



## 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, April 22, 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 (March 11, 2025)	5
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#### III. RECOGNITION

#### IV. PUBLIC PARTICIPATION

#### V. STAFF PRESENTATION

#### VI. FINANCE REPORT

A. Finance Report (March 2025) – Valerie Colgrove	10
B. Quarterly Investment Report – Valerie Colgrove	26

#### VII. CORRESPONDENCE

#### VIII. OLD BUSINESS

#### IX. NEW BUSINESS

A. Standards of Cover – Laura Hitt*	44
B. Board Policy Section 2 (Bylaws of the Board) <i>First Reading</i> – Laura Hitt*	45
C. Temporary Station Land Preparation – Heidi Hicks*	84
D. Station 35 Utility Relocation – Heidi Hicks*	96
E. Training Center Design and Preconstruction Proposal – Heidi Hicks and Andy Smusz*	100
F. Ordinance 2025-01 To Adopt the 2025-26 Master Fee Schedule <i>First Reading</i> – Andy Smusz*	112

<b>X. CHIEF'S REPORT</b>	
A. Capital Projects Update And Capital Projects Expenditure Summary	127
B. New Hire Announcements	131
C. Promotion Announcements	135
D. Legislative Update	
E. District Events	
▪ Volunteer Recognition Banquet Recap – April 12, 2025	136
▪ Budget Committee Meeting Reminder – May 14, 2025	
▪ April Community Events Report	137

**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, March 11, 2025

## **Meeting was Conducted Virtually via Zoom**

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

## ATTENDANCE

Board Members: Justin Dillingham, Clark Balfour, Gordon Hovies, Randy Lauer, and Bob Wyffels.

Others present: Valerie Colgrove, Patrick Fale, Chris Hamilton, Kristin Henderson, Laura Hitt, Victoria Jimenez, Laura Jenkins, Brian Smith, Andy Smusz, Deric Weiss, James Whyte – TVF&R; Bob Blackmore – Attorney.

## REGULAR SESSION

President Dillingham called the Board meeting to order at 3:04 PM.

## CONSENT AGENDA

Director Wyffels moved, seconded by Director Lauer, to approve the consent agenda. The motion passed with yes votes from President Dillingham, Director Lauer, Director Balfour, and Director Wyffels. No vote from Director Hovies.

Board Attorney Bob Blackmore confirmed during the meeting that this motion passed with a 4-1 vote.

## RECOGNITION

None.

## PUBLIC PARTICIPATION

None.

## STAFF PRESENTATION

None.

## FINANCE REPORT

None.

## CORRESPONDENCE

None.

## OLD BUSINESS

None.

## NEW BUSINESS

None.

## CHIEF'S REPORT

None.

## DIRECTORS' REPORT

Director Hovies asked if the financials for the month of March will be available by the end of the month. CFO Colgrove confirmed that the financials will be finalized next week and sent via email. Director Wyffels informed the Board that he will be attending a WCCA meeting on March 20 where they will host elections for the Board Chair and Vice Chair positions at WCCA.

## ITEMS NOT LISTED ON THE AGENDA

None.

## ADJOURNMENT

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

There being no further business to come before the Board, President Dillingham adjourned the meeting at 3:10 PM.

**APPROVED** on April 22, 2025

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Clark I. Balfour, Secretary/Treasurer

Minutes recorded & prepared by Victoria Jimenez

# RECOGNITION

# PUBLIC PARTICIPATION

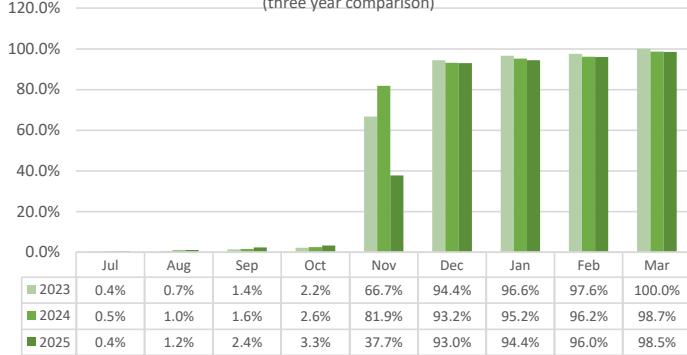
# STAFF PRESENTATION

# FINANCE REPORT

**Percent Revenue to Budget by Month**

**General Fund**

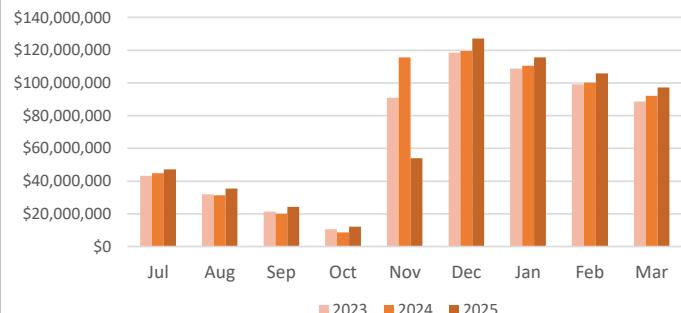
(three year comparison)



**Ending Fund Balance by Month**

**General Fund**

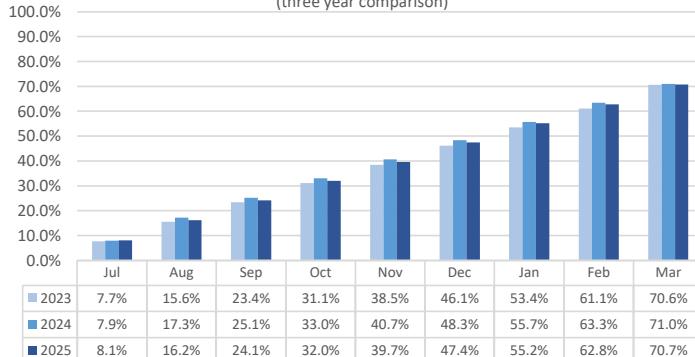
(three year comparison)



**Percent Personnel Services to Budget by Month**

**General Fund**

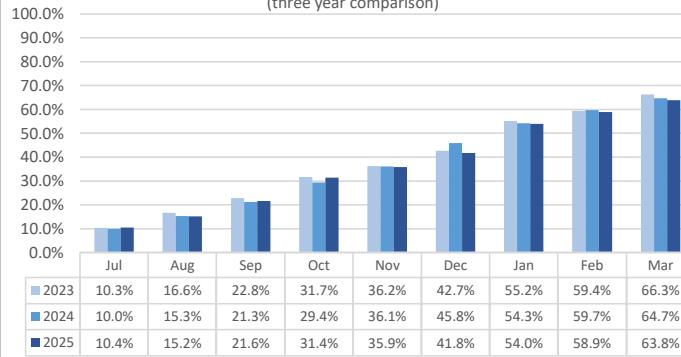
(three year comparison)



**Percent Materials and Services to Budget by Month**

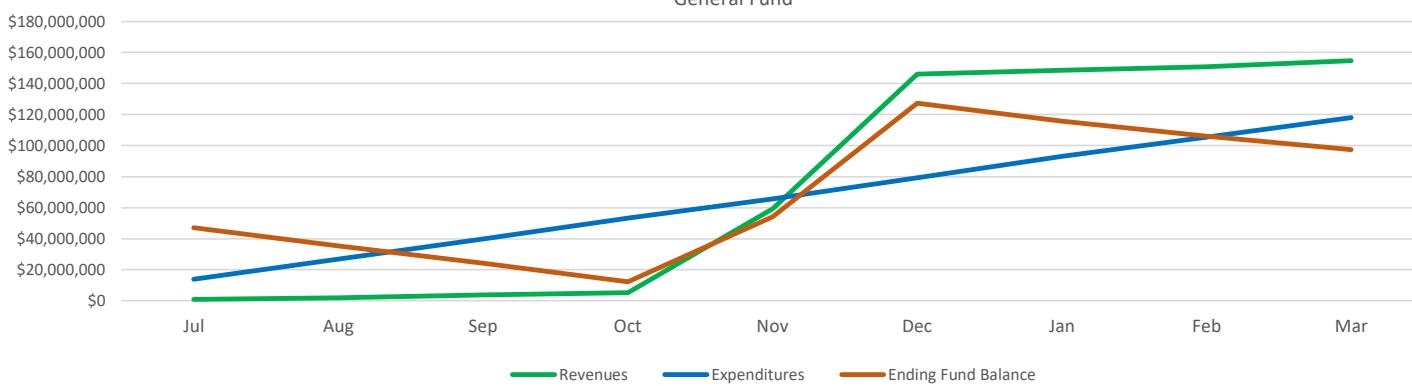
**General Fund**

(three year comparison)

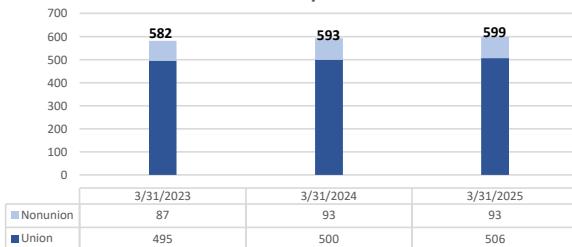


**2024-25 Revenues, Expenditures and Ending Fund Balance by Month**

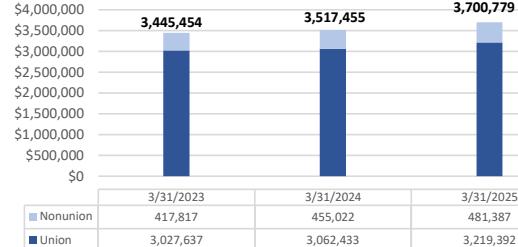
**General Fund**



**End-of-Month Payroll FTE Count**



**End-of-Month Payroll**





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

GENERAL  
FUND 10

Benchmark: 75.00%

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	143,192,215	(4,623,322)	96.87%	138,560,791	98.73%	
Property Tax-Prior Years	1,200,000	912,431	(287,569)	76.04%	931,647	69.69%	
Tax In Lieu Of Property Tax	117,504	93,700	(23,804)	79.74%	100,064	85.16%	
Forest Revenue	200,000	123,247	(76,753)	61.62%	95,800	24.01%	
Investment Earnings	1,940,000	3,116,717	1,176,717	160.66%	3,156,344	237.19%	
Charges for Services	5,027,326	5,797,363	(1)	770,037	115.32%	4,052,740	80.77%
Rental Revenue	77,900	56,667	(21,233)	72.74%	52,851	67.84%	
Insurance Refunds	500,000	780,565	280,565	156.11%	830,612	166.12%	
Other Revenue	326,800	776,991	450,191	237.76%	340,897	105.44%	
Total Revenues	157,205,067	154,849,897	(2,355,170)	98.50%	148,121,747	99.11%	
<b>Total Available Resources</b>	<b>\$ 213,302,777</b>	<b>\$ 215,284,187</b>	<b>\$ 1,981,410</b>	<b>100.93%</b>	<b>\$ 205,144,043</b>	<b>101.14%</b>	
<b>Uses of Funds</b>							
Personnel Services	\$ 149,495,519	\$ 105,697,327	\$ 43,798,192	70.70%	\$ 101,918,874	70.99%	
Materials & Services	17,758,215	11,336,539	6,421,676	63.84%	10,548,912	64.73%	
Transfer To Other Funds	2,011,000	1,007,608	1,003,392	50.10%	507,459	50.20%	
Contingency	4,000,000	-	4,000,000	0.00%	-	0.00%	
Total Expenditures	173,264,734	118,041,474	55,223,260	68.13%	112,975,244	68.60%	
<b>Ending Fund Balance</b>	<b>\$ 40,038,043</b>	<b>\$ 97,242,713</b>	<b>(2)</b> <b>\$ 57,204,670</b>	<b>242.88%</b>	<b>\$ 92,168,799</b>	<b>241.68%</b>	

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

	2024-25	2023-24
Newberg Transport:	\$2,423K	\$2,094K
Other Medical Transport:	\$634K	\$957K
Conflagration & Deployment Claims:	\$2,088K	\$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 March 31

GENERAL  
FUND 10

Benchmark: 75.00%

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	185,471	53.23%	134,415	44.99%
Fire Chief's Office	2,959,292	1,907,375	64.45%	2,086,058	67.66%
Total Personnel Services	3,308,225	2,092,846	63.26%	2,220,473	65.65%
Materials and Services					
Board of Directors	151,645	55,502	36.60%	45,950	25.34%
Civil Service	68,117	66,862	(1) 98.16%	19,066	21.07%
Fire Chief's Office	831,732	421,253	50.65%	365,329	43.68%
Total Materials and Services	1,051,494	543,617	51.70%	430,346	38.83%
<b>Total Command Directorate</b>	<b>\$ 4,359,719</b>	<b>\$ 2,636,463</b>	<b>60.47%</b>	<b>\$ 2,650,818</b>	<b>59.03%</b>
<b>Business Directorate</b>					
Personnel Services					
Logistics	\$ 1,269,366	\$ 647,253	50.99%	\$ 458,580	53.57%
Supply	1,446,798	939,400	64.93%	659,558	68.85%
Organizational Health	2,283,936	1,294,945	56.70%	1,389,706	32.63%
Occupational Health and Wellness	1,102,982	633,932	57.47%	585,233	59.02%
Business Strategy	1,120,778	827,989	73.88%	731,469	73.61%
Fleet Maintenance	1,949,453	1,301,999	66.79%	1,344,687	60.41%
Facilities Maintenance	1,484,620	1,080,934	72.81%	1,162,843	75.74%
Total Personnel Services	10,657,933	6,726,451	63.11%	6,332,075	53.57%
Materials and Services					
Logistics	1,363,786	853,110	62.55%	156,328	44.90%
Supply	2,449,276	1,615,380	65.95%	126,541	57.32%
Organizational Health	487,600	221,145	45.35%	268,178	17.15%
Occupational Health and Wellness	722,679	457,690	63.33%	410,396	70.37%
Business Strategy	108,220	9,967	9.21%	39,312	36.33%
Fleet Maintenance	1,119,344	717,404	64.09%	737,315	62.58%
Facilities Maintenance	869,039	641,558	73.82%	741,320	68.37%
Total Materials and Services	7,119,943	4,516,254	63.43%	2,479,392	48.75%
<b>Total Business Directorate</b>	<b>\$ 17,777,876</b>	<b>\$ 11,242,705</b>	<b>63.24%</b>	<b>\$ 8,811,467</b>	<b>52.12%</b>
<b>Finance Directorate</b>					
Personnel Services					
Finance	\$ 2,320,923	\$ 1,636,569	70.51%	\$ 1,525,114	68.15%
Information Technology	1,888,780	1,333,646	70.61%	1,299,477	72.04%
Communications	576,109	412,991	71.69%	393,065	70.99%
Total Personnel Services	4,785,812	3,383,207	70.69%	3,217,656	70.02%
Materials and Services					
Finance	1,209,945	800,102	66.13%	883,930	74.88%
Information Technology	2,560,547	1,660,527	64.85%	1,597,589	68.03%
Communications	3,007,732	2,123,397	70.60%	2,085,375	75.49%
Total Materials and Services	6,778,224	4,584,026	67.63%	4,566,895	72.59%
<b>Total Finance Directorate</b>	<b>\$ 11,564,036</b>	<b>\$ 7,967,233</b>	<b>68.90%</b>	<b>\$ 7,784,551</b>	<b>71.51%</b>

(1) Overage due to timing of new recruit screening tests.



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

**GENERAL  
FUND 10**

Benchmark: 75.00%

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	\$ 5,402,017 <sup>(1)</sup>	103.79%	\$ 4,105,225	81.82%
Relief Pool Personnel	15,568,750	10,431,345	67.00%	10,496,017	68.18%
Stations / Specialty Teams	92,685,664	66,961,934	72.25%	65,889,035	72.21%
Emergency Management	228,197	151,423	66.36%	138,332	63.99%
Incident Management Team	212,437	132,552	62.40%	134,778	65.50%
EMS	2,012,266	1,350,740	67.13%	1,379,567	72.78%
Training	3,359,735	2,035,341	60.58%	1,805,595	60.22%
Recruits	4,608,653	2,483,487	53.89%	1,933,736	78.57%
Volunteers / Chaplains	51,300	11,078	21.59%	22,111	38.67%
Total Personnel Services	<u>123,931,867</u>	<u>88,959,918</u>	<u>71.78%</u>	<u>85,904,396</u>	<u>71.89%</u>
Materials and Services					
Operations Admin	92,124	56,208	61.01%	194,531	47.33%
Relief Pool Personnel	558	380	68.10%	12,269	36.34%
Stations / Specialty Teams	1,279,243	1,025,816 <sup>(2)</sup>	80.19%	1,896,685	82.18%
Emergency Management	36,332	23,176	63.79%	20,492	56.00%
Incident Management Team	4,589	563	12.26%	63	1.20%
EMS	387,182	117,158	30.26%	191,904	41.07%
Training	313,659	143,957	45.90%	162,567	45.96%
Recruits	121,315	93,402 <sup>(3)</sup>	76.99%	320,139	91.21%
Volunteers / Chaplains	156,394	103,488	66.17%	92,220	52.13%
Total Materials and Services	<u>2,391,396</u>	<u>1,564,148</u>	<u>65.41%</u>	<u>2,890,870</u>	<u>69.77%</u>
<b>Total Operations Directorate</b>	<b>\$ 126,323,263</b>	<b>\$ 90,524,066</b>	<b>71.66%</b>	<b>\$ 88,795,267</b>	<b>71.82%</b>
<b>Community Services Directorate</b>					
Personnel Services					
Fire and Life Safety	\$ 4,435,112	\$ 2,911,182	65.64%	\$ 2,766,122	64.28%
Government Affairs	1,997,638	1,358,217	67.99%	1,227,383	70.91%
Media Services	378,932	265,507	70.07%	250,769	69.04%
Total Personnel Services	<u>6,811,682</u>	<u>4,534,906</u>	<u>66.58%</u>	<u>4,244,274</u>	<u>66.35%</u>
Materials and Services					
Fire and Life Safety	89,681	35,151	39.20%	53,567	40.20%
Government Affairs	283,676	62,222	21.93%	101,196	36.31%
Media Services	43,801	31,121	71.05%	26,646	73.20%
Total Materials and Services	<u>417,158</u>	<u>128,494</u>	<u>30.80%</u>	<u>181,409</u>	<u>40.46%</u>
<b>Total Community Services Directorate</b>	<b>\$ 7,228,840</b>	<b>\$ 4,663,400</b>	<b>64.51%</b>	<b>\$ 4,425,683</b>	<b>64.65%</b>
<b>District Non-Organizational</b>					
Transfers	\$ 2,011,000	\$ 1,007,608	50.10%	\$ 507,459	50.20%
Contingency	4,000,000	-	0.00%	-	0.00%
Total	<u>\$ 6,011,000</u>	<u>\$ 1,007,608</u>	<u>16.76%</u>	<u>\$ 507,459</u>	<u>10.51%</u>

<sup>(1)</sup> Includes \$1,686k of conflagration deployment costs.

<sup>(2)</sup> Overage due to utilities.

<sup>(3)</sup> Overage due to radio repairs.



