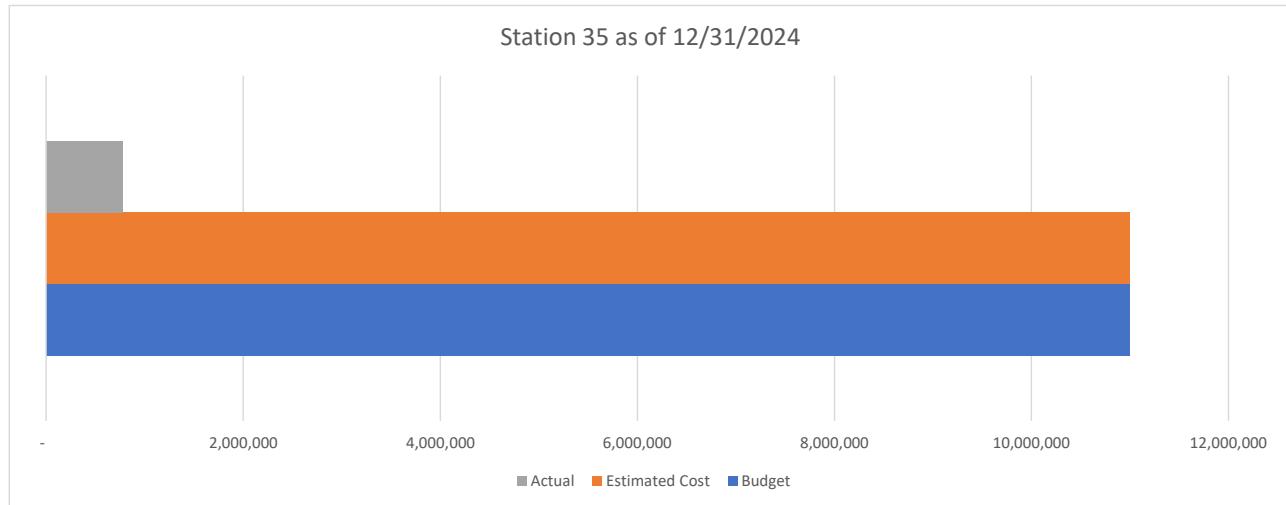


## CAPITAL PROJECTS



### PROJECT INFORMATION

Project Name	Station 35 - BOND
Project Description	Rebuild
Location	King City   17135 SW Pacific Highway
Construction Manager	Kirby Nagelhout Construction Co.
Start Date	Summer 2024
Completion Date	Spring 2026



	Estimated Costs	FY2024	FY2025	Total Actuals
01 Construction	8,855,000	-	-	-
02 Professional and Tech Services	550,000	54,559	98,138	152,697
03 Attorney Fees	55,000	-	-	-
04 Permits and Fees	440,000	-	24,080	24,080
05 Architectural Services	660,000	135,198	213,240	348,438
06 Project Management	220,000	97,392	69,891	167,283
07 Temporary Quarters	220,000	-	82,832	82,832
09 Demolition	-	-	-	-
Unclassified	-	-	-	-
<b>Total Fund 52</b>	<b>11,000,000</b>	<b>287,149</b>	<b>488,181</b>	<b>775,330</b>
Other/Start-up costs (Fund 10/22)	-	-	-	-
<b>Total</b>	<b>\$11,000,000</b>	<b>\$287,149</b>	<b>\$488,181</b>	<b>\$775,330</b>

