



BOARD OF DIRECTORS MEETING AGENDA

Meeting will be conducted virtually and available for viewing via the District's YouTube channel:

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

Tuesday, March 11, 2025

3:00 P.M.

REGULAR SESSION

I. CALL TO ORDER

II. CONSENT AGENDA *

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

A. Approval of Regular Board Meeting Minutes (February 25, 2025)

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III. RECOGNITION

IV. PUBLIC PARTICIPATION

V. STAFF PRESENTATION

VI. FINANCE REPORT

VII. CORRESPONDENCE

VIII. OLD BUSINESS

IX. NEW BUSINESS

X. CHIEF'S REPORT

XI. DIRECTORS' REPORT

XII. ITEMS NOT LISTED IN THE AGENDA

* Requires Action

CALL TO ORDER

CONSENT AGENDA



**Tualatin Valley Fire & Rescue Board of Directors Meeting Minutes
Tuesday, February 25, 2025**

**TVF&R Command and Business Operations Center
11945 SW 70th Avenue, Tigard OR 97223**

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

ATTENDANCE

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

Others present: Valerie Colgrove, Patrick Fale, Steve Forster, Kenny Frentress, Chris Hamilton, Kristen Henderson, Heidi Hicks, Laura Hitt, Victoria Jimenez, Eric Kennedy, Chad Ligget, Lucy Shipley, Andy Smusz, Marissa Taylor, Deric Weiss – TVF&R; Bob Blackmore – Attorney

REGULAR SESSION

CALL TO ORDER President Dillingham called the Board meeting to order at 3:01 PM.

CONSENT AGENDA

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

RECOGNITION

None.

PUBLIC PARTICIPATION

None.

STAFF PRESENTATION

None.

FINANCE REPORT

Finance Report (January 2025) Chief Financial Officer (CFO) Valerie Colgrove reviewed the finance report for the period ending January 31, 2025. Activity of note includes:

- The General Fund ending fund balance is approximately \$115.7 million, higher than previous years.
- Property tax revenues are up by 3% and property tax collections are tracking.
- Expenditures are at 54% YTD, slightly under the benchmark of 58%.

FINANCE REPORT (continued)

- Personnel Services are at 55%, which is under our benchmark, including costs related to conflagration deployments to fires in California.
- Our fy25 FTE count is budgeted at 617 and currently we are at 584 which is a slight improvement from last month.
- Materials & Services are at 54%, which is under our benchmark, and no concerning trends noted YTD.
- Capital Projects Fund revenues are exceeding budgeted amounts and YTD expenditures are over \$1.4 million. A detailed update will be provided later in the meeting.

A brief discussion regarding conflagration reimbursements followed. No further action necessary.

CORRESPONDENCE

Noted.

OLD BUSINESS

Board Policy Section 1 (District Board Operations) Chief Weiss stated consistent with practice, staff presented Board Policy Section 1 – District Board Operations, for the first reading at the January 28, 2025, Board of Directors' meeting. At that time, no further revisions were suggested, and the policy is now presented for second reading and Board approval.

Director Wyffels moved, seconded by Director Balfour, to approve the second reading of Board Policy 1, District Board Operations, by title only. The motion passed unanimously.

Victoria Jimenez gave the second reading of Board Policy 1, District Board Operations by title only.

NEW BUSINESS

Purchase of Facilities Services Trucks Controller Andy Smusz and Capital Projects Manager Chad Liggett requested the Board's approval to acquire two 2025 Ford F-450 service trucks to replace older models. The purchase will utilize a cooperative pricing agreement.

Questions were raised about the specifications and capabilities of the new trucks, including compartment space and whether they would have cranes or air compressors.

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

Public Censure of Director Gordon Hovies Director Bob Wyffels presented a letter for censure of Director Hovies which addressed the allegations and inappropriate conduct covered during the January 28, 2025, board meeting. Director Hovies objected to the allegations in the letter and read a statement alleging unfair treatment throughout the process, and that the other board members and board attorney engaged in inappropriate conduct that violated public meetings law. The board directors and board attorney rejected Director Hovies claims. The board proceeded with a motion to approve the Letter of Public Censure which passed with a 4-1 vote.

Director Lauer moved, seconded by Director Balfour, to approve the Letter of Public Censure of Director Gordon Hovies. The motion passed with yes votes from President Dillingham, Director Lauer, Director Wyffels, Director Balfour. Director Hovies voted no.

The Letter of Public Censure was then read into the record detailing the findings of the investigation and the board's concerns regarding Director Hovies' behavior. The Letter of Censure requested that Director Hovies resign from his position as TVF&R Board Member.