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

APPARATUS  
& VEHICLE  
FUND 21

Benchmark: 75.00%

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>Sources of Funds</b>						
Beginning Fund Balance	\$ 3,926,000	\$ 4,126,763	\$ 200,763	105.11%	\$ 4,191,073	123.27%
Investment Earnings	100,000	116,082	16,082	116.08%	138,149	276.30%
Insurance Recoveries	-	-	-	0.00%	13,683	100.00%
Surplus Property	-	-	-	0.00%	9,702	100.00%
Transfers In	750,000	375,000	(375,000)	50.00%	250,000	50.00%
Total Revenues	850,000	491,082	(358,918)	57.77%	411,534	74.82%
<b>Total Available Resources</b>	<b>\$ 4,776,000</b>	<b>\$ 4,617,845</b>	<b>\$ (158,155)</b>	<b>96.69%</b>	<b>\$ 4,602,607</b>	<b>116.52%</b>
<b>Uses of Funds</b>						
Materials and Services	\$ -	\$ -	\$ -	0.00%	267	0.00%
Capital Outlay	3,836,900	1,780,609	2,056,291	46.41%	699,155	25.26%
Contingency	500,000	-	500,000	0.00%	-	0.00%
Total Expenditures	4,336,900	1,780,609	2,556,291	41.06%	699,422	21.40%
<b>Ending Fund Balance</b>	<b>\$ 439,100</b>	<b>\$ 2,837,236</b>	<b>\$ 2,398,136</b>	<b>646.15%</b>	<b>\$ 3,903,185</b>	<b>572.99%</b>



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

CAPITAL  
IMPROVEMENTS  
FUND 22

Benchmark: 75.00%

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	172,099	47,099	137.68%	188,770	251.69%
Insurance Refunds	-	-	-	0.00%	27,500	
Surplus Property	-	52,026	52,026	100.00%	24,000	100.00%
Transfers In	750,000	375,000	(375,000)	50.00%	250,000	0.00%
Total Revenues	875,000	599,125	(275,875)	68.47%	490,270	85.26%
<b>Total Available Resources</b>	<b>\$ 6,368,000</b>	<b>\$ 5,602,922</b>	<b>\$ (765,078)</b>	<b>87.99%</b>	<b>\$ 6,160,861</b>	<b>108.56%</b>
<b><i>Uses of Funds</i></b>						
Materials and Services	\$ 1,001,475	\$ 249,430	\$ 752,045	24.91%	\$ 467,767	31.91%
Capital Outlay	1,532,208	892,436	639,772	58.25%	663,640	55.84%
Contingency	1,000,000	-	1,000,000	0.00%	-	0.00%
Total Expenditures	3,533,683	1,141,865	2,391,818	32.31%	1,131,407	32.01%
<b>Ending Fund Balance</b>	<b>\$ 2,834,317</b>	<b>\$ 4,461,057</b>	<b>\$ 1,626,740</b>	<b>157.39%</b>	<b>\$ 5,029,454</b>	<b>234.94%</b>



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

MERRC  
FUND 23

Benchmark: 75.00%

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	255,958	5,958	102.38%	148,411	59.36%
Investment Earnings	90,000	130,701	40,701	145.22%	109,268	218.54%
Total Revenues	340,000	386,659	46,659	113.72%	257,679	85.89%
<b>Total Available Resources</b>	<b>\$ 3,540,000</b>	<b>\$ 3,861,371</b>	<b>\$ 321,371</b>	<b>109.08%</b>	<b>\$ 3,277,182</b>	<b>105.72%</b>
<b><i>Uses of Funds</i></b>						
Capital Outlay	\$ 400,000	16,336	\$ 383,664	4.08%	\$ 2,000	1.00%
Contingency	500,000	-	500,000	0.00%	-	0.00%
Total Expenditures	900,000	16,336	883,664	1.82%	2,000	0.29%
<b>Ending Fund Balance</b>	<b>\$ 2,640,000</b>	<b>\$ 3,845,035</b>	<b>\$ 1,205,035</b>	<b>145.65%</b>	<b>\$ 3,275,182</b>	<b>136.47%</b>



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

GRANTS  
FUND 25

Benchmark: 75.00%

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	136,437	(192,563)	41.47%	27,287	24.81%
Total Revenues	329,000	136,437	(192,563)	41.47%	27,287	24.81%
<b>Total Available Resources</b>	<b>\$ 419,000</b>	<b>198,158</b>	<b>\$ (220,842)</b>	<b>47.29%</b>	<b>\$ 110,432</b>	<b>56.63%</b>
<b><i>Uses of Funds</i></b>						
Personnel Services	\$ 25,000	\$ 346	\$ 24,654	1.38%	\$ -	0.00%
Materials and Services	364,000	154,255	209,745	42.38%	13,549	8.21%
Capital Outlay	30,000	-	30,000	0.00%	-	-
Total Expenditures	419,000	154,601	264,399	36.90%	13,549	6.95%
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ 43,557</b>	<b>\$ 43,557</b>	<b>100.00%</b>	<b>\$ 96,883</b>	<b>100.00%</b>



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

DEBT SERVICE  
FUND 30

Benchmark: 75.00%

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	9,658,755	(289,595)	97.09%	9,487,304	97.51%
Property Tax-Prior Years	45,000	61,802	16,802	137.34%	64,395	143.10%
Tax In Lieu Of Property Tax	3,500	6,359	2,859	181.69%	6,905	197.28%
Investment Earnings	77,500	156,711	79,211	202.21%	154,815	332.94%
Total Revenues	10,074,350	9,883,627	(190,723)	98.11%	9,713,418	98.86%
<b>Total Available Resources</b>	<b>\$ 10,374,350</b>	<b>\$ 10,564,440</b>	<b>\$ 190,090</b>	<b>101.83%</b>	<b>\$ 10,272,653</b>	<b>101.91%</b>
<b><i>Uses of Funds</i></b>						
Debt Service Principal	\$ 7,770,000	\$ 865,000	\$ 6,905,000	11.13%	\$ 335,000	4.66%
Debt Service Interest	2,488,425	1,360,135	1,128,290	54.66%	1,509,924	54.49%
Total Expenditures	10,258,425	2,225,135	8,033,290	21.69%	1,844,924	18.53%
<b>Ending Fund Balance</b>	<b>\$ 115,925</b>	<b>\$ 8,339,305</b>	<b>\$ 8,223,380</b>	<b>7193.71%</b>	<b>\$ 8,427,729</b>	<b>6780.15%</b>



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

INSURANCE  
FUND 45

Benchmark: 75.00%

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	21,234	13,734	283.11%	21,405	280.72%
Insurance Recoveries	-	86,966	86,966	100.00%	209,499	0.00%
Total Revenues	7,500	108,199	100,699	1442.66%	230,904	3028.25%
<b>Total Available Resources</b>	<b>\$ 592,500</b>	<b>\$ 693,096</b>	<b>\$ 100,596</b>	<b>116.98%</b>	<b>\$ 855,909</b>	<b>138.58%</b>
<b><i>Uses of Funds</i></b>						
Materials & Services	\$ 592,500	\$ 57,672	\$ 534,828	9.73%	\$ 236,877	38.35%
Total Expenditures	592,500	57,672	534,828	9.73%	236,877	38.35%
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ 635,424</b>	<b>\$ 635,424</b>	<b>100.00%</b>	<b>\$ 619,032</b>	<b>100.00%</b>



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

PROP & BLDG  
FUND 51

Benchmark: 75.00%

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	171,322	71,322	171.32%	157,136	241.75%
Transfers In	500,000	250,000	(250,000)	50.00%	-	0.00%
Total Revenues	600,000	421,322	(178,678)	70.22%	157,136	241.75%
<b>Total Available Resources</b>	<b>\$ 5,100,000</b>	<b>\$ 5,081,537</b>	<b>\$ (18,463)</b>	<b>99.64%</b>	<b>\$ 4,682,427</b>	<b>124.86%</b>
<b><i>Uses of Funds</i></b>						
Capital Outlay	\$ 2,331,000	\$ 18,725	\$ 2,312,275	0.80%	\$ 12,469	0.62%
Contingency	900,000	-	900,000	0.00%	-	0.00%
Total Expenditures	3,231,000	18,725	3,212,275	0.58%	12,469	0.43%
<b>Ending Fund Balance</b>	<b>\$ 1,869,000</b>	<b>\$ 5,062,812</b>	<b>\$ 3,193,812</b>	<b>270.88%</b>	<b>\$ 4,669,959</b>	<b>566.70%</b>



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

CAPITAL PROJECTS  
FUND 52

Benchmark: 75.00%

	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>						
<b>Sources of Funds</b>						
Beginning Fund Balance	\$ 56,325,000	\$ 57,031,437	\$ 706,437	101.25%	\$ 55,193,368	100.00%
Investment Earnings	1,000,000	2,000,190	1,000,190	200.02%	2,192,162	0.00%
Miscellaneous Revenue	-	2,500	2,500	100.00%	-	0.00%
Total Revenues	1,000,000	2,002,690	1,002,690	200.27%	2,192,162	0.00%
<b>Total Available Resources</b>	<b>\$ 57,325,000</b>	<b>\$ 59,034,127</b>	<b>\$ 1,709,127</b>	<b>102.98%</b>	<b>\$ 57,385,530</b>	<b>0.00%</b>
<b>Uses of Funds</b>						
Personnel Services	\$ -	\$ 207	(207)	100.00%	\$ -	0.00%
Materials & Services	505,000	135,782	369,218	26.89%	212,213	0.00%
Capital Outlay	54,098,500	2,025,705	52,072,795	3.74%	367,025	0.00%
Contingency	2,721,500	-	2,721,500	0.00%	-	0.00%
Total Expenditures	57,325,000	2,161,694	55,163,306	3.77%	579,238	1.11%
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ 56,872,432</b>	<b>\$ 56,872,432</b>	<b>100.00%</b>	<b>\$ 56,806,292</b>	<b>0.00%</b>

2022 Bond Issuance Expenditures include:

	Project-to-Date
2022 Bond Program General	\$ 324,761
Station 19 Midway	\$ 91,121
Station 20 Newberg	\$ 731,855
Station 21 Newberg	\$ 57,103
Station 35 King City	\$ 1,118,483
Station 62 Aloha	\$ 964,613
Station 67 Beaverton	\$ 3,404
Training Center	\$ 185,758
Bond Apparatus	\$ 5,781,891



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

PENSION  
FUND 61

Benchmark: 75.00%

	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>PENSION TRUST FUND</b>						
<b><i>Sources of Funds</i></b>						
Beginning Fund Balance	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
Transfers In	11,000	7,608	(3,392)	69.16%	7,459	69.06%
Total Revenues	11,000	7,608	(3,392)	69.16%	7,459	69.06%
<b>Total Available Resources</b>	<b>\$ 11,000</b>	<b>\$ 7,608</b>	<b>\$ (3,392)</b>	<b>69.16%</b>	<b>\$ 7,459</b>	<b>69.06%</b>
<b><i>Uses of Funds</i></b>						
Personnel Services	\$ 11,000	\$ 7,608	\$ 3,392	69.16%	\$ 7,459	69.06%
Total Expenditures	11,000	7,608	3,392	69.16%	7,459	69.06%
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>0.00%</b>



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

LOSAP  
FUND 63

Benchmark: 75.00%

VOLUNTEER LOSAP 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	\$ 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%	17,266	215.82%
Gain/(Loss) on Investments	5,000	10,724	5,724	214.48%	33,699	100.00%
Total Revenues	15,150	29,033	13,883	191.64%	50,976	625.48%
<b>Total Available Resources</b>	<b>\$ 440,150</b>	<b>\$ 481,556</b>	<b>\$ 41,406</b>	<b>109.41%</b>	<b>\$ 461,648</b>	<b>121.57%</b>
<b><i>Uses of Funds</i></b>						
Personnel Services	\$ 440,150	\$ 15,225	\$ 424,925	3.46%	\$ 15,378	4.00%
Total Expenditures	440,150	15,225	424,925	3.46%	15,378	4.00%
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ 466,331</b>	<b>\$ 466,331</b>	<b>100.00%</b>	<b>\$ 446,271</b>	<b>100.00%</b>



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

**CUSTODIAL  
FUND 65**

Benchmark: 75.00%

	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>CUSTODIAL FUND</b>						
<b><i>Sources of Funds</i></b>						
Beginning Fund Balance	\$ 165,750	\$ 163,047	\$ -	98.37%	\$ 172,944	104.81%
Donations	35,000	40,500	5,500	115.71%	33,967	97.05%
Total Revenues	35,000	40,500	5,500	115.71%	33,967	97.05%
<b>Total Available Resources</b>	<b>\$ 200,750</b>	<b>\$ 203,547</b>	<b>\$ 2,797</b>	<b>101.39%</b>	<b>\$ 206,911</b>	<b>103.46%</b>
<b><i>Uses of Funds</i></b>						
Materials & Services	\$ 200,750	\$ 37,937	\$ 162,813	18.90%	\$ 45,194	22.60%
Total Expenditures	200,750	37,937	162,813	18.90%	45,194	22.60%
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ 165,610</b>	<b>\$ (165,610)</b>	<b>100.00%</b>	<b>\$ 161,716</b>	<b>100.00%</b>



## Quarterly Investment Report

March 31, 2025

### Market Value Holdings as of 03/31/2025

U.S Treasuries	\$	-
Commercial Paper		-
Managed Money Market	125,094,782	
LGIP	61,996,705	
Money Market & Checking	3,528,133	
<b>Total Value</b>	<b>\$ 190,619,620</b>	

### Quarterly Investment Earnings

\*assumes investments held to maturity

U.S Treasuries	\$	-
Commercial Paper		-
Managed Money Market	1,476,420	
LGIP	723,060	
Money Market & Checking	112	
<b>Total Quarterly Earnings</b>	<b>\$ 2,199,592</b>	

### Fiscal Year-To-Date Investment Earnings

07/01/2024 - 03/31/2025

Operating Funds	\$ 133,866,056
Capital Projects - Bond Fund	56,753,564
<b>Total Value</b>	<b>\$ 190,619,620</b>

\*assumes investments held to maturity

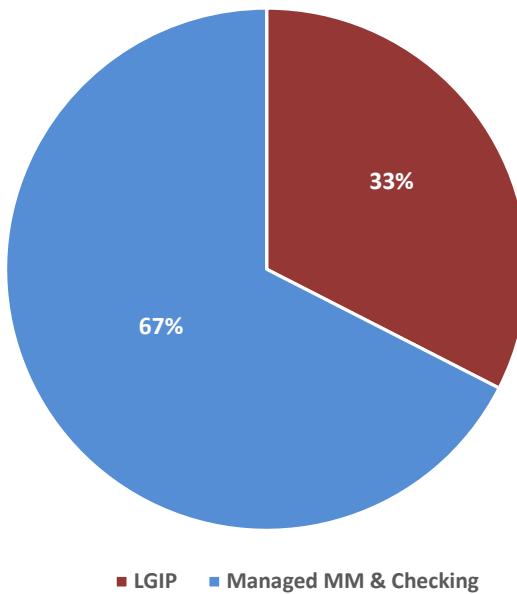
U.S Treasuries	\$	-
Commercial Paper		-
Managed Money Market	3,255,730	
LGIP	2,282,507	

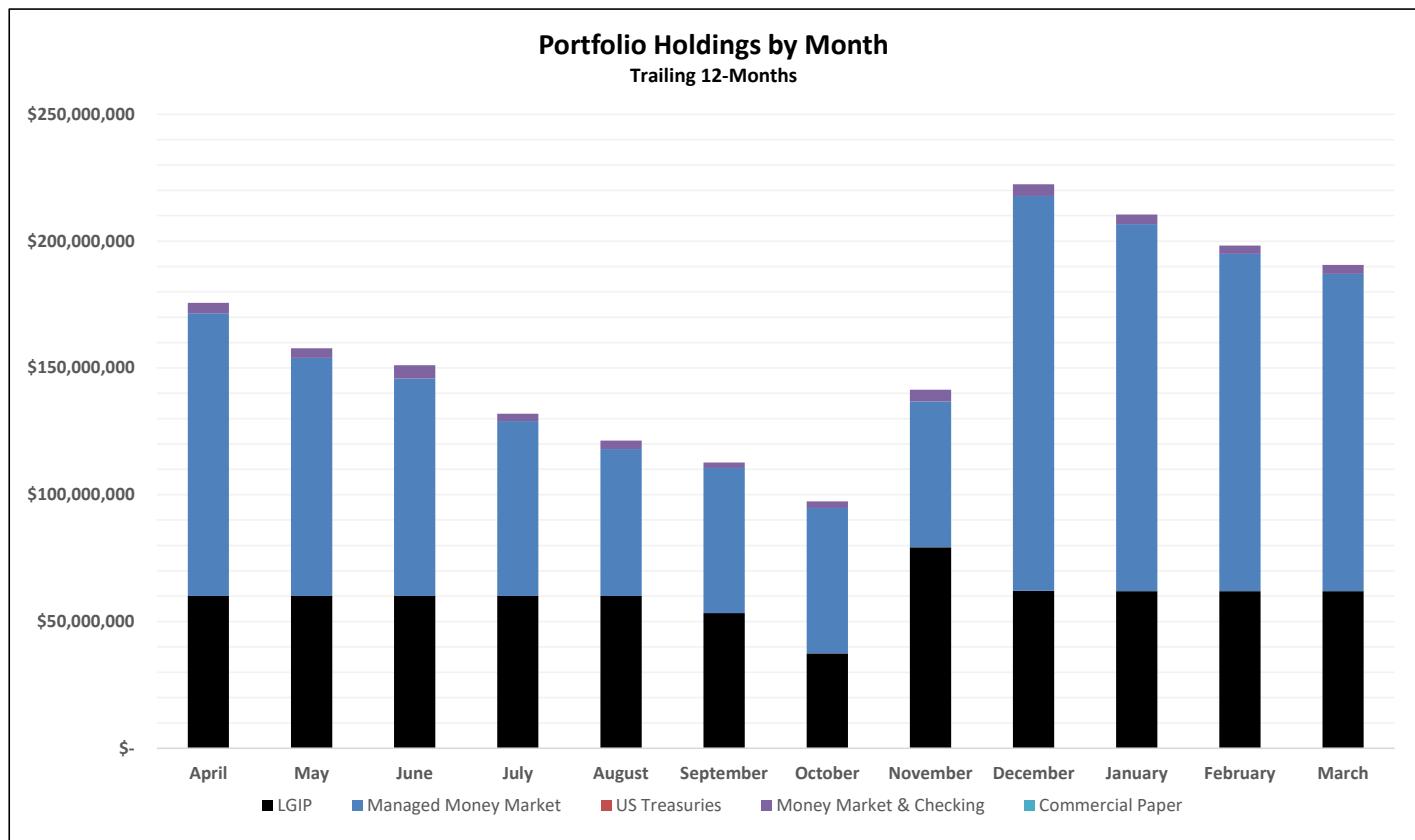
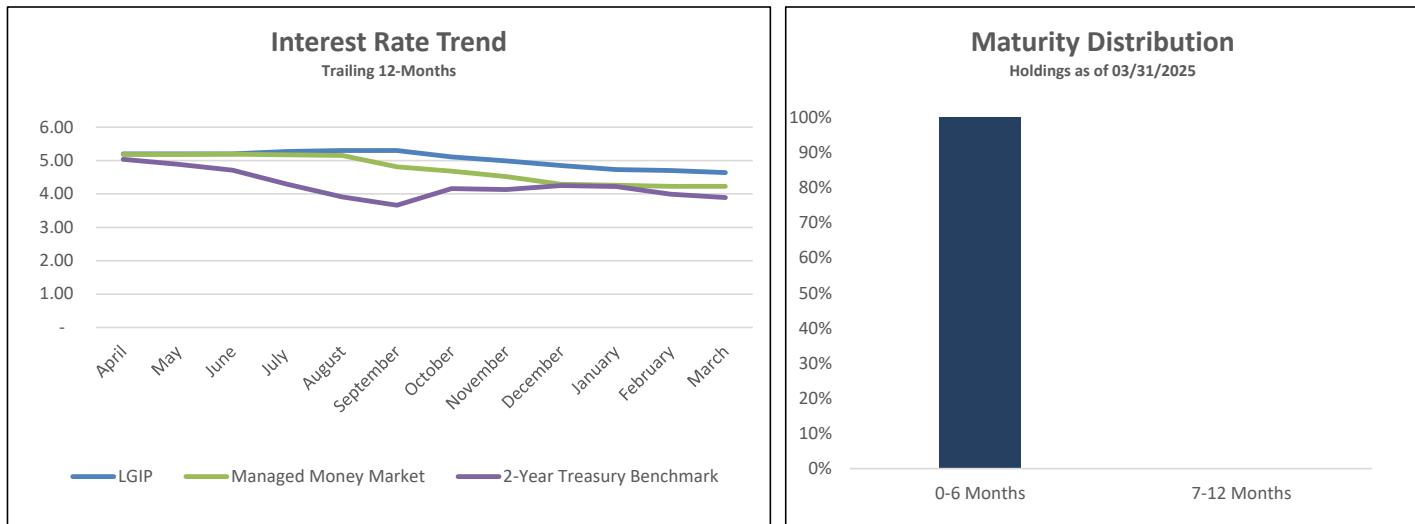
Money Market & Checking	544
<b>Total Fiscal Year-To-Date Earnings</b>	<b>\$ 5,538,781</b>

YTD Administrative & Advisory Fees \$ 4,562

### Total Portfolio Allocation

as of 03/31/2025





# CORRESPONDENCE

Mar. 21, 2025

Your wonderful duo  
of Jessie Fitzpatrick  
and Zach Gordon took  
exceptional care of me!