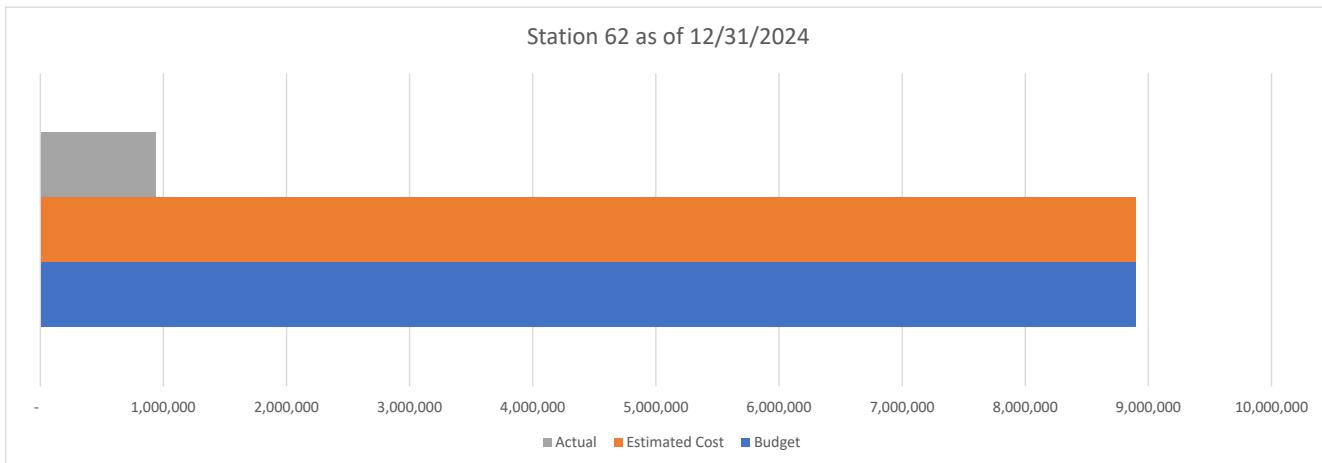


## CAPITAL PROJECTS



### PROJECT INFORMATION

Project Name	Station 62 - BOND
Project Description	New Station
Location	Aloha   185th & Pheasant
Construction Manager	P&C Construction
Start Date	Spring 2023
Completion Date	Summer 2026



	Estimated Costs	FY2022	FY2023	FY2024	FY2025	Total Actuals
01 Construction	7,153,276	-	-	-	-	-
02 Professional and Tech Services	424,254	44,083	60,860	120,193	-	225,136
03 Attorney Fees	54,399	291	4,000	-	-	4,291
04 Permits and Fees	336,599	500	34,201	(332) <sup>(1)</sup>	-	34,369
05 Architectural Services	442,296	29,794	481,561	70,751	40,469	622,576
06 Project Management	489,176	-	5,500	30,890	18,334	54,724
07 Temporary Quarters	-	-	-	-	-	-
09 Demolition	-	-	-	-	-	-
Unclassified	-	-	-	-	-	-
Total Fund 52	8,900,000	74,668	586,122	221,502	58,803	941,096
Other/Start-up costs (Fund 10/22)	-	-	-	-	-	-
<b>Total</b>	<b>\$8,900,000</b>	<b>\$74,668</b>	<b>\$586,122</b>	<b>\$221,502</b>	<b>58,803</b>	<b>\$ 941,096</b>