Resolution 2025-01 To Empower Employees Board Attorney Bob Blackmore introduced Resolution 2025-01 to empower employees to either accept or decline interactions with board members without fear of retaliation or repercussions if an employee is made uncomfortable. Board attorney Blackmore confirmed that this resolution has been reviewed by the Special Districts of Oregon and is comfortable with us moving forward with it. The resolution was further discussed and approved with a 4-1 vote.

Director Lauer moved, seconded by Director Wyffels, to approve Resolution 2025-01 To Empower Employees. The motion passed with yes votes from President Dillingham, Director Lauer, Director Wyffels, Director Balfour. Director Hovies voted no.

CHIEF'S REPORT

Capital Projects Update and Capital Projects Expenditure Summary CFO Colgrove and Director of Capital Projects Heidi Hicks provided a joint update on four of the District's bond projects. Areas of note included:

- Station 20 in Newberg: preliminary land use meetings have been ongoing and the intention is to submit for land use in April.
 - Year to Date we have spent \$291,000 and have closed on a piece of property in February 2025.
- Station 35 in King City: Nearing land use approval with a public hearing scheduled this week. The eta on the temporary station is end of March.
 - Year to Date we have spent just over \$605,000
- Station 62 in Aloha: Architect re-engaged for construction documents. Aiming to have construction bids by summer and start construction on the retaining wall. The District extended its lease with Station 62 for another year due to the timing of the construction.

CHIEF'S REPORT (continued)

- Training Center and Administration Building in Sherwood: building contract nearing finalization with the hopes of bringing it to the next board meeting for approval.
 - Year to Date we have spent \$60,000.

Updates on other capital projects were also provided.

Chief Weiss answered the board members' question on the location of Station 20 in Newberg and purchasing the land.

Employee of the Quarter (4th Quarter 2024) Chief Weiss recognized Kelsey Prevost as Employee of the Quarter, 4th quarter 2024, for her contributions to the intern program.

Promotions Announcements Chief Weiss congratulated the following personnel who were promoted effective January 1, 2025:

- Colin O'Reardon and Emily Van Meter were promoted to Captain.
- JC Butler, Cameron Carpenter, and Paul Dingman were promoted to Apparatus Operator.

Retirement Announcements Chief Weiss congratulated and thanked District Chief of Operations, Mark Cross on his upcoming retirement on February 28, 2025, after 30 years of service.

WFOA IGNITE Conference Recap Chief Weiss provided a report on his recent attendance at the Western Fire Chiefs Conference called IGNITE Symposium in Las Vegas.

SDAO Conference Update Chief Weiss provided a report on his recent attendance at the Special District Association of Oregon Conference in Bend, OR.

Legislative Update Chief Weiss provided an update on the legislative activities as follows.

- There are over 300 bills that could impact the fire district that staff is tracking.
- The sessions began on January 21. Daily floor sessions begin March 10. April 9 is the first chamber deadline. June 29 is the constitutional end of the session.
- Legislative priorities were covered.

Budget Committee Workshop Chief Weiss reminded the Board that the Budget Committee Workshop is scheduled for March 6, 2025, at 3:00pm at CBOC.

District Events Chief Weiss provided the following updates:

- On Saturday, February 22, TVF&R held our seventh Cardiac Arrest Survivors Breakfast at the Tualatin Country Club, where we reunited over 20 cardiac arrest survivors with the people who took action to save their lives. Those in attendance included loved ones and bystanders who performed CPR, 9-1-1 dispatchers from

CHIEF'S REPORT (continued)

WCCCA, law enforcement officers who performed CPR and used AEDs, our crews, ambulance transport partners, and representatives of cardiac care teams for local hospitals. This event emphasizes the District's commitment to improving cardiac arrest survival rates. Pictures of the event were projected.

- The February Community Events Report was presented.

DIRECTORS' REPORT

Director Hovies shared insights from his recent attendance at the SDAO conference in February.

Director Wyffels shared that he also attended the SDAO conference as TVF&R representative and attended its annual business meeting. Director Wyffels reported on WCCCA's annual budget meeting that took place last week which resulted in an approved budget. Lastly, Director Wyffels stated he attended a recognition event for Commissioner Roy Rogers earlier this month.

ITEMS NOT LISTED ON THE AGENDA

None.

ADJOURNMENT

Director Wyffels moved, seconded by Director Hovies, to adjourn the regular meeting. Motion carried unanimously.

There being no further business to come before the Board, President Dillingham adjourned the meeting at 4:06 PM.

APPROVED on March 11, 2025

Clark I. Balfour, Secretary/Treasurer

Minutes recorded & prepared by Victoria Jimenez

RECOGNITION

PUBLIC PARTICIPATION

STAFF PRESENTATION

FINANCE REPORT

CORRESPONDENCE

OLD BUSINESS

NEW BUSINESS

DIRECTORS' REPORT

ITEMS NOT LISTED ON THE AGENDA