I am so pleased I  
moved to Wilsonville 19  
years ago and so very  
grateful for all of you.

Sincerely,

  
...with  
sincere  
appreciation.

To: TVFD —

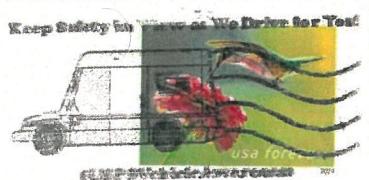
Last Saturday, the 15<sup>th</sup>,  
my doctor advised that  
I needed to go to Emergency

As I live alone and  
no one was available to drive  
me. I was advised to dial  
911.



PORLAND OR RPDC 972

22 MAR 2025 PM 6 L



Tualatin Valley Fire & Rescue  
11945 SW 70<sup>th</sup> Ave.

Tigard, OR 97223



**Kari Skinner**  
Public Safety Administrator  
**Public Safety Department**  
1260 NW Waterhouse Avenue | Beaverton, Oregon 97006  
503-356-4444 | [kari\\_skinner@beaverton.k12.or.us](mailto:kari_skinner@beaverton.k12.or.us)  
[www.beaverton.k12.or.us](http://www.beaverton.k12.or.us)

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## MEMORANDUM

---

March 12<sup>th</sup>, 2025

Dear Chief Fale and the Tualatin Valley Fire & Rescue Team,

On behalf of the Beaverton School District Public Safety Department, I would like to express our sincere appreciation for the exceptional training provided by Tualatin Valley Fire & Rescue (TVFR) to our District Campus Safety and Security team.

A special thank you to Dorene Boger, Susi Traudt, and Jesse Fitzpatrick for their professionalism, expertise, and dedication during the CPR, First Aid, and AED training sessions. Their clear communication, thorough instruction, and hands-on approach allowed our team to walk away with invaluable bystander training that will undoubtedly help save lives in critical situations. The partnership between TVFR and the Beaverton School District has made a lasting impact, and we are grateful for the opportunity to collaborate with such a highly skilled and committed team. We look forward to continued cooperation in the future as we work together to ensure the safety and well-being of our school community.

Thank you again for your unwavering support and commitment to excellence.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kari Skinner'.

Kari Skinner  
Public Safety Administrator  
Beaverton School District

**Belong. Believe. Achieve.**

*Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.*

## Comments of Appreciation

### **Engine 34 CA Childers, AO Cowan, FF Misuk, FF Katsufrakis**

I would like to give a special thanks to Tualatin Valley Fire and Rescue. Without their help, the outcome could have been tragic. TVF&R has been creative in helping me solve problems I never dreamed of encountering, has recognized medical problems the rest of us missed, and has been kind, considerate, and selfless. TVF&R didn't just come to help and leave, they got to know us on a first name basis. Thank you all!

---

### **Medic 21 PM Johnson, PM Evensen**

Citizen Timothy Koprowski would like to thank the crew that responded to a call to his home on 3/12/25.

Tim has interacted with TVFR personnel on multiple occasions, and each time he was well cared for and treated with respect. This last response to his home was no different. He would like TVF&R crews to know that he appreciates the work they do.

## Comments of Appreciation

### **Heavy Rescue 51**

**LT Schuster, AO Newman, FF Benjamin, FF Rodriguez**

### **Truck 51**

**LT Leonard, AO Henninger, AO Butler, FF Dollar**

My wife is at Brookside Memory Care in Tigard. She is not very mobile, and is confused, and disoriented much of the time. On Feb 13, she had a swollen ring finger and was not able to remove the ring. By Feb 15, her ring was tight and I was concerned it would start constricting blood flow. Brookside called non-emergency and one of your units responded in a short period of time. This crew attempted to cut the ring with a standard ring cutter without success. A second crew was called that had a Dremel tool. I can only say I have the highest regard for all the personnel involved. They were very patient and gentle with my wife and I appreciate that very much. I regret not getting the name, station or unit number. However, they have my gratitude.

---

### **Engine 64**

**CA O'Reardon, AO Brown, FF Hermansen, FF Klapp**

I want to reach out and commend the team that visited me in my home on a 911 call that treated me with such integrity. All I can remember is 185<sup>th</sup> out of Tanasbourne is where they came from. Me, at the Opal stairwell in Cedral Mill. How do I send or bring a letter of inspired thanks and baskets of treats? It was transformational given my experience a year ago from a department in my old neighborhood. Stellar Team! Thank you.

**Engine 53**  
**CA Sherman, AO Robinson, FF Cole, FF George**

Yesterday, March 18<sup>th</sup>, late afternoon, I called 911 after my wife suffered a fall and could not move. Immediately a fire truck and ambulance were at our home and gently got her out of the house and onto a gurney for the trip to St. Vincents.

I can't comprehend how competent, professional, gentle, and thoughtful the crew from both vehicles were to my wife who was still in shock. She was put at ease and was able to get through the ordeal.

Thankfully, no broken bones or bruises were found, and she was able to come home that evening as the damage was muscular. She's still in great pain, but hopefully that will decrease soon.

We are both so thankful that you all are standing by to help at a moment's notice.

PS: Please forward this to the ambulance crew company or let me know how to contact them.

Thank you again for a job well done!

**Car 6**  
**BC Godon**

**Engine 58**  
**LT Cook, LT Freeman, AO Pronovost, FF Jackson**

**Engine 59**  
**CA Pfeifer, AO Jewett, FFPM Hastie, FF Rogers**

**Heavy Rescue 51**  
**LT Bethke, TO Coussens, AO Potter, FF Ross**

**2578**  
**Deputy Fire Marshall Foster**

**Rehab 39**  
**CA Bokovoy, LT Merrill**

**Truck 55**  
**LT Stenhouse, AO Arellano, AO Harmon, AO Randall**

Dear Firefighters,

To all the guys who responded to our garage fire on September 24, 2022 we want to send a very overdue thank you for the quick response and for saving our house. We so appreciated your kindness and how helpful they were. Firefighters are our unsung heroes who risk their lives in this profession, and we want you to know WE SO APPRECIATE YOU!

Sincerely,

Garner and Gina Pruitt

**Car 51  
BC Mariani**

**Engine 56  
CA Kanoff, AO Roley, FF Yocom, FF Merriman**

**Engine 68  
LT Stenhouse, AO Tish, TO Swords, FF Wierstra**

**Heavy Brush 20  
LT Oberhelman, AO Mintie, AO Coplin**

**IMT  
BC Yokum**

My name is Kathy Hilburger. I am the kindergarten teacher at St. Francis Catholic School in Sherwood, Oregon.

I try to instill in my class the importance of being kind to others. That kindness extends to saying thank you when others help us.

We were talking about the fires in California and how some firefighters from our area left their families and went to help those in need. We said they must be very brave to do that.

My class decided they wanted to make thank you cards for those firefighters. Please accept these cards as a small gesture of appreciation from us to you.

Best,  
Miss H and the Kindergarten Class

Thank You



THANKYOU



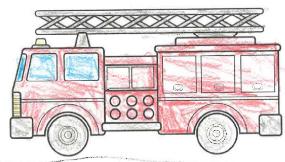
THANK  
YOU FOR  
HELPING  
US



Thank You

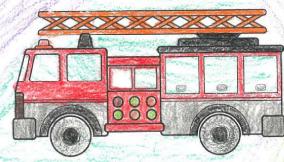


Thank you



Mika

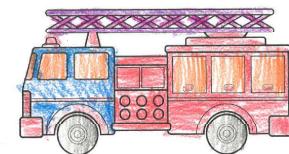
Thank you



thank you

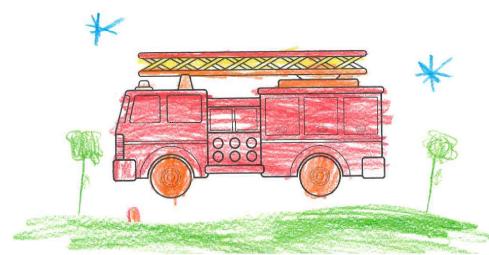


Thank you





SAYVER B. T. THANK YOU



THANK YOU



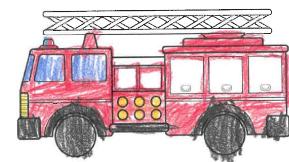
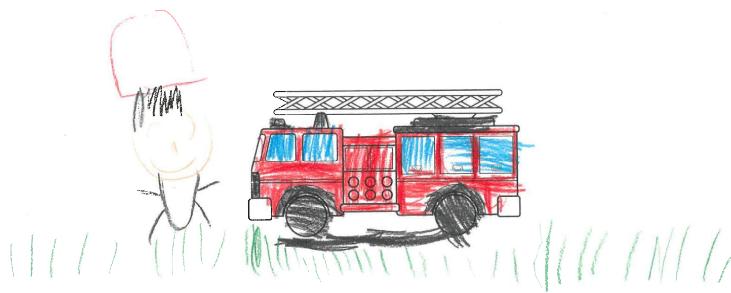
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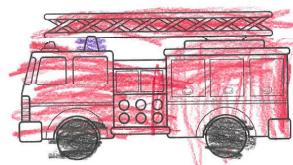
SAWY ERP THANK YOU



THANK YOU

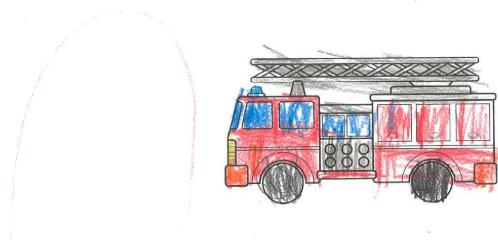
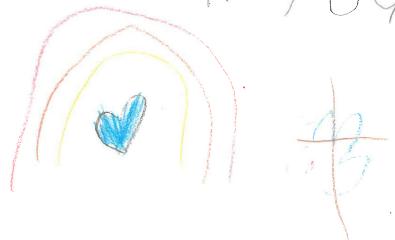


THANK YOU

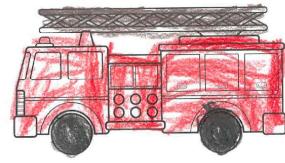


HARDY

Thank you



THANK YOU

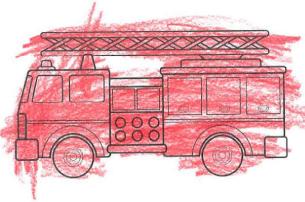


THANK YOU



ANDREY

THANK  
YOU



THANKYOU



# OLD BUSINESS

# NEW BUSINESS

## AGENDA ITEM

### Tualatin Valley Fire & Rescue Tigard, Oregon

SUBJECT:	Standards of Cover	FOR AGENDA OF:	April 22, 2025
		APPROVED FOR AGENDA:	Fire Chief Deric Weiss
		DEPARTMENT OF ORIGIN:	Fire Chief's Office
PROCEEDING:	Discussion and Approval	DATE SUBMITTED:	April 15, 2025
EXHIBITS:	None	CLEARANCES:	Fire Chief's Office

#### BUDGET IMPACT

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

Tualatin Valley Fire & Rescue's Standards of Cover has been revised to reflect service delivery, deployment, and response performance through 2024. Staff is requesting the Board review the revised document.

#### RECOMMENDED ACTION:

Discussion and approval.

#### PROPOSED MOTION:

*"I move to approve the proposed revisions to the Tualatin Valley Fire & Rescue Standards of Cover, as proposed by staff."*

## AGENDA ITEM

### Tualatin Valley Fire & Rescue Tigard, Oregon

SUBJECT: Board Policy Section 2 – Bylaws of the Board FOR AGENDA OF: April 22, 2025  
APPROVED FOR AGENDA: Fire Chief Deric Weiss  
DEPARTMENT OF ORIGIN: Fire Chief's Office

PROCEEDING: First Reading and Discussion DATE SUBMITTED: April 15, 2025

EXHIBITS: Board Policy Section 2 – Bylaws of the Board 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, and legal counsel have reviewed Board Policy Section 2 – Bylaws of the Board and recommends changes to the current policy as reflected in the attached draft.

#### RECOMMENDED ACTION:

Approve first reading of Board Policy Section 2 – Bylaws of the Board.

#### PROPOSED MOTION:

“I move to approve the first reading of Board Policy Section 2 – Bylaws of the Board by title only.”

**TUALATIN VALLEY FIRE AND RESCUE**  
**BYLAWS OF THE BOARD**

**SECTION 2**

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- A. The Board shall be composed of five members elected by District voters pursuant to ORS 198, 255, and 478. District employees and volunteers are not eligible to serve on the Board of Directors, Budget Committee, Civil Service Commission, or Fire Code Board of Appeals, pursuant to Ordinance 88-01.
- B. No person, elected or appointed, shall be sworn in unless they meet the qualifications set forth in ORS 198, 255, and 478. If an eligibility question arises, the Board will obtain an opinion from legal counsel prior to swearing in.
- C. Unless filling a vacancy, terms start officially on July 1. A new member must qualify by taking an oath of office before assuming the duties of the position. The term of office shall be four years.
- D. Should a vacancy occur on the Board, that vacancy will be advertised, and the Board will select an individual from among those indicating their interest. The ORS will be observed in fulfilling this procedure.

## LEGAL REFERENCES

ORS 198

ORS 255

ORS 478

DATE: June 25, 1996

REVISED: July 18, 2006

REVIEWED: March 14, 2023April 22, 2025

- A. The officers of the Board shall consist of:
  - 1. President
  - 2. Vice President
  - 3. Secretary-Treasurer
- B. The term of office for the officers of the Board shall be for one year or until their successors are elected and qualified as provided in ORS 478.250.
- C. No member may serve more than three consecutive terms as President. In case of a change of presidents during mid-term, any period served in excess of six months shall be considered a term.
- D. At the first meeting in July of each year, the Board shall elect from its members the officers for the ensuing year.

LEGAL REFERENCE  
ORS 478.250

DATE: June 25, 1996

REVISED: March 16, 2021

REVIEWED: March 14, 2023April 22, 2025

- A. The president shall preside at all meetings, and shall have the right to make motions, discuss questions, and vote on any issue.
- B. The president shall sign on behalf of the Board such documents as may require an official signature. The Fire Chief, by Board action, may be authorized to sign such documents.
- C. The president or designee shall represent the Board in deliberations with other boards, districts, or agencies unless another member is nominated and elected by a majority of the Board.
- D. The president shall appoint all committees, subject to approval of a majority of the Board, call special meetings, and perform all other duties prescribed by law or set forth in the Board's policies and rules.
- E. The president or designee shall provide or cause to be provided periodic communications to the Board regarding ongoing District business so long as the communication is in compliance with Public Meeting and Public Records law.

DATE: June 25, 1996

REVISED: July 28, 2015

REVIEWED: March 14, 2023April 22, 2025

In the absence of the president, the vice president shall perform the duties and have the rights and obligations of the president.

DATE: June 25, 1996

| REVIEWED: March 14, 2023April 22, 2025

The secretary-treasurer shall countersign all minutes, contracts, and other official documents, as necessary. In the absence of the secretary-treasurer, the president shall appoint another Board member to temporarily act in that capacity.

DATE: June 25, 1996

REVIEWED: March 14, 2023April 22, 2025

SECTION 2.6

DUTIES OF OTHER MEMBERS OF THE BOARD

In the absence of both the president and the vice president, the secretary/treasurer shall preside.

DATE: June 25, 1996

REVIEWED: March 14, 2023April 22, 2025

It shall be the duty of the Fire Chief to perform the following functions as clerk of the Board:

A. Correspondence

1. Manage routine correspondence directly.
2. Deal with correspondence of special interest to the Board as follows:
  - a. Draft replies in advance, when possible, for Board consideration.
  - b. Seek instruction for reply when necessary.

B. Prepare for Board Meetings

1. Prepare the agenda with the advice of the president.
2. Maintain a calendar of the Board's unfinished business.
3. Call to the attention of the Board the legal requirements and related Oregon Revised Statutes in those matters for which the District is responsible in concurrence with legal counsel.
4. Draft policy motions at the request of any Board member.

C. Board Meeting Duties

1. Attend all Board meetings or designate an alternate.
2. Make physical arrangements for Board meetings.
3. Record briefly the disposition of all matters on which the Board considered action, referring to the source of major written recommendations by title and date.
4. Prepare, check, and distribute minutes in advance for approval (see Section 2.12).
5. Maintain properly authenticated official copy of minutes.
6. Maintain an official record of policies of the Board.

DATE: June 25, 1996

REVISED: July 18, 2006

REVIEWED: March 14, 2023April 22, 2025

- A. The Board shall select legal counsel for the District.
- B. Legal counsel shall advise the Board on specific legal problems submitted and recommend a course of action.
- C. The Fire Chief, and specific managers designated by the Fire Chief, have general authority to seek legal counsel. The Board President also has authority to seek legal counsel providing such a request is consistent with the Board of Directors' general direction. In the event the Board President independently seeks legal counsel, such contact shall be reported to the full Board at the earliest convenience. Individual Board members may seek legal counsel if authorized by the Board President.
- D. Board members may consult with legal counsel for the District at their discretion regarding Board member responsibilities and obligations, provided the Board member reports to the Board President at the earliest convenience.

DATE: June 25, 1996

REVISED: July 28, 2015

REVIEWED: March 14, 2023April 22, 2025

The Board shall ensure an annual audit is made each year of the District's accounts and fiscal affairs. The Board shall approve the periodic selection of the auditor, and the Fire Chief or designee shall be authorized to contract with the auditors. (ORS 297.425)

## LEGAL REFERENCE:

ORS 297.425

DATE: June 25, 1996

REVIEWED: March 14, 2023April 22, 2025

- A. Whenever possible, disputed items should be discussed with the Fire Chief and the other parties to the dispute. If a satisfactory conclusion cannot be reached, the dispute may be placed on the agenda of a future Board meeting at the discretion of the Board. All relevant information shall be provided to Board members.
- B. The Board shall not make decisions before examining and evaluating information pertinent to the action being proposed (see Section 2.14). The Fire Chief shall examine and evaluate such information and recommend action before the Board makes its decisions.

DATE: June 25, 1996

REVISED: December 15, 2009

REVIEWED: ~~March 14, 2023~~ April 22, 2025

A. The Board shall keep minutes of all its meetings in accordance with the requirements of ORS Chapter 192. Neither a full transcript nor a recording of the meeting is required, except as otherwise provided by law, but the written minutes must give a true reflection of the matters discussed and the views of the participants. All minutes shall be available to the public within a reasonable time after the meeting and shall include at least the following information:

1. Members of the governing body present.
2. Motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition.
3. Results of all votes, including the vote of each member by name, unless decision is unanimous.
4. The substance of any discussions on any matter.
5. Subject to ORS 192.311 to 192.478 relating to public records, a reference to any document discussed at the meeting.

LEGAL REFERENCE  
ORS 192.650

DATE: June 25, 1996

REVISED: March 16, 2021April 22, 2025

REVIEWED: March 14, 2023April 22, 2025

- A. At all Board meetings, the presiding officer of the Board has the inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of meetings.
- B. The Board shall hold meetings at such time and place within the District as it determines. The Board shall ~~generally~~ hold one regular meeting in each month on a day fixed by the Board and may hold special meetings as determined necessary by the Board.
- C. The Board reserves the right to cancel or change the place, time, and date of such regular Board meetings and to call and hold such additional meetings as shall be deemed necessary in accordance with the provisions covered in the laws. Interested citizens are encouraged to attend and participate at these regular meetings.
- D. Except in the case of emergency meetings (ORS 192.640), all meetings are to be properly posted and advertised and the media notified.

Present Practice: The Board has established the regular meeting date of the fourth Tuesday of each month, and approves the dates of monthly meetings prior to the calendar year.

- E. All business of the Board shall be conducted in public meetings, in accordance with Oregon Public Meetings Law. A quorum of Board members shall not discuss District business, either in-person, electronically, or telephonically, unless the meeting has been properly noticed and other requirements of the Public Meetings Law have been met. All correspondence between Board members regarding District business shall be considered public record.