<sup>(1)</sup> Permit refund received Feb. 2024

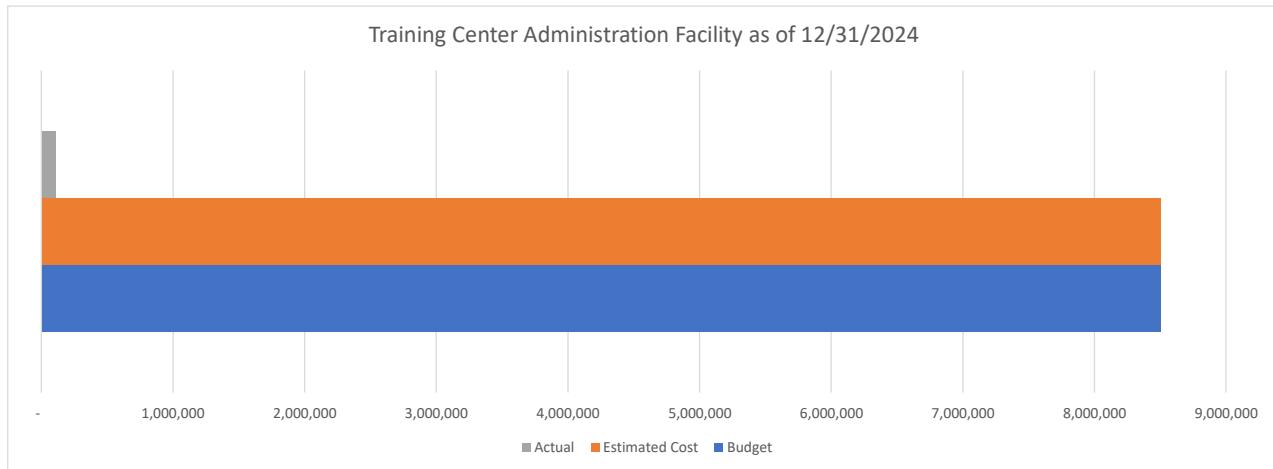


## CAPITAL PROJECTS



### PROJECT INFORMATION

Project Name	Training Center Administration Facility - BOND
Project Description	New Construction
Location	Sherwood   12400 SW Tonquin Road
Construction Manager	TBD
Start Date	Winter 2024
Completion Date	TBD



	Estimated Costs	FY2023	FY2024	FY2025	Total Actuals
01 Construction	7,437,500	48,705	-	-	48,705
02 Professional and Tech Services	425,000	-	78	5,539	5,617
03 Attorney Fees	42,500	-	-	-	-
04 Permits and Fees	85,000	-	-	-	-
05 Architectural Services	340,000	-	8,600	-	8,600
06 Project Management	170,000	-	-	47,574	47,574
07 Temporary Quarters	-	-	-	-	-
09 Demolition	-	-	-	-	-
Unclassified	-	-	-	-	-
Total Fund 52	<u>8,500,000</u>	<u>48,705</u>	<u>8,678</u>	<u>53,113</u>	<u>110,496</u>
Other/Start-up costs (Fund 10/22)	-	-	-	-	-
<b>Total</b>	<b>\$8,500,000</b>	<b>\$48,705</b>	<b>\$8,678</b>	<b>\$53,113</b>	<b>\$ 110,496</b>

# Promotion Announcements



**Alfonso Pimentel**

Promoted to Captain  
Effective December 1, 2024.



**Beau Allen**

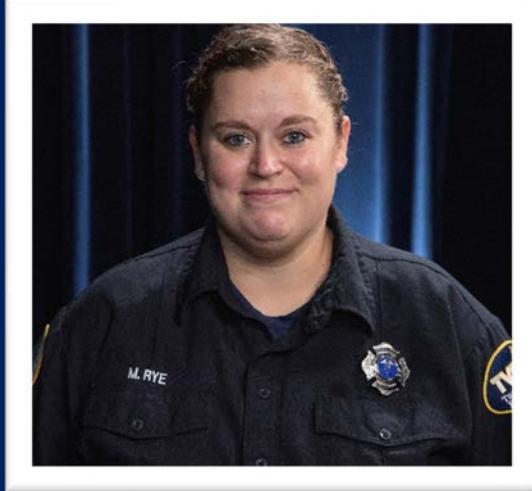
Promoted to Lieutenant  
Effective December 1, 2024.



**John Sconce**

Promoted to Lieutenant  
Effective December 1, 2024.

# Promotion Announcements



**Joseph Rogerson**

Promoted to Training Officer  
Effective December 1, 2024.

**Megan Rye**

Promoted to Training Officer  
Effective December 1, 2024.

# Retirement Announcements



## Ryan DeLashmutt

Retired from the Lieutenant position on December 19, 2024.

**Served TVF&R for 24 years**



## Eric Bokovoy

Retired from the Captain position on December 31, 2024.

**Served TVF&R for 28 years**



## Mick Carey

Retired from the Captain position on December 31, 2024.

**Served TVF&R for 25 years**

# Retirement Announcements



## **Darrin Culp**

Retired from the Firefighter position on December 31, 2024.

**Served TVF&R for 18 years**

## **Julie Ellenson**

Retired from the Training Officer position on December 31, 2024.

**Served TVF&R for 26 years**

## **Daniel Hastie**

Retired from the Firefighter position on December 31, 2024.

**Served TVF&R for 24 years**

# Retirement Announcements



## **Danielle Joe**

Retired from the Apparatus Operator position December 31, 2024.

**Served TVF&R for 23 years**

## **Brian Johnson**

Retired from the Lieutenant position on December 31, 2024.