#### LEGAL REFERENCE

ORS 192.610 — 192.708  
ORS 478.250

DATE: June 25, 1996

REVISED: March 17, 2015April 22, 2025

REVIEWED: March 14, 2023April 22, 2025

The Board adopts the following definitions for public meetings ~~as set forth in ORS 192.610~~:

- A. "Convening" means:
  - (a) Gathering in a physical location;
  - (b) Using electronic, video or telephonic technology to be able to communicate contemporaneously among participants;
  - (c) Using serial electronic written communication among participants; or
- (d) Using an intermediary to communicate among participants.
- B. B. "Decision" means any determination, action, vote, or final disposition upon a motion, proposal, resolution, order, ordinance, or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.
- C. C. "Deliberation" means discussion or communication that is part of a decision-making process. This includes all emails, text messages and verbal communication, including those made through an intermediary.
- D. "Executive Session" means any meeting or part of a meeting of a governing body which is closed to certain persons for deliberation on certain matters.
- E. "Governing Body" means the members of any public body which consists of two or more members with the authority to make decisions for, or recommendations to, a public body on policy or administration.
- F. "Meeting" means the convening of a governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. "Meeting" does not include any on-site inspection of any project or program or the attendance of members of a governing body at any national, regional, or state association to which the public body or the members belong.
- G. "Public Body" means any regional council, county, city, or district, or any municipal or public corporation, or any board, department, commission, council, bureau, committee or subcommittee or advisory group, or any other agency thereof.
- H. "Serial meeting" is not defined by statute, but includes participation by members of a public body in a group communication over a period of time. Not all members of a quorum need to participate in the communication at any one time, but if through a series of texts, emails, messaging apps, or conversations a quorum is involved, every individual has participated in a serial meeting.

LEGAL REFERENCE  
ORS 192.610

DATE: June 25, 1996

| REVISED: ~~October 22, 2024~~April 22, 2025

| REVIEWED: ~~October 22, 2024~~April 22, 2025

- A. The purpose of this policy is to preserve and protect the public policy of open meetings and executive sessions, and to effect the orderly conduct of executive sessions.
- B. Recognition of Media and Attendance at Executive Sessions
  1. Only recognized media will be allowed to attend Board of Directors executive sessions. Recognized news media includes entities that are organized and operate to broadcast, disseminate, or publish news to the public, and that are committed to compliance with the confidentiality of executive sessions as required under Section A.
  2. Non-recognized media, which operate outside of the parameters described in Section B, must provide the District with notice of intent to attend an executive session. Documentation must be received at least 14 working days in advance of the meeting so as to allow staff time to investigate the applicant and prepare a recommendation to the Board. This requirement may be waived if the Board, in its sole discretion, recognizes that an applicant qualifies under this policy, or determines that other good cause exists for making an expedited determination.
  3. In determining media participation at executive sessions, the Board may consider any information provided by the applicant or District staff, or information obtained from other sources. The Board may consider and weigh any factors it deems relevant, including, but not limited to, the following:
    - a. Applicant is a news-gathering representative of a traditional news association;
    - b. Applicant is institutionalized, in that it is well-established with a structure to ensure compliance with the confidentiality of executive sessions as required in Section C;
    - c. Regularity of the broadcasts, dissemination, or publication of news;
    - d. Applicant is recognized as a qualified news source for the public;
    - e. Applicant is an advocate for the interest and/or opinions of a special interest group, individual or cause; and
    - f. Applicant customarily reports on the activities of the District or issues within the District's scope of interest.

4. If the Board has reason to believe that a news media attendee has previously failed to comply with the Board's policy, the Board may request that the media organization send a different representative to executive sessions, or take other appropriate measures to protect the integrity of its executive sessions.

C. It is the Board's policy that all information discussed or considered in executive sessions shall not be disclosed unless otherwise authorized by the Board. The news media and representatives of the news media are specifically directed not to report on any of the deliberations during executive session, except to state the general subject of the session as previously announced. This policy extends to all statements made, all documents considered, and all other information presented or considered regardless of the format, in executive session. The Board, in its sole discretion, may make exceptions to this policy if the Board deems it to be in the public interest to do so, and if the Board votes unanimously to do so.

D. Cameras, tape recorders, and other recording devices cannot be used in executive sessions, except for the official executive session tapes made by District staff.

E. The policies and procedures adopted by this policy shall apply to all the District's other boards, commissions, and committees.

F. No final action or final decision shall be made in executive session.

G. In addition to Board members, media, and appropriate District staff persons, the Board may permit other persons to attend executive sessions as necessary.

H. The ability of the Board to use executive sessions, as provided by the Oregon Public Meetings Law, is essential in conducting Board business. As such, the Board finds that it is a violation of a Board member's fiduciary duty to the District to discuss or disclose the contents of executive sessions to anyone unauthorized by the Board.

I. State ethics law prohibits Board members from using confidential information gained by virtue of the member's official position for personal gain. The Oregon Government Ethics Commission (OGEC) has jurisdiction to investigate such allegations. In addition to the prohibitions in ORS 244, this Board finds that personal gain, for purposes of this section, shall include the intangible benefit to a Board member of favoritism from an individual obtained by virtue of a Board member disclosing confidential information which gives the individual a financial, legal, strategic, or political advantage which the individual would not otherwise have had.

J. If any provision of this policy is deemed to be void, invalid, or unenforceable, the provision shall be disregarded, and the remainder of this policy shall not be affected and shall remain in full force and effect.

**LEGAL REFERENCE**

ORS 192.660

ORS 244

DATE: December 15, 2009

REVISED: September 22, 2015

| REVIEWED: March 14, 2023April 22, 2025

This is to certify that Bylaws of the Board, Section 2, policies 2.1 – 2.15, 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, 2024April 22, 2025

**TUALATIN VALLEY FIRE AND RESCUE**  
**BYLAWS OF THE BOARD**

**SECTION 2**

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- A. The Board shall be composed of five members elected by District voters pursuant to ORS 198, 255, and 478. District employees and volunteers are not eligible to serve on the Board of Directors, Budget Committee, Civil Service Commission, or Fire Code Board of Appeals, pursuant to Ordinance 88-01.
- B. No person, elected or appointed, shall be sworn in unless they meet the qualifications set forth in ORS 198, 255, and 478. If an eligibility question arises, the Board will obtain an opinion from legal counsel prior to swearing in.
- C. Unless filling a vacancy, terms start officially on July 1. A new member must qualify by taking an oath of office before assuming the duties of the position. The term of office shall be four years.
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**LEGAL REFERENCES**

ORS 198

ORS 255

ORS 478

DATE: June 25, 1996

REVISED: July 18, 2006

REVIEWED: April 22, 2025

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LEGAL REFERENCE  
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REVISED: March 16, 2021

REVIEWED: April 22, 2025

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DATE: June 25, 1996

REVISED: July 28, 2015

REVIEWED: April 22,2025

In the absence of the president, the vice president shall perform the duties and have the rights and obligations of the president.

DATE: June 25, 1996

REVIEWED: April 22, 2025

The secretary-treasurer shall countersign all minutes, contracts, and other official documents, as necessary. In the absence of the secretary-treasurer, the president shall appoint another Board member to temporarily act in that capacity.

DATE: June 25, 1996

REVIEWED: April 22, 2025

SECTION 2.6

DUTIES OF OTHER MEMBERS OF THE BOARD

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DATE: June 25, 1996

REVIEWED: April 22, 2025

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6. Maintain an official record of policies of the Board.

DATE: June 25, 1996

REVISED: July 18, 2006

REVIEWED: April 22, 2025

- A. The Board shall select legal counsel for the District.
- B. Legal counsel shall advise the Board on specific legal problems submitted and recommend a course of action.
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REVISED: July 28, 2015

REVIEWED: April 22, 2025

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## LEGAL REFERENCE:

ORS 297.425

DATE: June 25, 1996

REVIEWED: April 22, 2025

- A. Whenever possible, disputed items should be discussed with the Fire Chief and the other parties to the dispute. If a satisfactory conclusion cannot be reached, the dispute may be placed on the agenda of a future Board meeting at the discretion of the Board. All relevant information shall be provided to Board members.
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DATE: June 25, 1996

REVISED: December 15, 2009

REVIEWED: April 22, 2025

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1. Members of the governing body present.
2. Motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition.
3. Results of all votes, including the vote of each member by name, unless decision is unanimous.
4. The substance of any discussions on any matter.
5. Subject to ORS 192.311 to 192.478 relating to public records, a reference to any document discussed at the meeting.

**LEGAL REFERENCE**  
ORS 192.650

DATE: June 25, 1996

REVISED: April 22, 2025

REVIEWED: April 22, 2025

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- B. The Board shall hold meetings at such time and place within the District as it determines. The Board shall hold one regular meeting in each month on a day fixed by the Board and may hold special meetings as determined necessary by the Board.
- C. The Board reserves the right to cancel or change the place, time, and date of such regular Board meetings and to call and hold such additional meetings as shall be deemed necessary in accordance with the provisions covered in the laws. Interested citizens are encouraged to attend and participate at these regular meetings.
- D. Except in the case of emergency meetings (ORS 192.640), all meetings are to be properly posted and advertised and the media notified.

Present Practice: The Board has established the regular meeting date of the fourth Tuesday of each month, and approves the dates of monthly meetings prior to the calendar year.

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#### LEGAL REFERENCE

ORS 192.610 – 192.708  
ORS 478.250

DATE: June 25, 1996

REVISED: April 22, 2025

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- A. "Convening" means:
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  - (b) Using electronic, video or telephonic technology to be able to communicate contemporaneously among participants;
  - (c) Using serial electronic written communication among participants; or
  - (d) Using an intermediary to communicate among participants.
- B. "*Decision*" means any determination, action, vote, or final disposition upon a motion, proposal, resolution, order, ordinance, or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.
- C. "Deliberation" means discussion or communication that is part of a decision-making process. This includes all emails, text messages and verbal communication, including those made through an intermediary.
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- E. "Governing Body" means the members of any public body which consists of two or more members with the authority to make decisions for, or recommendations to, a public body on policy or administration.
- F. "Meeting" means the convening of a governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. "Meeting" does not include any on-site inspection of any project or program or the attendance of members of a governing body at any national, regional, or state association to which the public body or the members belong.
- G. "Public Body" means any regional council, county, city, or district, or any municipal or public corporation, or any board, department, commission, council, bureau, committee or subcommittee or advisory group, or any other agency thereof.
- H. "Serial meeting" is not defined by statute, but includes participation by members of a public body in a group communication over a period of time. Not all members of a quorum need to participate in the communication at any one time, but if through a series of texts, emails, messaging apps, or conversations a quorum is involved, every individual has participated in a serial meeting.

LEGAL REFERENCE  
ORS 192.610

DATE: June 25, 1996

REVISED: April 22, 2025

REVIEWED: April 22, 2025

- A. The purpose of this policy is to preserve and protect the public policy of open meetings and executive sessions, and to effect the orderly conduct of executive sessions.
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  1. Only recognized media will be allowed to attend Board of Directors executive sessions. Recognized news media includes entities that are organized and operate to broadcast, disseminate, or publish news to the public, and that are committed to compliance with the confidentiality of executive sessions as required under Section A.
  2. Non-recognized media, which operate outside of the parameters described in Section B, must provide the District with notice of intent to attend an executive session. Documentation must be received at least 14 working days in advance of the meeting so as to allow staff time to investigate the applicant and prepare a recommendation to the Board. This requirement may be waived if the Board, in its sole discretion, recognizes that an applicant qualifies under this policy, or determines that other good cause exists for making an expedited determination.
  3. In determining media participation at executive sessions, the Board may consider any information provided by the applicant or District staff, or information obtained from other sources. The Board may consider and weigh any factors it deems relevant, including, but not limited to, the following:
    - a. Applicant is a news-gathering representative of a traditional news association;
    - b. Applicant is institutionalized, in that it is well-established with a structure to ensure compliance with the confidentiality of executive sessions as required in Section C;
    - c. Regularity of the broadcasts, dissemination, or publication of news;
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    - e. Applicant is an advocate for the interest and/or opinions of a special interest group, individual or cause; and
    - f. Applicant customarily reports on the activities of the District or issues within the District's scope of interest.

4. If the Board has reason to believe that a news media attendee has previously failed to comply with the Board's policy, the Board may request that the media organization send a different representative to executive sessions, or take other appropriate measures to protect the integrity of its executive sessions.

C. It is the Board's policy that all information discussed or considered in executive sessions shall not be disclosed unless otherwise authorized by the Board. The news media and representatives of the news media are specifically directed not to report on any of the deliberations during executive session, except to state the general subject of the session as previously announced. This policy extends to all statements made, all documents considered, and all other information presented or considered regardless of the format, in executive session. The Board, in its sole discretion, may make exceptions to this policy if the Board deems it to be in the public interest to do so, and if the Board votes unanimously to do so.

D. Cameras, tape recorders, and other recording devices cannot be used in executive sessions, except for the official executive session tapes made by District staff.

E. The policies and procedures adopted by this policy shall apply to all the District's other boards, commissions, and committees.

F. No final action or final decision shall be made in executive session.

G. In addition to Board members, media, and appropriate District staff persons, the Board may permit other persons to attend executive sessions as necessary.

H. The ability of the Board to use executive sessions, as provided by the Oregon Public Meetings Law, is essential in conducting Board business. As such, the Board finds that it is a violation of a Board member's fiduciary duty to the District to discuss or disclose the contents of executive sessions to anyone unauthorized by the Board.

I. State ethics law prohibits Board members from using confidential information gained by virtue of the member's official position for personal gain. The Oregon Government Ethics Commission (OGEC) has jurisdiction to investigate such allegations. In addition to the prohibitions in ORS 244, this Board finds that personal gain, for purposes of this section, shall include the intangible benefit to a Board member of favoritism from an individual obtained by virtue of a Board member disclosing confidential information which gives the individual a financial, legal, strategic, or political advantage which the individual would not otherwise have had.

J. If any provision of this policy is deemed to be void, invalid, or unenforceable, the provision shall be disregarded, and the remainder of this policy shall not be affected and shall remain in full force and effect.

**LEGAL REFERENCE**

ORS 192.660

ORS 244

DATE: December 15, 2009

REVISED: September 22, 2015

REVIEWED: April 22, 2025

This is to certify that Bylaws of the Board, Section 2, policies 2.1 – 2.15, 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: April 22, 2025

## AGENDA ITEM

### Tualatin Valley Fire & Rescue Tigard, Oregon

SUBJECT: Temporary Station 35 Land Preparation FOR AGENDA OF: April 22, 2025  
APPROVED FOR AGENDA: Fire Chief Deric Weiss  
DEPARTMENT OF ORIGIN: Logistics

PROCEEDING: Discussion and Approval DATE SUBMITTED: March 4, 2025

EXHIBITS: Early Work Amendment #2, Temporary Station 35 – Kirby Nagelhout Construction Co. CLEARANCES: Fire Chiefs Office

#### BUDGET IMPACT

EXPENDITURE REQUIRED: \$519,548.00	AMOUNT BUDGETED: \$519,548.00	APPROPRIATION REQUIRED: \$0.00
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#### BACKGROUND:

In November 2023, Kirby Nagelhout Construction Company (KNCC) was awarded RFP 23-08 for the CMGC of Station 35.

To ensure uninterrupted emergency services to the community during the construction of Station 35, temporary quarters are necessary. Site work preparation will be needed to set the Temporary Station and Apparatus Bay. Example of work includes foundation prep and utility hook ups for both Temporary Station and Apparatus Bay installation.

TVF&R and KNCC agree to amend the contract as follows:

1. The date of commencement of the work shall begin on March 17th, 2025.
2. Substantial completion of all work contained in this amendment shall be achieved as follows:
  - a. Temporary Apparatus and Dorm Buildings Substantial Completion by May 31, 2025.
3. The duration of this amendment is estimated to take eight weeks.
4. The sum of the Cost of the Work and the Contractor's Fee is guaranteed by KNCC not to exceed \$519,548.00.

Construction rebuild of Station 35 is estimated to begin in the Summer of 2025.

#### RECOMMENDED ACTION:

Staff recommends approval of \$519,548.00 for the Early Work Amendment #2 – Temporary Station contract with KNCC for construction services required for Fire Station 35.

#### PROPOSED MOTION:

*"I move to authorize the Fire Chief or his designee to execute the necessary contract documents with Kirby Nagelhout Construction Company as recommended".*



## FORM OF GMP AMENDMENT

### TVF&R GMP AMENDMENT

Project: TVF&R Station #35 – Early Work Amendment #2

Job #: 1780

Owner: Tualatin Valley Fire & Rescue

Proposal Date: February 14<sup>th</sup>, 2025

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This contract amendment (the “GMP Amendment”) dated February 14<sup>th</sup>, 2025, and amends the AIA Document A133 dated March 22<sup>nd</sup>, 2024 between Tualatin Valley Fire & Rescue (“Owner”) and Kirby Nagelhout Construction Co. (“Contractor”).

### RECITALS

1. The Owner and Contractor desire to amend the Contract.
2. AIA Document A133 Section 2.2 provides for certain provisions to be modified and supplemented in a “GMP Amendment” setting out the agreed remaining terms and conditions of the Contract. This Amendment is that GMP Amendment.
3. The Drawings and Specifications for the Work have been completed.
4. The Owner and Contractor have reached agreement regarding the remaining terms and conditions of the Contract and have agreed to amend the contract as follows.

### AMENDMENT

Owner and Contractor hereby agree to amend the contract as follows:

1. The date of commencement of the Work shall be March 17<sup>th</sup>, 2025.
2. Substantial Completion of all work contained in this Amendment shall be achieved as follows:
  - Temporary Apparatus & Dorm Buildings Substantial Completion of 5/31/25.
3. The duration of this amendment is estimated to take 8 weeks.
4. The sum of the Cost of the Work and the Contractor’s Fee is guaranteed by the Contractor not to exceed Five hundred and nineteen thousand five hundred forty eight and 00/100 (\$519,548.00).

Original Contract Value:	\$ 27,128.00
Early Work Amendment #1 Tree Removal:	\$ 19,534.00
Early Work Amendment #2 Temporary Station	<u>\$ 519,548.00</u>
New Contract Value including this Contract Amendment:	\$ 566,210.00

**PORLAND OFFICE**  
9965 SW Arctic Dr.  
BEAVERTON, OREGON 97008  
(503) 530-8420

**BEND – CORPORATE HQ**  
20635 Brinson Blvd.  
BEND, OREGON 97701  
(541) 389-7119

**PENDLETON OFFICE**  
505 SW 16<sup>TH</sup> ST  
PENDLETON, OREGON 97801  
(541) 612-8575



5. **Exhibit A – GMP Bid Summary:** The Guaranteed Maximum Price is based on the bid summary sheet set forth on Exhibit A, which is incorporated herein by this reference.
6. **Exhibit B – Assumptions & Qualifications:** The Contractor's Assumptions and Qualifications are set forth on Exhibit B, which is incorporated herein by this reference.
7. Except as otherwise stated above, the terms, conditions and provisions of the Contract remain unaltered by the Amendment.

OWNER:

Tualatin Valley Fire & Rescue

By: \_\_\_\_\_.

Date: \_\_\_\_\_.

Its: \_\_\_\_\_.

CONTRACTOR:

Kirby Nagelhout Construction Co.

By: \_\_\_\_\_.

Date: \_\_\_\_\_.

Its: \_\_\_\_\_.

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# GMP Estimate -- Summary

## TVFR Station 35 Temporary Station Estimate

February 14, 2025

### Masterformat Summary

Division 01 General Conditions	Quantity	Unit	Cost / Unit	Cost	Subtotals
Staffing					
Safety Professional	1	mo \$	500.00	\$ 500.00	
Quality Assurance		hr \$	130.00	\$ -	
Senior Supervision		hr \$	140.00	\$ -	
Supervision	347	hrs \$	106.81	\$ 37,024.62	
Assistant Supt		mo \$	3,464.00	\$ -	
Project Management	87	hrs \$	140.11	\$ 12,189.57	
Senior Project Management	52	hrs \$	116.12	\$ 6,038.24	
Project Engineer	-	hrs \$	70.25	\$ -	
Project Engineer	87	hrs \$	85.62	\$ 7,448.94	
Foreman					
Project coordinator	35	hrs \$	70.25	\$ 2,458.75	
Scheduler	21	hrs \$	94.77	\$ 1,990.17	
Temporary Toilets	2	mo \$	750.00	\$ 1,500.00	
Construction Office/Storage Trailer (3)	-	mo \$	600.00	\$ -	
Office Supplies	-	mo \$	150.00	\$ -	
Phones/Radios/Pagers	2	mo \$	3,215.00	\$ 6,430.00	
Forklift	-	mo \$	3,500.00	\$ -	
Progress Cleaning	2	mo \$	2,956.00	\$ 5,912.00	
Vehicles/Fuel/Maintenance	-	mo \$	1,900.00	\$ -	
Regraphics	2	mo \$	175.00	\$ 350.00	
Postage and delivery	-	mo \$	100.00	\$ -	
BIM Modeling	-	hr \$	120.00	\$ -	
<b>Division 01 General Conditions Sub-Totals</b>				\$ 81,842	
			18.20% \$	- /sf	
Division 01 General Requirements	Quantity	Unit	Cost / Unit	Cost	Subtotals
Cost of Work					
Mockups	-	ls \$	-	\$ -	
Bid Advertisement	1	ls \$	1,500.00	\$ 1,500.00	
Survey & Layout - Total Station	-	ls \$	13,018.00	\$ -	
Miscellaneous Tools & Supplies	2	mo \$	500.00	\$ 1,000.00	
Safety Supplies/barriers	1	ls \$	2,316.00	\$ 2,316.00	
Temporary Fencing	2	mo \$	1,875.00	\$ 3,750.00	
General Weather Protection	2	mo \$	977.50	\$ 1,955.00	
Temporary Heat	6	wks \$	400.00	\$ 2,400.00	
Scaffolding	-	ls \$	7,500.00	\$ -	
Temporary Water	2	mo \$	200.00	\$ 400.00	
Temp barriers	8	wks \$	390.50	\$ 3,124.00	
Procure		ls \$	1.00	\$ -	
Temporary Telecommunications	-	mo \$	400.00	\$ -	
Temporary Electricity		mo \$	400.00	\$ -	
Temporary Power/Lighting	2	wks \$	2,340.00	\$ 4,680.00	
Job Site Photography (Drone)		mo \$	900.00	\$ -	
Job Site Photography & Progress Photos		ls \$	4,000.00	\$ -	
Security Cameras & Time Lapse		mo \$	8,000.00	\$ -	
Project Signage	1	ls \$	4,517.00	\$ 4,517.00	
Hoisting	1	ls \$	7,000.00	\$ 7,000.00	
Final Cleaning	1,100	sf \$	2.65	\$ 2,915.00	
Window Cleaning, Interior/Exterior		sf \$	0.35	\$ -	
Protection of work in place		sf \$	1.50	\$ -	
<b>Division 01 General Requirements Sub-Totals</b>				\$ 35,557	
			7.91% \$	- /sf	
Division 02 Existing Conditions	Quantity	Unit	Cost / Unit	Cost	Subtotals
Site Demolition					
Concrete Demolition/Sawcuts	-	ls \$	2,500.00	\$ -	
Clear & Grub	-	acre \$	8,000.00	\$ -	
Building demo	-	sf \$	10.00	\$ -	
Temp fencing perimeter	2	mo \$	1,500.00	\$ 3,000.00	

KNCC

Tree Removal Allowance - ea \$ 1,700.00 \$ - In EWA#1

<b>Division 02 Existing Conditions Sub-Totals</b>					\$ 3,000
		0.67%	\$ -	/sf	

<b>Division 03 Concrete</b>	Quantity	Unit	Cost / Unit	Cost	Subtotals
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Poured-In-Place Concrete					
2" Cast-In-Place Stair Treads		sf \$	66.85	\$ -	
Concrete block foundation system for the mobile home	1.00	ls \$	15,000.00	\$ 15,000.00	
Layout, Crew Foreman & Cleanup	1.00	ls \$	7,677.00	\$ 7,677.00	
Miscellaneous Accessories	1.00	\$	5,000.00	\$ 5,000.00	

<b>Division 03 Concrete Sub-Totals</b>					\$ 27,677
		6.16%	\$ -	/sf	

<b>Division 04 Masonry</b>	Quantity	Unit	Cost / Unit	Cost	Subtotals
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Stone Veneer					
Stone Veneer, range of \$80/sf - \$100/sf		sf \$	75.00	\$ -	
<i>Masonry CMU trash enclosure allowance</i>		ea \$	20,000.00	\$ -	
<i>Generator CMU enclosure allowance</i>		ea \$	30,000.00	\$ -	
<b>Division 04 Masonry Sub-Totals</b>					\$ -
		0.00%	\$ -	/sf	

<b>Division 05 Steel</b>	Quantity	Unit	Cost / Unit	Cost	Subtotals
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Misc Iron					
Delegated Design Stairs & Railings		ls \$	100,000.00	\$ -	
Install Owner supplied temp app bay	240.00	mh \$	85.00	\$ 20,400.00	
Misc materials	1.00	ls \$	5,000.00	\$ 5,000.00	
Forklift for assisting install	2	mo \$	3,500.00	\$ 7,000.00	

<b>Division 05 Steel Sub-Totals</b>					\$ 32,400
		7.21%	\$ -	/sf	

<b>Division 06 Wood, Plastics, &amp; Composites</b>	Quantity	Unit	Cost / Unit	Cost	Subtotals
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Rough Carpentry					
Build temp stairs and ramp	500	sf \$	58.00	\$ 29,000.00	Harver Company
Rough carpentry for app bay and misc	500	sf \$	10.00	\$ 5,000.00	KNCC Allowance
Concrete base for framing	1	ls \$	1,500.00	\$ 1,500.00	KNCC Allowance
Apron around temp building	500	sf \$	15.00	\$ 7,500.00	KNCC Allowance

<b>Division 06 Wood, Plastics, &amp; Composites Sub-Total</b>					\$ 43,000
		9.56%	\$ -	/sf	

<b>Division 07 Thermal &amp; Moisture</b>	Quantity	Unit	Cost / Unit	Cost	Subtotals
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Batt Insulation					
Insulate interior of temp app bay	1,100	sf \$	6.00	\$ 6,600.00	KNCC Allowance
Flashing & Sheet Metal					
Gutters and downspouts	180	lf \$	25.00	\$ 4,500.00	KNCC Budget
<b>Division 07 Thermal &amp; Moisture Sub-Total</b>					\$ 11,100
		2.47%	\$ -	/sf	

<b>Division 08 Openings</b>	Quantity	Unit	Cost / Unit	Cost	Subtotals
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Doors, Frames, & Hardware, Installation					
Coiling Doors					
Interior roll up door Steel Coiling		ea \$	11,000.00	\$ -	
Insulated Steel Coiling Exterior Door 12x12 motorized	1	ea \$	12,732.00	\$ 12,732.00	Oregon City Garage Door
Bifold App bay doors		ea \$	76,000.00	\$ -	
<b>Division 08 Openings Sub-Total</b>					\$ 12,732
		2.83%	\$ -	/sf	

<b>Division 10 Specialties</b>	Quantity	Unit	Cost / Unit	Cost	Subtotals
Visual Specialties					
Marker Boards		ea \$	2,500.00	\$ -	
Tack Boards		ea \$	500.00	\$ -	
Install Owner supplied items	1,100	sf \$	4.00	\$ 4,400.00	KNCC Budget
<b>Division 10 Specialties Sub-Total</b>					\$ 4,400

0.98% \$ - /sf

Division 11 Equipment	Quantity	Unit	Cost / Unit	Cost	Subtotals
Kitchen Equipment					
Kitchen Equipment Allowance	-		ls \$ 7,500.00	\$ -	
Residential Appliances					
Refrigerator	1	ea \$	2,500.00	\$ 2,500.00	KNCC Allowance
Refrigerator, Under Counter		ea \$	1,567.00	\$ -	
Microwave	1	ea \$	500.00	\$ 500.00	KNCC Allowance
Ice machine		ea \$	1,030.00	\$ -	
Dishwasher	1	ea \$	1,200.00	\$ 1,200.00	KNCC Allowance
Laundry equipment	1	ea \$	2,500.00	\$ 2,500.00	KNCC Allowance
<b>Division 11 Equipment Sub-Total</b>				\$ 6,700	
			1.49% \$ -	/sf	
Division 12 Furnishings	Quantity	Unit	Cost / Unit	Cost	Subtotals
Manufactured Casework					
Cabinets in temp app bay	-	ea \$	2,500.00	\$ -	
Casework, full height, doors		lf \$	600.00	\$ -	
<b>Division 12 Furnishings Sub-Total</b>				\$ -	
			0.00% \$ -	/sf	
Division 22 Plumbing	Quantity	Unit	Cost / Unit	Cost	Subtotals
Natural Gas					
Plumbing systems					
Plumbing connections	1	ls \$	2,500.00	\$ 2,500.00	KNCC Allowance
Air compressor and associated piping		sf \$	1.00	\$ -	
Hydronics floor		lf \$	14.00	\$ -	
<b>Division 22 Plumbing Sub-Total</b>				\$ 2,500	
			0.56% \$ -	/sf	
Division 23 HVAC	Quantity	Unit	Cost / Unit	Cost	Subtotals
Insulation					
HVAC systems		sf \$	28.76	\$ -	
Insulation - Duct		ls \$	61,561.00	\$ -	
Controls		ls \$	25,000.00	\$ -	
<b>Division 23 HVAC Sub-Total</b>				\$ -	
			0.00% \$ -	/sf	
Division 26 Electrical	Quantity	Unit	Cost / Unit	Cost	Subtotals
Service & Distribution					
Electrical and low voltage, tapout install	1,100	sf \$	30.00	\$ 33,000.00	AC&E Electric
Exhaust fan and electric heater in app bay	1	ls \$	5,000.00	\$ 5,000.00	KNCC Allowance
Electrical dist gear		sf \$	5.50	\$ -	
Generator and transfer switch allowance to relocate and use	1	ea \$	15,000.00	\$ 15,000.00	KNCC Allowance
Electrical Testing/Commissioning		ls \$	13,800.00	\$ -	
Temp Power		sf \$	16.00	\$ -	
Installation Labor		sf \$	2.61	\$ -	
Lighting Controls		sf \$	3.09	\$ -	
<b>Division 26 Electrical Sub-Total</b>				\$ 53,000	
			11.79% \$ -	/sf	
Division 27 Communications	Quantity	Unit	Cost / Unit	Cost	Subtotals
Phone/Data System					
Voice and data allowance	-	sf \$	5.40	\$ -	Included Above
<b>Division 27 Communications Sub-Total</b>				\$ -	
			0.00% \$ -	/sf	
Division 31 Earthwork	Quantity	Unit	Cost / Unit	Cost	Subtotals
Grading, Site Excavation & Fill					
Mobilization		sum \$	125,000.00	\$ -	
Survey	5,800	sf \$	0.80	\$ 4,640.00	
Excavation and Fill - Building Related					
Earthwork and Utilities	1	ls \$	95,155.00	\$ 95,155.00	C&W Excavation
Temp barriers	1	ls \$	2,500.00	\$ 2,500.00	
<b>Division 31 Earthwork Sub-Total</b>				\$ 102,295	
			22.75% \$ -	/sf	
Division 32 Site Improvements	Quantity	Unit	Cost / Unit	Cost	Subtotals
Asphalt Paving					

4" AC Pavement	5,860	sf \$	3.50	\$ 20,510.00	Signature Paving
2" AC Pavement at multi use paths					
Site Paving					
4" Concrete Pavement	600	sf \$	12.00	\$ 7,200.00	KNCC Allowance
Curbs & Gutters					
12" Curb	200	lf \$	19.00	\$ 3,800.00	KNCC Allowance
Mountable curb at approaches		lf \$	30.00	\$ -	
Paving Specialties					
Parking Stall Striping	1	ls \$	1,900.00	\$ 1,900.00	Signature Paving
ADA/Traffic Signage		ea \$	1,250.00	\$ -	
ADA Symbol		ea \$	250.00	\$ -	
Carpool Symbol/Signage		ea \$	16,000.00	\$ -	
<b>Division 32 Site Improvements Sub-Total</b>				\$ 33,410	
		7.43% \$	- /sf		

**Sub-Totals**

1.5% Green Energy requirement

Direct Construction Cost	\$ 449,613	\$ -	
Index To Construction Start	0.00% \$ -	\$ -	
Design/Estimating Contingency	5% \$ 22,481	\$ -	
Contractors Contingency	5% \$ 23,605	\$ -	
Builders Risk Insurance (Excluded)			
General Liability Insurance	0.80% \$ 3,966	\$ -	
Performance & Payment Bond	1% \$ 4,997	\$ -	
General Contractor Fee	2.95% \$ 14,887	\$ -	
Preconstruction Services	\$ -		
Building Area	- /sf	\$ 519,548	\$ - /sf
Affected Site Area	<b>54,345</b> /sf		
Landscape Area	<b>15,000</b> /sf		



# TVFR Station 35 Temporary Station

## EWA #2 BUDGET ESTIMATE

**February 14, 2025**

*Budget Estimate Assumptions and Clarifications*

## **Temporary Station Budget Estimate Assumptions and Clarifications**

The following narrative provides additional clarifying information regarding the assumptions KNCC has used in the formation of the budget estimate. This narrative is broken down by CSI division in a similar format to the estimate.

### **General Notes**

1. This budget estimate is based on the TVFR Station #35 Temporary Station Documents, dated 02/14/2025 by Soderstrom Architects, Civil drawings dated 02/14/2025 from AKS.
2. KNCC is carrying a Design and Estimating contingency of 5%. This is based on knowledge attained during preconstruction meetings and coordination between KNCC, Soderstrom, and their consultants.
3. This budget estimate excludes a Builders Risk Policy at this time. KNCC 's General Liability Policy includes Installation Floater for work under \$750,000.
4. Escalation (price index increase) has not been included for this portion of work for the Temporary Station. This work is assumed to be taking place in the near future and escalation should not be a factor.
5. This budget does not include any demo of existing items from the existing Station 35 for re-use in Temp. App. Bay or Temp. Dorm Building.
6. We have included an allowance of \$4,400 for KNCC to install Owner supplied items.
7. Removal or decommissioning of any systems associated with new Dorm Bldg. or Temp. App. Bay has not been included. This is to be included in future GMP.
8. General building permits and jurisdictional/SDC fees, are to be paid by Owner.

### **Division 01 - General Conditions & General Requirements**

9. KNCC has assumed general conditions as required for a build compatible with the scope as indicated in the drawings.
10. Costs for bid advertisements have been included for this EWA and the new Fire Station #35 CD bid documents.
11. Costs for Procore construction software have been added to the General Conditions.
12. We have included General Conditions (GC's) and General Requirements (GR's) for the duration of the Temp Station project schedule anticipated to be 8 weeks.

### **Division 02 - Existing Conditions**

13. KNCC has included all exterior site demo as shown in the drawings.

14. Removal of existing trees is not included but has been previously included with Early Work Amendment #1.
15. Including a temporary fence to contain work in the area per the drawings, we do not anticipate encumbering the access for inbound return of the fire apparatus.

#### **Division 03 - Concrete**

16. Concrete work is limited to the yet to be designed footings and/or CMU block pier systems for the Temp. Dorm Bldg. KNCC is carrying an allowance of \$15,000.
17. Foundations for ramp and stairs to be premanufactured concrete block footings, not cast-in-place footings.

#### **Division 04 - Masonry**

18. Not used – No scope

#### **Division 05 - Steel**

19. KNCC has included a cost to install Owner supplied Temp. App. Bay structure. This includes 240-man hours as an allowance for labor and materials to erect the Temp App Bay once final selection and procurement has occurred.

#### **Division 06 - Wood, Plastics and Composites**

20. We have included all wood stairs, ramps, and canopies per the drawings.
21. Includes all exterior wood hand rails as required for stairs and ramp.
22. We have included a \$7,500 allowance for an apron of materials yet to be determined around the perimeter of the Dorm Bldg.

#### **Division 07 - Thermal & Moisture**

23. We have included an allowance for a stick-pin R19 insulation system for the interior of the App Bay, the R value and material type is yet to be designed and specified.
24. We have included a gutter and downspout for the App. Bay (both sides) and the Temp Dorm Bldg.
25. We have included all sealants and caulking required for the Temp. App. Bay and Temp. Dorm Bldg.

#### **Division 08 - Openings**

26. We have included an insulated 12x12 Thermiser coiling door in the App. Bay.
27. App. Bay man door, frame, and hardware is assumed to be included with OFCI App. Bay.

#### **Division 09 – Finishes**

28. Not Used – No Scope

#### **Division 10 – Specialties**

29. Includes an allowance for installing Owner supplied items for Temp. App. Bay and Dorm Bldg.

#### **Division 11 – Equipment**

30. Provide and install a new refrigerator, dishwasher, washer, dryer, and microwave for the Temp Dorm Building.

#### **Division 12 - Furnishings**

31. Not used – No scope.

#### **Division 13 – Special Construction**

32. Not used – No scope.

#### **Division 14 – Conveying**

33. Not used – No scope.

#### **Division 21 – Fire Suppression**

34. Not used – No scope.

#### **Division 22 – Plumbing**

35. Water connection allowance included for Temp. Dorm Bldg.

#### **Division 23 – HVAC**

36. Includes an allowance for an exhaust fan, air intake louver, and an electric radiant heater for the Temp app bay. Units are not specified at this time.

#### **Division 26 – Electrical**

37. Includes site electrical demo and new temporary services for the App Bay and the Dorm Bldg. as required.

38. Stitching temporary Dorm Building together as required electric connections.

39. Light fixtures included for the Temp. App. Bay, specifications required for type and quantity, we have included an allowance for (7) new fixtures. Includes new exterior fixtures at the Dorm Building as required for egress.

40. Includes a \$15,000 allowance for reuse and relocation of existing station generator and propane tank to near new structures. Includes reusing TVF&R transfer switch or Owner furnished alternative switch and powering Dorm Building and App Bay with emergency power. All systems and logistics still need to be designed and specified by Soderstrom and Interface.

41. PA and tap out system included, for pathway only, assumes TVF&R furnish and install tap out system.

42. All rough-in for Owner supplied security system, voice, and data.

## **Division 28 – Electronic Safety & Security**

43. Not used – No scope.

## **Division 31 – Earthwork**

44. Provide finish grade for all new finishes including at building areas.
45. Includes demo of existing hardscapes and landscaping and haul-off of all debris to an approved facility.
46. Demo and re-grade existing site to accommodate new building and site finishes.
47. Erosion control and concrete washout facility as required.
48. Temp. fencing and maintenance as required to secure site during construction.
49. Excavation and backfill for all new footings and slab per drawings. Includes subgrade prep and rock for slabs/footing depths.

## **Division 32 – Site Improvements**

50. Provide all erosion control as required and provide a perimeter fence to keep the general public out of the work area and parking area.
51. It is assumed that KNCC can use the parking lot adjacent as a laydown and staging area and use the alley way as a source of access for work and deliverables. Includes demo and replacement of all landscaping and irrigation.
52. New 4" asphalt paving over 12" rock section under app bay and parking areas as per drawings, dorm building will have level crushed rock as required for building placement.
53. New concrete curb or asphalt curb as required for access and delineation of surfaces.
54. Striping and symbols, signs as required for ADA parking and egress.

## **Division 33 – Utilities**

55. New utilities per AKS drawings, including new water, and storm piping as required.
56. We have assumed a new 6" storm and a domestic water supply to the temp dorm building.

## AGENDA ITEM

### Tualatin Valley Fire & Rescue Tigard, Oregon

SUBJECT:	Station 35 Utility Relocation	FOR AGENDA OF:	April 22, 2025
		APPROVED FOR AGENDA:	Fire Chief Deric Weiss
		DEPARTMENT OF ORIGIN:	Logistics
PROCEEDING:	Discussion and Approval	DATE SUBMITTED:	April 14, 2025
EXHIBITS:	Capstone PR99 Proposal Exiting Condition Survey Updated Station 35 Site Plan	CLEARANCES:	Fire Chiefs Office

#### BUDGET IMPACT

EXPENDITURE REQUIRED: \$185,518.91	AMOUNT BUDGETED: \$185,518.91	APPROPRIATION REQUIRED: \$0.00
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#### BACKGROUND:

The District is currently in the process of rebuilding Station 35 in King City. The Land Use Application for Station 35 was officially approved on March 4, 2025. To ensure that emergency services remain uninterrupted during the construction of Station 35, a temporary station will be set up on the southeast corner of the property. The final phase for the southeast corner will be the stormwater detention area required by code.