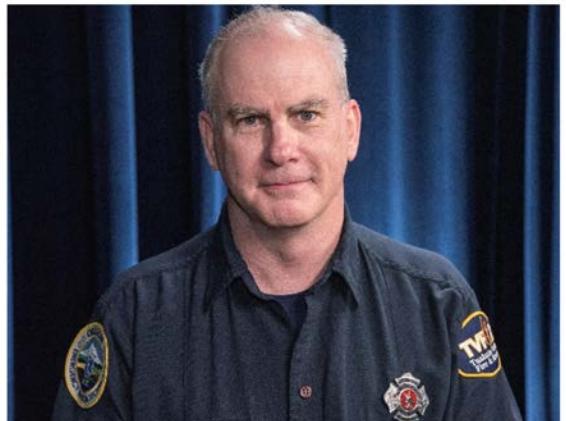
**Served TVF&R for 25 years**

## **Andrew Klein**

Retired from the Captain position on December 31, 2024.

**Served TVF&R for 25 years**

# Retirement Announcements



## **Kevin Linehan**

Retired from the Firefighter position on December 31, 2024.

**Served TVF&R for 28 years**

## **Ronnie Mason**

Retired from the Lieutenant position on December 31, 2024.

**Served TVF&R for 26 years**

## **Dave Milburn**

Retired from the Training Officer position on December 31, 2024.

**Served TVF&R for 10 years**

# Retirement Announcements



## **Scott Steiner**

Retired from the Firefighter position on December 31, 2024.

**Served TVF&R for 25 years**

## **Rob Watson**

Retired from the Lieutenant position on December 31, 2024.

**Served TVF&R for 26 years**

# Toy & Joy Recap

DECEMBER 21, 2024



## January Community Events

Start Time	Title	Estimated Attendance
1/6/2025	RESCHEDULE CAS Traudt/HO CPR Catlin Gabel	20
1/6/2025	67 NAC Central Beaverton	15
1/7/2025	RESCHEDULE: CAS Traudt/HO CPR Catlin Gabel	20
1/8/2025	20 Blood Pressure Checks	30
1/9/2025	66 NAC Highland	15
1/11/2025	67/C Career Day presentation Keystone Scholars	12
1/13/2025	50/B Station Tour Tualatin Valley Play School	18
1/13/2025	E64/CPO 7	30
1/13/2025	SET/PAO/64B BOOTH for CPO1&7	40
1/14/2025	60 CPO 1 Meeting	25
1/14/2025	60 CPO 1 Meeting	25
1/14/2025	60 CPO 1 Meeting	25
1/14/2025	61 NAC Five Oaks/Triple Creek (no meeting July and August)	20
1/15/2025	50/A Station Tour Tualatin Valley Play School	20
1/15/2025	69 NAC West Beaverton	15
1/16/2025	50/B Station Tour Tualatin Valley Play School	22
1/16/2025	CAS/64B/RC - HO CPR Luis Palau Association	30
1/16/2025	53 CPO 3 Meeting	25
1/16/2025	50 Greenway NAC	30
1/16/2025	69 CPO 10 Meeting	12
1/16/2025	17 CPO 8 Meeting	20
1/16/2025	66 NAC South Beaverton	25
1/16/2025	65 NAC West Slope	20
1/17/2025	64/C Station Tour	13
1/17/2025	50/C Station Tour Homeschool Field trip	15
1/18/2025	VOLs Open House	30
1/19/2025	35/B Birthday Drive By	20
1/20/2025	66 NAC Sexton Mountain	20
1/21/2025	61/A Site Visit THPRD Thrive Program	25
1/22/2025	59/B Station Tour Willamette Primary School	23
1/22/2025	70 CPO 4M Meeting	12
1/23/2025	67 Vose NAC Meeting	20
1/24/2025	34/A Site Visit MITCH Charter STEAM night	300
1/25/2025	VOLs Open House	30
1/27/2025	53/A Station Tour Dove Christian Preschool	15
1/27/2025	35 CPO 4K Meeting	20
1/28/2025	HR51/B School Visit Spectra Gymnastics Preschool	30
1/30/2025	62/A Station Tour Yellow Wagon Preschool	20
1/31/2025	62/B Station Tour Yellow Wagon Preschool	40

# DIRECTORS' REPORT

# ITEMS NOT LISTED ON THE AGENDA