AT&T leases land for a cell tower and cell equipment building on Station 35 grounds. According to the existing condition survey, there are six large trees and AT&T fiber lines located beneath these trees. Preparing the land for the temporary station will require the removal of these trees, which will likely disrupt the fiber lines and power to the cell tower.

Capstone Solutions, who is the contracted vendor for AT&T, will handle the relocation of the fiber and power lines. The scope of work includes full restoration of the AT&T compound.

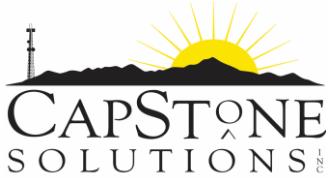
Per AT&T lease agreement, FA NO: 10094115, the District will finance the cost of relocating the fiber lines.

#### RECOMMENDED ACTION:

Staff recommends approval of \$185,518.91 to allow Capstone Solutions to complete the work needed to relocate AT&T fiber and power line. Payment for the work will be issued directly to AT&T per the lease agreement.

#### PROPOSED MOTION:

*"I move to authorize the Fire Chief or his designee to execute the necessary contract documents with AT&T as recommended and upon approval of the District's legal counsel".*



**PR99**

CapStone Solutions Inc.  
15929 NE Cameron Blvd  
Portland, OR 97230

March 21, 2025

Dear Patrick Harrell,

Capstone Solutions Inc. is pleased to provide the following pricing for the below referenced project. All labor, materials, and permits are included as per the drawings and/or scope of work. All work shall comply with the National Electrical Code as applicable. This proposal is valid for 30 days from the above date. Work is to be performed during normal daytime working hours. Prior coordination with the utility company, access to the site, and notification of on-site tenants will need to be accomplished prior to the start of work.

SITE INFORMATION			
Job Name	PR99	Customer	Ericcson
Customer Contact	Patrick Harrell	SPOC	Chris Black

PROJECT OVERVIEW	
INCLUSIONS	EXCLUSIONS
<ul style="list-style-type: none"><li>- Installation of (P) WIC to include foundation, grounding, conduits, ect</li><li>- Provide and Install (6) 4" Steel bollards per design</li><li>- Provide and Install new (P) (2) 4" PVC w/ 1-1/4" HDPE Inner Duct Fiber pathway. ~245'+/-</li><li>- Install (P) Ice Bridge and (N) Feedlines as nessecary.</li><li>- Provide and Install (N) Fencing around WIC</li><li>- Install (2) 3" power conduits w/vaults approx. 220' from PGE pole to 1730 outside of AT&amp;T Lease Area</li><li>- Provide and Install (1) 36" x 36" Hoffman for Dark Fiber</li><li>- Full restoration of AT&amp;T compound.</li></ul>	<ul style="list-style-type: none"><li>- Demo of Shelter and Existing Pad (Performed by others)</li><li>- Additional scope outside of those detailed at the job walk</li><li>- Delays outside of Capstone's control</li><li>- Extension of power beyond the immediate vicinity of (E) Meter, including Line Extension Fee's</li><li>- Temp "on air" solutions while transfer is in progress</li><li>- Asphalt restoration performed by others</li></ul>

BID SUMMARY		
Labor	\$	145,807.34
Materials	\$	28,390.38
Equipment	\$	4,830.00
Rentals	\$	3,241.20
Storage	\$	-
Permits/Licenses	\$	650.00
Inspections	\$	2,600.00
<b>TOTAL</b>	<b>\$</b>	<b>185,518.91</b>

Submitted By:

*Chris Black*  
Capstone Solutions Inc.





## AGENDA ITEM

### Tualatin Valley Fire & Rescue Tigard, Oregon

SUBJECT:	Training Center Design and Preconstruction Proposal	FOR AGENDA OF:	April 22, 2025
		APPROVED FOR AGENDA:	Fire Chief Deric Weiss
		DEPARTMENT OF ORIGIN:	Fire Chief's Office
PROCEEDING:	Discussion and Approval	DATE SUBMITTED:	April 15, 2025
EXHIBITS:	Perlo Construction Design and Pre-Construction Services Proposal	CLEARANCES:	Fire Chief's Office

#### BUDGET IMPACT

EXPENDITURE REQUIRED: \$1,060,941.00	AMOUNT BUDGETED: \$1,060,941.00	APPROPRIATION REQUIRED: \$ -
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#### BACKGROUND:

The District plans to construct a new administration facility at the Training Center, to replace and upgrade the thirty year old existing facility, which supports the training division needs for conducting recruit academies and continued training and development of all line staff.

On August 30, 2024, Tualatin Valley Fire & Rescue posted a legal notice to request for its Local Contract Review Board (LCRB) to authorize an exemption from the competitive bidding requirements of ORS 279C.335 to utilize a Design-Build best value/performance based alternative contracting method to award a public improvement contract for the Training Center Administration Facility.

On August 30, 2024, Tualatin Valley Fire & Rescue posted a legal notification of RFP 24-09 Design-Build: Training Center Administration Facility. On September 24, 2024, the LCRB adopted resolution 2024-07 which authorized the use of the Design-Build contracting method.

Proposals were opened on October 1, 2024, and five (5) proposals were received: Bremik Construction, Inline Commercial Construction, KNCC, P&C Construction, and Perlo Construction. Each proposal was evaluated in Phase I Evaluations and the top three (3) scorers moved into secondary evaluations. A notice of Intent to Short List was issued on October 21, 2024, to all proposers indicating that TVF&R would be conducting secondary evaluations with Bremik Construction, KNCC Soderstrom, and Perlo Construction. Phase II Evaluations were conducted, and Perlo Construction was determined to be the successful proposer. On November 15, 2024, a Notice of Intent to Award was issued. following a seven (7) day protest period in which no protests were received.

The design and pre-construction services proposal includes Livermore Architecture & Engineering, Inc. working directly with Perlo Construction, and covers predesign through permitting, which is intended to achieve a finalized design and construction schematic and to develop a Guaranteed Maximum Price for the construction services necessary.

**RECOMMENDED ACTION:**

Staff recommends approval to authorize Perlo Construction to proceed with the design and pre-construction services proposal for the Training Center Administration Facility for a total cost of \$1,060,941.

**PROPOSED MOTION:**

*I move to authorize the Fire Chief or designee to execute a contract with Perlo Construction as recommended and upon approval by the District's legal counsel.*

11450 SW Amu Street  
Tualatin, OR 97062  
P: 503.624.2090  
F: 503.926.9391  
perlo.biz



March 5, 2025

Tualatin Valley Fire & Rescue  
11945 SW 70<sup>th</sup> Ave  
Tigard, OR 97223

Re: Training Center Administration Facility – Design & Pre-Construction Services Proposal  
Notice to Proceed Authorization

This letter shall serve as authorization to proceed with design and pre-construction services for the Tualatin Valley Fire and Rescue Training Center Administration Facility for the project located at 12400 SW Tonquin Rd, Sherwood, OR. The proposed project is for a new administration building, approximately 20,000 sf and four stories tall on the Northwest corner of the site. We anticipate design, permitting and budgeting services will take approximately ten (10) months. It is understood that this letter serves as a bridge to both parties' ultimate intention of executing an AIA Agreement Between Owner and Design-Builder.

Deliverables associated with these services will include the following:

- Preliminary Design/Civil Feasibility
- Survey
- Temporary Land Use / Building Permit
- Schematic Design & Design Review Submittal
- Design Development & Construction Documents
- Building Permit Process
- Structural & Constructability Review
- Construction Budgeting
  - o Initial Budget at completion of Preliminary Design Phase
  - o Budget Update at completion of Schematic Design & Design Development Phase

The cost of this work will be \$1,060,941 and will be billed monthly. A breakdown is as follows:

- Architectural Design / Civil Engineering / Structural Engineering / MEP*	\$ 941,770.00
- Perlo Construction Pre-Construction Services	31,483.00
- Perlo Fee (7.50%)	72,994.00
- Perlo General Liability (0.95%)	9,939.00
- Metro Tax (0.05%)	528.00
- CAT Tax (0.40%)	<u>4,227.00</u>
<b>TOTAL</b>	<b>\$ 1,060,941.00</b>

It is understood that this estimate is neither a minimum nor a maximum, but simply an estimate of the services that we anticipate will be required for the proposed scope of work.

We have included an **Allowance of \$277,750** for the Civil Design, to be reconciled upon completion of a Civil Feasibility Study.

We look forward to executing an AIA Contract in the coming weeks, however if for any reason, Tualatin Valley Fire & Rescue decides to terminate this agreement prior to completion of services, Tualatin Valley Fire & Rescue agrees to reimburse Perlo Construction for all costs incurred to date.

Again, we appreciate the opportunity to work together on your project.

**\*See attached proposal from Livermore Architecture & Engineering**

Sincerely,

PERLO CONSTRUCTION

A handwritten signature in black ink, appearing to read "Erich Schmidt".

ERICH SCHMIDT  
SENIOR PROJECT MANAGER

**Authorization to Proceed:**

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Tualatin Valley Fire & Rescue

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Date

# Proposal for Design Services

March 03, 2025

Perlo Construction  
Attn: Erich Schmidt  
11450 SW Amu Street  
Tualatin, OR 97062

Project Name: TVF&R Training Facility Admin New Building  
Project Number: 224064.00

Erich:

Thank you for the opportunity to provide a proposal for design services for the Tualatin Valley Fire and Rescue (TVF&R) Facility New Administration building. See the phases listed below for our proposed scope of work and associated fees. This proposal covers Predesign through Permitting.

## PROJECT DESCRIPTION

The project is located at the existing TVF&R training facility at 12400 SW Tonquin Rd, Sherwood, Oregon on a lot approximately 18.5 acres in size. The proposed project is for a new administration building located in the Northwest corner of the site. The new building is approximately 20,000 sf and four stories tall. The building will include an entry/ reception area, classrooms for training new fire fighter recruits, offices for administration staff and a large auditorium and support functions. There will also be an engine bay with a simulation lab for training recruits, turnout lockers, restrooms, showers, laundry room and fitness room. The fourth floor of the building will be used for future expansion. The site around the new building will include improvements to the parking lot, landscaping and the removal of the Whyte shop building. The site work will include upgrading domestic and fire water systems, sanitary and stormwater systems, extent of these upgrades will be determined after the initial site evaluation phase.

## PROJECT TEAM

We propose the following design team as part of this contract:

Architect and Structural Engineer: **Livermore Architecture & Engineering**, Portland, OR

Mechanical, Electrical, and Plumbing Engineer: **MKE**, Portland, OR

Civil Engineer/ Survey: **AKS**, Tualatin, OR

Interior Designer: **Studio Garrison**, OR

## SCOPE OF WORK

### Preliminary Design/ Civil Feasibility

In this phase we will interview the owner and staff and use the owner's draft program document to develop programming requirements for the building. The program requirements will be summarized in a Basis of Design document. Using this information, we will develop a preliminary layout. LAE will work with AKS to do preliminary evaluation of site systems including Sanitary, Storm and Water systems on site. AKS will prepare calculations for domestic water demands, review well pump data and water quality data. AKS will evaluate sanitary service, including reviewing Washington County Septic Systems records and subcontract with a sanitarian to complete any necessary field investigation and develop alternatives for expansion.

During this phase we have allocated time for weekly meetings with the owner and contractor.

Deliverables:

- Architectural and Structural Programming
- Architectural Programming Diagrams/ Basis of Design Document
- Zoning Code Summary
- Sanitary Evaluation
- Stormwater Evaluation
- Water System Evaluation
- Concept Plan for domestic water systems including pumps, storage, treatment and distribution.
- Concept Plan for fire protection water systems including pumps, storage, and distribution piping.

Drawings:

- Cover Sheet
- Concept Site Plans
- Concept Floor Plans

Architecture/ Structural Labor	\$35,800.00
Civil Labor	\$52,250.00
Reimbursable Expenses	\$500.00
Pre-Design/ Civil Feasibility Study Professional Fee	\$88,550.00

### Topographic Survey

LAE will work with AKS to survey the project area (extents of survey area is included in the Exhibit A). In this phase AKS will do as-built research, review the title report and map any easements found in the title report. Public and private utilities will be located. Field surveying will include marked public and private utilities, obtain invert data and storm and sanitary structures, hard surfaces, trees, buildings, fences, walls, significant landscaping and natural ground and break lines for 1-foot contours.

Civil Labor	\$41,250.00
Reimbursable Expenses	\$4200.00
Topographic Survey Professional Fee	\$45,450.00

### Schematic Design & Design Review Submittal

Following approval of the preliminary design, LAE will create schematic drawings for the project. The drawings will be developed using CAD or BIM software for accuracy. The design will be reviewed against applicable zoning and building code requirements.

During this phase, LAE will assist AKS to develop a design review application package for the new building; The Washington County requires design review for new construction. LAE will coordinate with AKS, sub-consultants and the owner to prepare and submit the design review package and respond to comments.

During this phase we have allocated time for weekly meetings with the owner and contractor.

Deliverables:

- Site Plan
- Code Review Plans (Levels 1-4)
- Floor Plans (Levels 1-4)
- Elevations
- Building Section
- Material Board
- Exterior rendering
- Civil Engineering Drawings
- Landscape Drawings
- Design Review Application Materials
- Interior Drawings
- Land Use Application

Architecture/ Structural Labor	\$67,140.00
<b><i>Civil/ Landscape Labor (Allowance)</i></b>	<b>\$69,437.50</b>
MEP Labor	\$12,220.00
Interior Design Labor	\$29,000.00
Reimbursable Expenses	\$500.00
<hr/> Schematic Design Professional Fee	<hr/> \$178,297.50

## Design Development Documents

Livermore Architecture & Engineering will develop design drawings based on the approved schematic design drawings. During this phase, we will develop plans, sections, schedules and details, conduct product research, and evaluate the design against applicable codes. We will hold regular coordination meetings with our internal staff and consultants to ensure that each part of the design is consistent with the design intent. We will develop outline specifications for the project to define expectations for product selection.

During this phase we have allocated time for weekly meetings with the owner and contractor.

Deliverables:

- Title Sheet
- Site Plan
- Floor Plans (Levels 1-4)
- Roof Plan
- Code Review Plans (Levels 1-4)
- Accessibility Details
- Elevations
- Building Sections
- Wall Sections
- Wall Type Schedule and Details
- Door Schedule and Details
- Window Schedule and Details
- Toilet Room Plans & Details
- Ceiling Plans (Levels 1-4)
- Structural General Notes
- Structural Foundation Plan
- Structural Framing Plans
- Structural Details
- Mechanical Plans, Schedules, and Details
- Plumbing Plans, Schedules, and Details
- Electrical Plans, Schedules, and Details
- Civil Engineering Drawings
- Landscape Drawings
- Interiors Design Drawings
- Outline Specifications
- Structural Calculations

Architecture/ Structural Labor	\$110,340.00
<b><i>Civil/ Landscape Labor (allowance)</i></b>	<b>\$69,437.50</b>
MEP Labor	\$28,820.00
Interior Architecture	\$33,000.00
Reimbursable Expenses	\$500.00
Design Development Professional Fee	\$242,097.50

## Construction Documents

Livermore Architecture & Engineering will develop design drawings suitable for the permitting and construction of the project. The design drawings will be based on the approved design development drawings. During this phase, we will develop plans, sections, schedules and details, conduct product research, and evaluate the design against applicable codes. We will hold regular coordination meetings with our internal staff and consultants to ensure that each part of the design is consistent with the design intent. We will develop written specifications for the project to define expectations for construction quality and product selection.

During this phase we have allocated time for weekly meetings with the owner and contractor.

### Deliverables:

- Title Sheet
- Site Plan
- Code Review Plans (Levels 1-4)
- Accessibility Details
- Roof Plan
- Code Review Plans (Levels 1-4)
- Elevations
- Building Sections
- Wall Sections
- Wall Type Schedule and Details
- Door Schedule and Details
- Window Schedule and Details
- Toilet Room Plans & Details
- Ceiling Plans (Levels 1-4)
- Ceiling Details
- Exterior Details
- Interior Details
- Structural General Notes
- Structural Foundation Plan
- Structural Framing Plans (levels 1-4)
- Structural Details
- Mechanical Plans, Schedules, and Details
- Plumbing Plans, Schedules, and Details
- Electrical Plans, Schedules, and Details
- Civil Engineering Drawings
- Landscape Drawings
- Interiors Architecture Drawings
- FFE Drawings and Specifications
- Specifications
- Structural Calculations
- Comcheck Report

Architecture/ Structural Labor	\$156,600.00
<b><i>Civil Design labor (allowance)</i></b>	<b>\$138,875.00</b>
MEP Labor	\$38,500.00
Interior Design Labor	\$25,700.00
Reimbursable Expenses	\$2,000.00
Construction Documents Professional Fee	\$361,675.00

## Building Permit Process:

Livermore Architecture & Engineering will submit the drawings, specifications, and other documents to Washington County as part of a building permit application. We will monitor the review process and respond to plan check comments from the city.

Architecture/ Structural Labor	\$15,500.00
Civil Labor (Allowance)	\$5,000.00
MEP Labor	\$5,000.00
Reimbursable Expenses	\$200.00
<b>Building Permit Process Professional Fee</b>	<b>\$25,700.00</b>

**TOTAL BUDGET FOR PROFESSIONAL FEES:** **\$941,770.00**

**Owner Initials** \_\_\_\_\_

## Temporary Trailer Land Use/ Building Permit

LAE will work with AKS to develop the required documents for type 1 temporary land use application and Building Permit for the temporary trailers. AKS will prepare the land use narrative, site plan and applications required for the land use submittal. LAE will work with the trailer vendor to provide the required floor plans, code plans and documentation for temporary trailers.

### Drawings:

- Cover Sheet
- Site Plan
- Code Plan
- Floor Plan

Architecture	\$12,240.00
Civil Labor	\$13,750.00
Reimbursable Expenses	\$ 200.00
<b>Temporary Trailer Land Use Professional Fee</b>	<b>\$26,190.00</b>

**Owner Initials for Acceptance of Optional Services** \_\_\_\_\_

## FF&E (Optional):

Livermore Architecture & Engineering will work with Studio Garrison to provide FF&E design, specifications and drawings. This will include an FF&E package in the schematic design phase and design development phase.

<b>Labor</b>	<b>\$38,200.00</b>
<b>FF&amp;E Professional Fee</b>	<b>\$38,200.00</b>

**Owner Initials for Acceptance of Optional Services** \_\_\_\_\_

## ASSUMPTIONS:

- Design of the project is based on preliminary programming by **TVF&R** dated **12.23.2024**.
- Temporary use permits for the Whyte Building are not included.
- Fire Protection Engineering, if required, will be design-build by the contractor.
- Low-voltage system design, including data/voice, security, fire alarm, etc. is assumed to be design-build by the contractor.
- Structural engineering of supports, including seismic bracing, for ductwork, piping, mechanical equipment, conduit, and similar systems is by others, unless noted otherwise.
- Design of Solar Power Systems is by others.
- Design of Audio-Visual Systems is by others.
- LEED or other sustainable design certification is not being pursued.
- Deliverables will be distributed in electronic PDF format. Any printing costs associated with deliverables shall be paid by others.
- Services and materials required for the establishment of legal easements are by others.
- The owner will provide the following items which are required for LAE to prepare the design:
  - As-Built drawings of the existing building.
  - CAD drawings of the existing building.
  - A comprehensive geotechnical analysis of the development site, to include depth to groundwater, infiltration testing, and recommendations for vehicular pavement section and building foundations.
- It is assumed that no right of way improvements are required.
- Irrigation system will be a contractor design/build system.

The above fees are based on the Scope of Work listed above. Changed, additional or extra services are excluded from this Agreement, and shall only be performed upon the written agreement of **Perlo** and Livermore Architecture & Engineering, Inc.

This proposal is subject to Livermore Architecture & Engineering, Inc.'s Terms and Conditions, which is attached hereto and incorporated herein by this reference.

As to the liability of Livermore Architecture & Engineering, Inc., if any, arising out of the services performed or agreed to hereunder, Owner and Livermore Architecture & Engineering, Inc. agree that the entire joint, several and individual liability of Livermore Architecture & Engineering, Inc., its officers, agents, representatives and employees, irrespective of the number of claims or theory of recovery (including but not limited to indemnity, breach of contract or warranty, negligence, misrepresentation or strict liability), shall in no event exceed the actual proceeds of insurance coverage, if any, provided by Livermore Architecture & Engineering, Inc.'s professional liability insurance policy.

If this proposal is satisfactory, please sign below and return one copy to us as authorization for us to proceed. Please do not hesitate to call should you have any questions. Sincerely,

LIVERMORE ARCHITECTURE & ENGINEERING, INC.

Geoff Grummon-Beale, RA  
Principal Architect



Accepted:

---

Signature

Date

Title

## Terms and Conditions

1. Unless specifically stated otherwise, Livermore Architecture & Engineering, Inc.'s Scope of Services do not include, without limitation, the following:

- Field verification of existing conditions
- Soils investigation
- Land survey, topography, tree survey or metes and bounds description
- Sensitive Lands permit requirements
- Construction materials testing
- Modifications required during construction due to unforeseen circumstances beyond Livermore Architecture & Engineering, Inc.'s control
- Fast-track construction
- Building Permit fees, Design Review fees, or any other fees paid to public bodies having jurisdiction over the project
- Appeals, variances, public hearings
- Marketing materials
- Furniture, Fixtures, and Equipment (FFE) Selection
- Detailed construction cost estimating
- Special and Operational Permits
- As-Built drawings
- Improvement to public right of way
- Permitting of existing unpermitted work

Any work performed beyond the scope of work set forth above shall be for additional fees. Reimbursable costs are in addition to the Contract Sum. Reimbursable costs will be billed at cost plus 10%.

2. All documents, including but not limited to electronic documents, prepared under this contract are for use only with project and may not be used for any other purpose without the express and written approval of Livermore Architecture & Engineering, Inc.. Livermore Architecture & Engineering, Inc. shall be considered the creator and Owner of all documentation for this project, and shall retain rights, including but not limited to copyrights. Livermore Architecture & Engineering, Inc. and the Owner shall retain the right to use representation of the design in its promotional materials, but shall not have the right to include information deemed in writing by Livermore Architecture & Engineering, Inc. or the Owner as confidential or proprietary. Livermore Architecture & Engineering, Inc. grants the Owner the right to reproduce the documents for the purpose of constructing or maintaining the project. Reproduction of electronic documents shall be subject to a written Agreement limiting the use of such documents. Termination of this Agreement, with or without cause, by the Owner prior to completion of the project shall end the Owner's right reproduction of the project documents, and all documents must be returned to Livermore Architecture & Engineering, Inc. within ten days.

3. If requested, Livermore Architecture & Engineering, Inc. will provide electronic documents in AutoCAD or Revit format in accordance with the following policy. During the design and construction of the project, Livermore Architecture & Engineering, Inc. will provide CAD bases such as floor plans, roof plans, ceiling plans, sections, and elevations to other designers and/or the Owner. The CAD bases will contain information on the physical construction elements of the design but will not include text notes, dimensions, keynotes, general notes, title blocks, or other annotations. Upon completion of the construction of the project and if requested, Livermore Architecture & Engineering, Inc. will provide the Owner with the CAD sheet files. The sheet files will contain all design information except Livermore Architecture & Engineering, Inc.'s title block and logo. Livermore Architecture & Engineering, Inc. may provide CAD bases at our discretion to the Contractor upon receipt of a signed CAD release letter. Under no circumstances will CAD sheet files be provided to the Contractor.

4. Livermore Architecture & Engineering, Inc. reserves the right to amend this Agreement in the event of a change in the Owner's project budget following the Pre-Design phase.
5. The Owner and Livermore Architecture & Engineering, Inc. waive and release any and all claims against the other, and their respective officers agents, representatives and employees, for any indirect, special, reliance, incidental, consequential or exemplary damages, arising out of or in connection with performance of services under this Agreement, whether in any action based on contract (including breach, misrepresentation or warranty), delay, negligence (active or passive), strict tort liability or otherwise.
6. Livermore Architecture & Engineering, Inc. will bill monthly on a percent complete basis. Payment is due upon receipt by Owner. Interest will begin to accrue 30 days after date of bill. Interest shall accrue on the unpaid balance at the rate of 1.5% per month.

## PROFESSIONAL FEES

Structural Principal	\$180.00
Principal	\$160.00
Structural Engineer	\$140.00
Senior Project Manager	\$140.00
Project Manager	\$130.00
Structural Designer	\$130.00
Architectural Associate	\$105.00
Clerical	\$100.00

## REIMBURSABLE EXPENSES

Plots – 24x36	\$8.00 each
Plots – 11x17	\$3.00 each
Photo Copies	\$.10 each
Mileage	\$.70 per mile
Plots, Out-of-House	Cost plus 10%
Miscellaneous Expenses	Cost plus 10%

Shown above are the hourly rates for the various employees and reimbursable costs to Livermore Architecture & Engineering, Inc.. Billing rates are subject to change January 1, 2026. Livermore Architecture & Engineering, Inc. reserves the right to change its professional service fee schedule upon thirty (30) day written notice to the client. The above stated fees and costs are valid for sixty (60) days from the date of this proposal. We reserve the right to add a fee to restart a project in which the design is interrupted for sixty (60) days.

7. In the event Livermore Architecture & Engineering, Inc. places Owner's account with an attorney or agency for collection, Owner agrees to pay all costs of collection, including attorneys' fees and costs, whether or not any suit, action or arbitration is filed or commenced. In the event of any such suit, action or arbitration, the prevailing party shall be entitled to recover the costs thereof, including reasonable attorneys fees, incurred at any stage of the proceedings, including on appeal.
8. Owner shall not offset, withhold or deduct any amounts for claims, losses or damages arising from Livermore Architecture & Engineering, Inc.'s services, from payments due Livermore Architecture & Engineering, Inc. for services performed, unless and until such time as Livermore Architecture & Engineering, Inc. has been judged legally liable for such claim, loss or damage by a court or arbitrator of competent jurisdiction.

(1) 9. Livermore Architecture & Engineering, Inc. reserves the right to suspend services and/or terminate this agreement for any reason.

In the event of early termination, Livermore Architecture & Engineering, Inc. shall be held harmless for any and all claims arising out of the project. The drawings, specifications and other documents prepared by Livermore Architecture & Engineering, Inc. cannot be used in the completion of the project or for any other purposes without Livermore Architecture & Engineering, Inc.'s express written consent.

(1) 10. Livermore Architecture & Engineering, Inc. is entitled to compensation for additional services other than stated in this Agreement in the event of the discovery of unforeseeable site conditions or government requirements, which are different from conditions ordinarily expected.

---

Client Signature

Date

**(1) Pending District proposed modifications**

## AGENDA ITEM

### Tualatin Valley Fire & Rescue Tigard, Oregon

SUBJECT: Ordinance 2025-01 To Adopt the 2025-26 Master Fee Schedule FOR AGENDA OF: April 22, 2025  
APPROVED FOR AGENDA: Fire Chief Deric Weiss  
DEPARTMENT OF ORIGIN: Finance

PROCEEDING: First Reading and Discussion DATE SUBMITTED: April 15, 2025

EXHIBITS: Ordinance 2025-01, Master Fee Schedule CLEARANCES: Fire Chief's Office

#### BUDGET IMPACT

EXPENDITURE REQUIRED: \$0	AMOUNT BUDGETED: \$0	APPROPRIATION REQUIRED: \$0
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#### BACKGROUND:

Tualatin Valley Fire and Rescue desires to present all fees that reasonably could be charged to the public in one consolidated document. This approval will authorize the District to recover certain fees for services in compliance with Oregon Law.

Adopting Ordinance 2025-01 will repeal Ordinance 2024-01 which was adopted on May 28, 2024.

#### RECOMMENDED ACTION:

Approval of first reading proposed by staff.

#### PROPOSED MOTION:

*"I move to approve the first reading of Ordinance 2025-01 to Adopt the Master Fee Schedule for 2025-26 by title only."*

# Tualatin Valley Fire & Rescue



## Master Fee Schedule Effective July 1, 2025



Tualatin Valley Fire & Rescue is a multi-service district committed to creating safer communities through education, prevention, preparedness and emergency response. Emergency services include fire suppression, emergency medical services, water rescue, and heavy and high-angle rescue.

This Master Fee Schedule consolidates all District fees adopted by the Board of Directors through an ordinance for the various services the District provides. The schedule is updated annually and is available online at [www.tvfr.com](http://www.tvfr.com).

Effective date: July 1, 2025

Ordinance 2025-XX adopting the Master Fee Schedule (Adopted: MM/DD/2025).

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## ADMINISTRATION

### PUBLIC RECORDS REQUESTS

The District recognizes that records created, prepared, owned, used, and maintained by the District are the property of the public and shall fully comply with Oregon Public Records Law. Oregon Revised Statute 192.324 describes public access to copies or inspection of public records and authorizes a public body to establish fees to reimburse for the actual cost in making public records available.

Public records may be requested by visiting: <https://www.tvfr.com/133/Public-Records>

**Fee Estimates.** Public records requests will be acknowledged by a District representative within 5 days of the request. A written fee estimate in accordance with the District's established fee schedule will be provided. Estimates over \$25 must be authorized by the requester prior to the District proceeding with records request fulfillment.

The District will collect the estimated payment in advance of records preparation. If actual costs exceed the estimated amount, the District will seek approval for the new estimate and request payment of the additional amount upon release of the records. If costs are less than the estimated amount, the requester will only be charged for the actual costs incurred by the District and the additional amount will be reimbursed to the requester.

**Fee Variance and Waiver.** The District may authorize a fee reduction or waiver when providing records would be of benefit to the general public, or when the requester is seeking records for an emergency incident in which they were affected. The requester must identify how the information will be of public benefit.

**Fee Schedule.** The District will only apply fees for the actual costs incurred by the District to compile, summarize, and tailor responses to requests.

1. Level 1 Request	Free-of-charge
Requested records are immediately accessible and will be provided electronically, the request requires less than 30 minutes of staff time or resources to make the records available.	
2. Level 2 Request	\$15.00 / hour
The request is generally complex and involves managerial support, retrieval of archived hard-copy records, and/or more than 30 minutes to compile, summarize, or tailor the response. Fees are pro-rated to the half hour.	
3. Level 3 Request	\$30.00 / hour
The request requires chief, deputy/assistant chief, or attorney review. [Note: The District may charge for attorney time spent reviewing records for redaction and exemptions but will not charge	

## ADMINISTRATION, CONTINUED

for attorney time to determine the applicability of public records law for a requested set of records. Attorney time to review records will be included in the fee estimate. Attorney time is billed at the current attorney rate and is in addition to the \$30.00/hour for District staff time.] Fees are pro-rated to the half hour.

### 4. Additional Fees

a. Black and white copies (11 x 17 or smaller)	\$0.25 / side
b. Color copies (11 x 17 or smaller)	\$0.50 / side
c. Non-standard copies (enlargements, etc.)	Actual cost
d. Flash Drive	\$10.00 each
e. Video or Audio Recording	\$5.00 each
f. Postage and Mailing Supplies	Actual cost

## SUBPOENA AND WITNESS FEES

The District may seek compensation of the cost to produce records and/or witnesses for legal proceedings when it is determined that doing so is in the public interest. All fees will be applied in accordance with the Oregon Rules of Civil Procedure and Oregon Revised Statute 44.415.

## MISCELLANEOUS

1. Annual Documents (Fees for printed versions available for pick-up; full version available online)			
a. Annual Budget Document	\$ 50.00	Available online	
b. Annual Audit Report (ACFR)	\$ 25.00	Available online	
c. Popular Annual Financial Report (PAFR)	No charge	Available online	
2. Other			
a. Non-Sufficient Funds (NSF)	\$ 25.00		

## FIRE AND LIFE SAFETY

### DELINQUENT REINSPECTION FEES

Effective October 1, 2019, a cost-based fee shall be imposed when more than two fire code reinspection's are necessary to ensure that fire code violations have been adequately abated.

1. Delinquent Reinspection Fee	\$260 per reinspection
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**Invoices.** The District shall address the invoices for fees to the tenant or registered property owner or agent of a building where the violation exists. The Fire Chief, or designee, shall be responsible for determining the responsible party for each invoice.

**Collection Procedures.** Fees will be invoiced within 60 days after the conclusion of the reinspection. Payment is due within 60 days from date of receipt. If payment is not made within 60 days, the invoice shall be considered delinquent and the District may proceed with collections. The District may also pursue recovery of attorney's fees and costs as permitted by statute.

**Appeals.** To file an appeal of a fee assessed under this section of the Fee Schedule, the appellant must provide a written statement to the Fire Chief within 15 days of receipt of the fee invoice. The appeal must clearly state why the fee should not be applied to the appellant. The Fire Chief or designee will issue a written decision within 30 days.

**Waiver.** The Fire Chief may, partially or fully waive fees assessed in compliance with this section of the Fee Schedule, at their sole discretion.

### FIRE & LIFE SAFETY PERMIT FEES

Effective October 1, 2019, a cost-based fee shall be imposed for issuance of a fire code permit for the following items requiring fire district approval. Such fees are due at time of application and are inclusive of plan review and inspection as applicable.

1. Cannabis Extraction Facility Approval	\$ 400.00
2. Exterior Flammable or Combustible Tank >1,000 gallons	\$240.00
3. Exterior LPG Tank Installation >2,000 gallons	\$240.00
4. Exterior Toxic, Pyrophoric or Corrosive Gas Installation	\$80/Hour

**Waiver.** The Fire Chief may partially or fully waive fees assessed in compliance with this section of the Fee Schedule, at their sole discretion.

## FIRE AND LIFE SAFETY, CONTINUED

### FIREWORKS

State law requires that the fire district approve all permits for the retail sales of fireworks within TVF&R boundaries. For more information visit <https://www.tvfr.com/129/Fire-Marshals-Office>.

#### 1. Application fee

Fireworks retail sales application fee	\$ 50.00
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### MOBILE EMERGENCY RESPONDER RADIO COVERAGE (MERRC)

The MERRC Fund is an alternative to Oregon Fire Code Section 510 requirements for fixed in-building emergency radio coverage systems in newly constructed buildings that lack minimum emergency responder radio signal strength.

The following fee schedule provides funding to purchase, install and maintain fleet-wide mobile radio coverage improvements. The total square footage of the building area is used to determine the total fee. For more information visit <https://www.tvfr.com/129/Fire-Marshals-Office>

#### 1. MERRC fee

a. 0 to 50,000 sq. ft.	\$ 0.50 per sq. ft.
b. Additional sq. ft. from 50,001 to 100,000	\$ 0.30 per sq. ft.
c. Additional sq. ft. exceeding 100,000	\$ 0.10 per sq. ft.

## MEDICAL

## AMBULANCE SERVICES

Following are the Ambulance Rates for Yamhill County Ambulance Service Area #1:

## 1. Advanced Life Support

A0426	ALS	Non-Emergency Transport – Level 1	\$ 2,332.93
A0427	ALS	Emergency Transport – Level 1	\$ 2,332.93
A0433	ALS	Emergency Transport – Level 2	\$ 2,332.93

## 2. Basic Life Support

A0428	BLS	Non-Emergency Transport	\$ 2,332.93
A0429	BLS	Emergency Transport	\$ 2,332.93

## 3. Interfacility and Specialty Care

A0426,0427,0433	ALS	Hospital to Hospital Facility Transfer	\$ 2,916.16
A0428,0429	BLS	Hospital to Hospital Facility Transfer	\$ 2,916.16
A0434	ALS	Specialty Care Transport	\$ 2,916.16
A0426,0427,0433	ALS	Bariatric Transport	\$ 2,916.16
A0428,0429	BLS	Bariatric Transport	\$ 2,916.16

## 4. Mileage

A0425	ALS	Ground Mileage	\$ 30.61
A0425	BLS	Ground Mileage (Emergency)	\$ 30.61
A0425	BLS	Ground Mileage (Non-Emergency)	\$ 30.61
A0425	BLS	Ground Mileage (Inter-Facility)	\$ 30.61

## 5. Other Services

A0420	---	Waiting Time per ½ hour	\$137.05
A0424	---	Extra Tech	\$ 479.70
---	---	Sit-Up	\$ 459.29
---	---	Aid Call	\$ 656.14

The District offers membership programs within the Yamhill County Ambulance Service Area #1 (see FireMed on page 8) to assist with out-of-pocket costs for ambulance transport. Financial assistance is also available for hardship situations that are addressed on a case-by-case basis.

## MEDICAL, CONTINUED

### FIREMED (ONLY AVAILABLE FOR RESIDENTS IN THE YAMHILL COUNTY AMBULANCE SERVICE AREA #1)

The District currently serves the Yamhill County Ambulance Service Area #1 with the FireMed program, an ambulance membership program. FireMed Plus is an expanded program that includes Life Flight services. For more information please call 503-259-1125.

#### 1. Program Cost

- a. FireMed \$ 65.00 / year per family
- b. FireMed Plus \$ 140.00 / year per family

## INCIDENT COST RECOVERY

A cost-based fee may be imposed for response to incidents as identified in this section.

### EXTRATERRITORIAL (UNPROTECTED LANDS) RESPONSE

In accordance with ORS 478.310(1), a cost-based fee may be imposed when help is asked of the fire district to respond outside of the fire district in unprotected or inadequately protected territories where existing mutual aid agreements do not cover the type of response requested. This may apply to any type of emergency response requested including fire, EMS, rescue or other.

Responses outside of the fire district boundaries that are not required in existing mutual aid agreements, similar intergovernmental agreements, or contract agreements, are discretionary. The adoption of this fee schedule is not a contract to provide any service outside of district boundaries.

### UNCONTROLLED FIRE OR PUBLIC SAFETY INCIDENT ON UNPROTECTED LANDS

In accordance with ORS 476.280 and ORS 476.290, a cost-based fee may be imposed to respond to an uncontrolled fire burning on unprotected lands situated outside of the district which may cause undue jeopardy to life or property within the Fire District. Through adoption of this fee schedule, in accordance with ORS 476.280(1), the Board of Directors authorizes the Fire Chief or the Fire Chief's designee to determine if an uncontrolled fire on unprotected land is causing or may cause undue jeopardy to life or property to District residents or property without additional authorization. The fees under this scenario are imposed on the owner(s) of the property or properties involved in the fire or public safety incident as directed under ORS 476.290.

### AIRPLANE, FREEWAY, WATERWAY OR RAILROAD INCIDENT RESPONSE

In accordance with ORS 478.310(2), a cost-based fee may be imposed for responses to incidents involving an airplane or incidents on a freeway, roadway, waterway or railroad right of way against which no taxes or assessments for fire protection are levied by the district. Fees under this scenario will not be imposed on district residents involved in airplane, freeway, waterway or railroad incidents.

### SUPPRESSION OF UNLAWFUL FIRE

In accordance with ORS 478.965, a cost-based fee may be imposed when firefighting resources are required to respond and be used actively or on a standby basis in connection with the extinguishment or control of a fire that has been started or allowed to spread in willful violation of TVF&R outdoor burning rules, including high-fire danger burn bans. The person(s) determined by the District to be responsible therefore shall be liable for cost of apparatus or personnel necessary for controlling, extinguishing, or patrolling the fire.

### WILLFUL, MALICIOUS OR NEGLIGENT FIRES ON ODF PROTECTED LANDS

In accordance with ORS 477.068 and ORS 477.085, a cost-based fee may be imposed when firefighting resources are required to respond to a fire on Oregon Department of Forestry (ODF) protected land where the owner or operator was found by ODF to be willful, malicious or negligent in the origin or subsequent spread of the fire. Cost recovery in this scenario shall be requested through ODF.

## INCIDENT COST RECOVERY, CONTINUED

### HAZARDOUS MATERIAL INCIDENTS

In accordance with ORS 453.382, a cost-recovery fee may be imposed when the TVF&R Regional Hazardous Materials Team is dispatched to an incident involving a hazardous material or hazardous substance. TVF&R or the State Fire Marshal may recover costs from the person responsible for causing the incident for the cost of the response. The fee may also include cost of billing and collecting response costs, including but not limited to costs of administration, investigation, and legal services. The billing shall be on forms established by the State Fire Marshal for such purposes.

### INCIDENT COST RECOVERY PROCEDURES

**Incident Cost Recovery Methodology:** Fees are calculated based on the actual cost of providing the service or as allowed by statute. The district may use the Oregon Fire Service Mobilization Plan published by the Oregon State Fire Marshal to determine costs. Costs may include but are not limited to incident management teams, administrative and logistical support, and contracted expenses such as aircraft and earth moving equipment.

**Responsible Party.** The District shall be responsible for determining the responsible party for each invoice in accordance with this Fee Schedule, District policy and state law as applicable.

**Collection Procedures.** Fees will be invoiced within 60 days of the end of the incident or soon thereafter. Payment is due within 60 days from date of receipt. If payment is not made within 60 days, the invoice shall be considered delinquent, and the District may proceed with collections or other actions as allowed under state law. The District may also pursue recovery of attorney's fees and costs as permitted by statute.

**Appeals.** To file an appeal of a fee assessed under this section of the Fee Schedule, the appellant must provide a written statement to the Fire Chief within 15 days of receipt of the fee invoice. The appeal must clearly state why the fee should not be applied to the appellant. The Fire Chief or designee will issue a written decision within 30 days.

**Waiver.** The Fire Chief may partially or fully waive fees assessed in compliance with this section of the Fee Schedule, at the Fire Chief's sole discretion.

## OTHER

### COMMUNITY ROOM USE

The District has several community rooms available to rent for personal or business needs. To find which rooms can be reserved visit <https://www.tvfr.com/468/Community-Rooms>.

#### 1. Room rental

a. Private groups or businesses <sup>(1)</sup>	\$ 100.00 / four (4) hours
b. Qualifying public, not-for-profit organizations <sup>(1)</sup>	Free-of-charge <sup>(2)</sup>

<sup>(1)</sup> A \$50.00 cleaning fee may be assessed for cleanup if necessary. In case of damage to District facilities, the responsible group or guest will be charged the actual cost of repairs.

<sup>(2)</sup> A \$1.00 one-time user fee will be assessed to establish a room use account.

\*Room users who violate terms of use may have room use privileges revoked.

### TRAINING CENTER USE

The District Training Center Use fees apply to private businesses wishing to rent the use of the District's training grounds. Site usage fees are not typically charged to qualifying public or not-for-profit organizations.

#### 1. Training Center Rental

a. Training Grounds/Props <sup>(1)</sup>	\$ 550.00 / day
b. Auditorium and Classroom 1 <i>Fee includes multimedia system/projector and screen.</i> <sup>(2)</sup>	\$ 397.50 / day
c. Classroom 2 <sup>(2)</sup>	\$ 50.00 / day
d. Classroom 3 <sup>(2)</sup>	\$ 50.00 / day
e. Training Officer/Safety Officer <sup>(3)</sup>	\$ 82.00 / hour

#### 2. Heavy Equipment Rental

a. Small Forklift	\$ 125.00 / day
b. Large Forklift	\$ 225.00 / day

<sup>(1)</sup> The Rental Fee Schedule is based on weekday/normal business hours usage (7am-5pm).

<sup>(2)</sup> The classroom base rate does not include flip charts, copies, coffee/beverages or miscellaneous materials.

<sup>(3)</sup> TVFR reserves the right to require a Training/Safety Officer present during event.

# ORDINANCE 2025-01

## AN ORDINANCE TO REPEAL ORDINANCE 2024-01 AND ADOPT THE MASTER FEE SCHEDULE FOR 2025-26

**WHEREAS**, Tualatin Valley Fire & Rescue, A Rural Fire Protection District (“District”), desires to consolidate fees for various services which the District provides to the community; and

**WHEREAS**, the District desires to adopt the Master Fee Schedule for rates to be effective July 1, 2025;

### **NOW, THEREFORE, IT IS ORDAINED AS FOLLOWS:**

The District hereby repeals Ordinance 2024-01 and adopts Ordinance 2025-01 to include the attached Master Fee Schedule, effective July 1, 2025.

First reading by Title only this 22 day of April, 2025.

Second reading by Title only this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

PASSED by the District this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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Justin J. Dillingham, President

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Clark I. Balfour, Secretary-Treasurer

# CHIEF'S REPORT

- A. Capital Projects Update and Capital Projects  
Expenditure Summary
- B. New Hire Announcements
- C. Promotion Announcements
- D. Legislative Update
- E. District Events
  - Volunteer Recognition Banquet Recap
  - Budget Committee Meeting Reminder – May 14, 2025
  - April Community Events Report

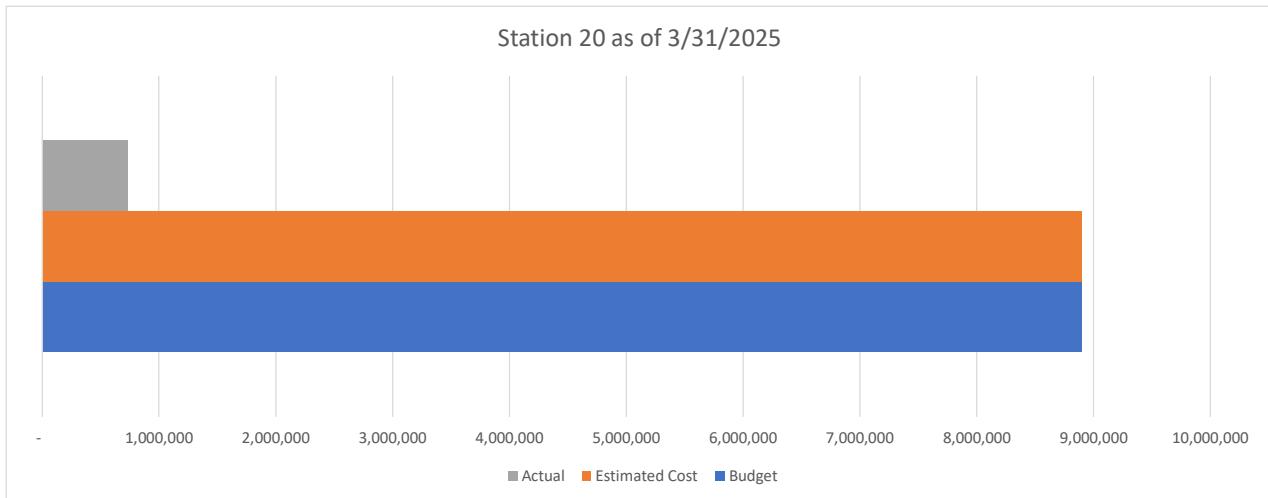


## CAPITAL PROJECTS



### 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	-	349,246	349,246
02 Professional and Tech Services	424,254	3,262	42,348	45,609
03 Attorney Fees	54,399	-	-	-
04 Permits and Fees	336,599	-	-	-
05 Architectural Services	442,296	-	205,942	205,942
06 Project Management	489,176	60,361	70,696	131,057
07 Temporary Quarters	-	-	-	-
09 Demolition	-	-	-	-
Unclassified	-	-	-	-
<b>Total Fund 52</b>	<b>8,900,000</b>	<b>63,623</b>	<b>668,232</b>	<b>\$731,855</b>
Other/Start-up costs (Fund 10/22)	-	-	-	-
<b>Total</b>	<b>\$8,900,000</b>	<b>\$63,623</b>	<b>\$668,232</b>	<b>\$731,855</b>

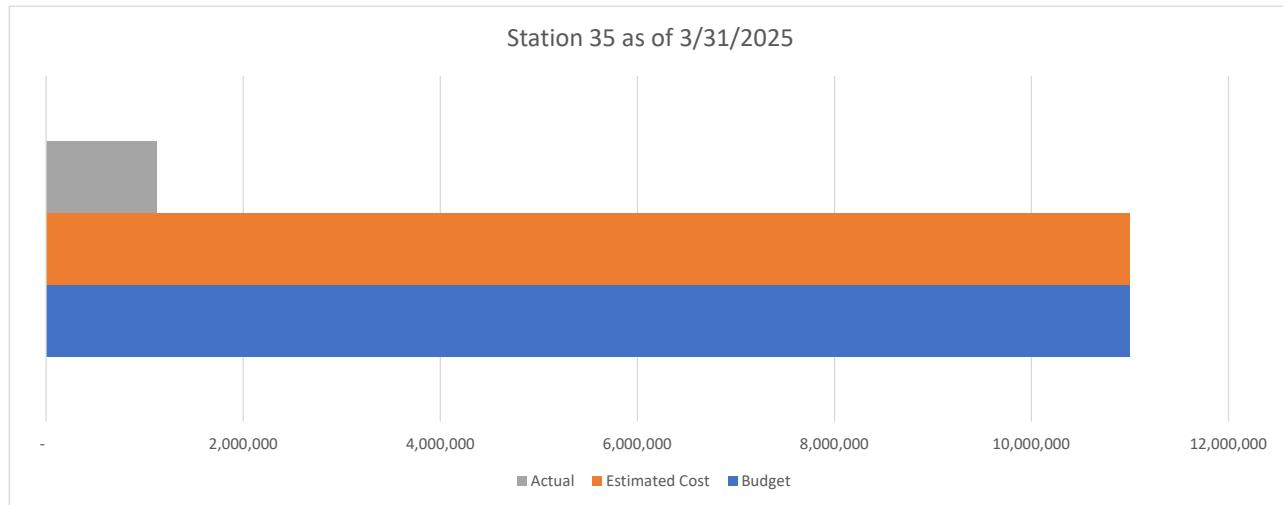


## CAPITAL PROJECTS



### 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	197,790	252,349
03 Attorney Fees	55,000	-	1,296	1,296
04 Permits and Fees	440,000	-	24,080	24,080
05 Architectural Services	660,000	135,198	412,155	547,353
06 Project Management	220,000	97,392	105,640	203,032
07 Temporary Quarters	220,000	-	90,374	90,374
09 Demolition	-	-	-	-
Unclassified	-	-	-	-
<b>Total Fund 52</b>	<b>11,000,000</b>	<b>287,149</b>	<b>831,334</b>	<b>1,118,483</b>
Other/Start-up costs (Fund 10/22)	-	-	-	-
<b>Total</b>	<b>\$11,000,000</b>	<b>\$287,149</b>	<b>\$831,334</b>	<b>\$ 1,118,483</b>

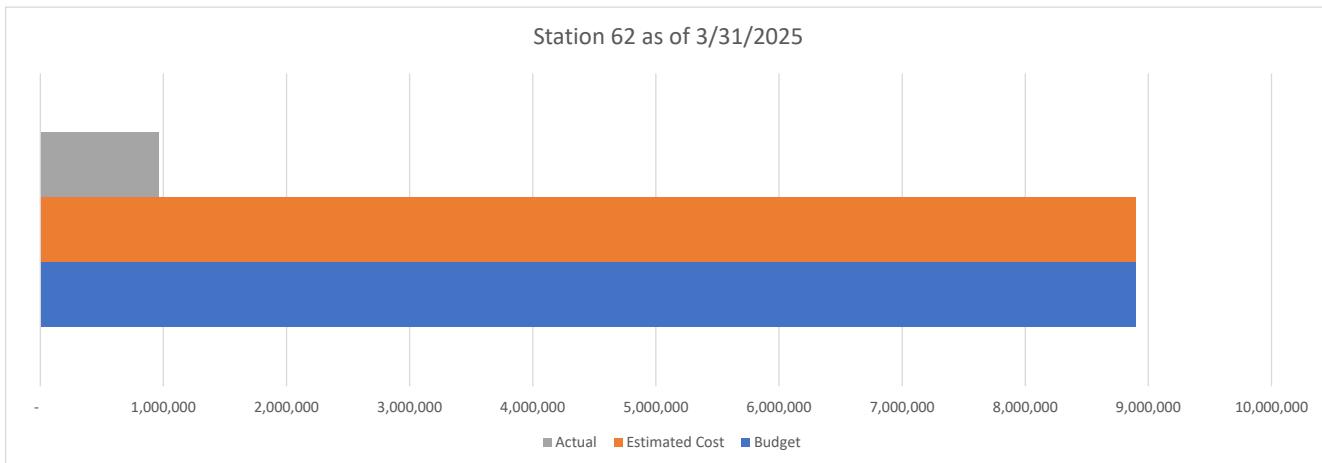


## CAPITAL PROJECTS



### 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	-	389	4,680
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	48,280	630,386
06 Project Management	489,176	-	5,500	30,890	33,652	70,042
07 Temporary Quarters	-	-	-	-	-	-
09 Demolition	-	-	-	-	-	-
Unclassified	-	-	-	-	-	-
<b>Total Fund 52</b>	<b>\$8,900,000</b>	<b>\$74,668</b>	<b>\$586,122</b>	<b>\$221,502</b>	<b>\$82,321</b>	<b>\$964,613</b>
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>\$82,321</b>	<b>\$964,613</b>

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



## PROJECT INFORMATION

Project Name Training Center Administration Facility - BOND

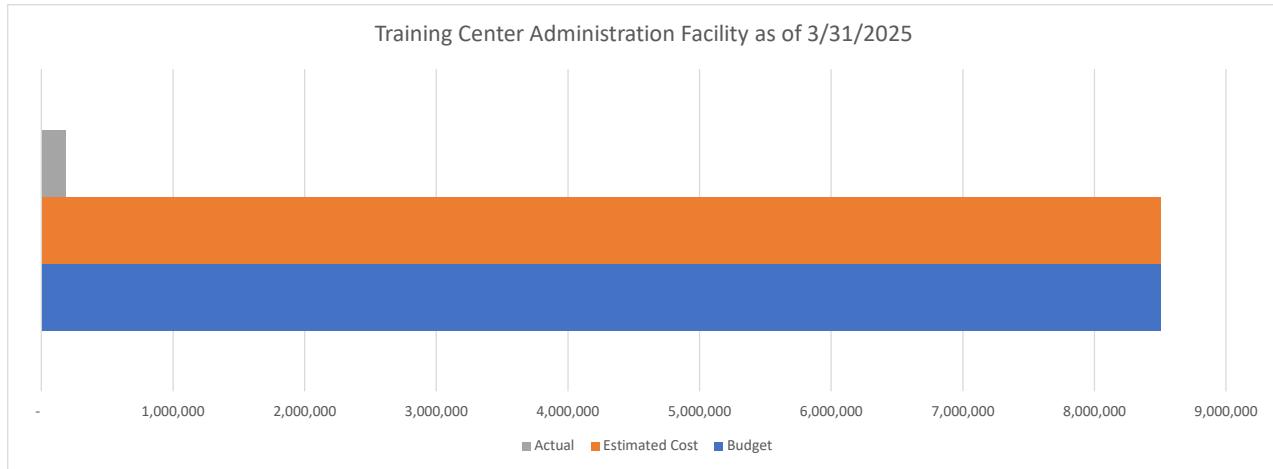
Project Description New Construction

Location Sherwood | 12400 SW Tonquin Road

Construction Manager TBD

Start Date Winter 2024

Completion Date TBD



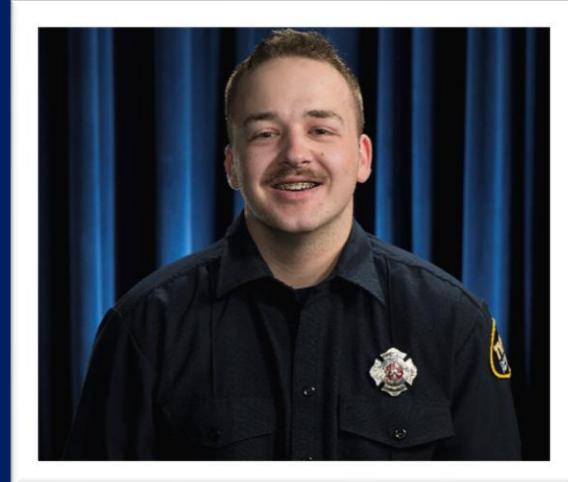
	Estimated Costs	FY2023	FY2024	FY2025	Total Actuals
01 Construction	7,437,500	48,705	-	-	48,705
02 Professional and Tech Services	425,000	-	78	5,539	5,617
03 Attorney Fees	42,500	-	-	-	-
04 Permits and Fees	85,000	-	-	-	-
05 Architectural Services	340,000	-	8,600	-	8,600
06 Project Management	170,000	-	-	122,836	122,836
07 Temporary Quarters	-	-	-	-	-
09 Demolition	-	-	-	-	-
Unclassified	-	-	-	-	-
<b>Total Fund 52</b>	<b>8,500,000</b>	<b>48,705</b>	<b>8,678</b>	<b>128,375</b>	<b>185,758</b>
Other/Start-up costs (Fund 10/22)	-	-	-	-	-
<b>Total</b>	<b>\$8,500,000</b>	<b>\$48,705</b>	<b>\$8,678</b>	<b>\$128,375</b>	<b>\$185,758</b>

# New Hire Announcements: RA 25-01

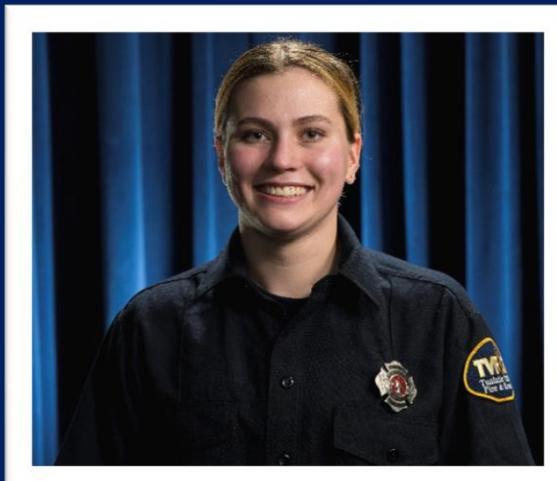
Effective February 1, 2025



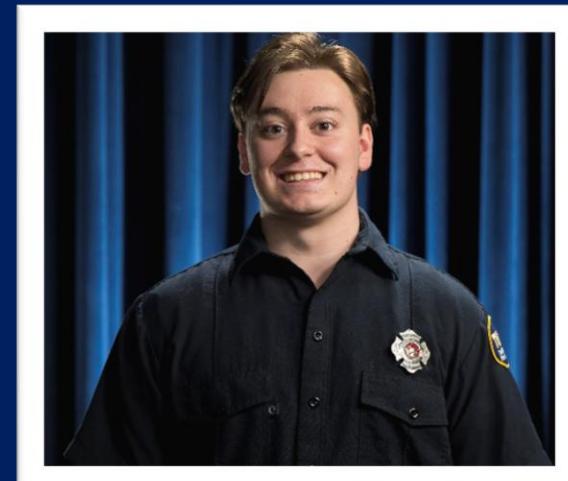
**Kenneth Gering**  
Firefighter Paramedic



**William Grace**  
Firefighter Paramedic



**Pearl Gregg**  
Firefighter Paramedic



**Brett Thurston**  
Firefighter Paramedic

# New Hire Announcements: RA 25-01

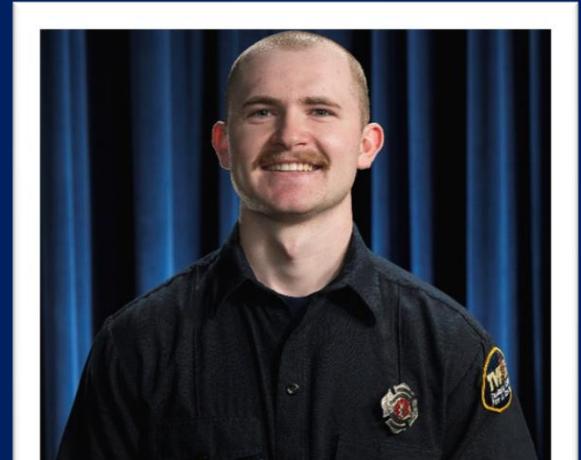
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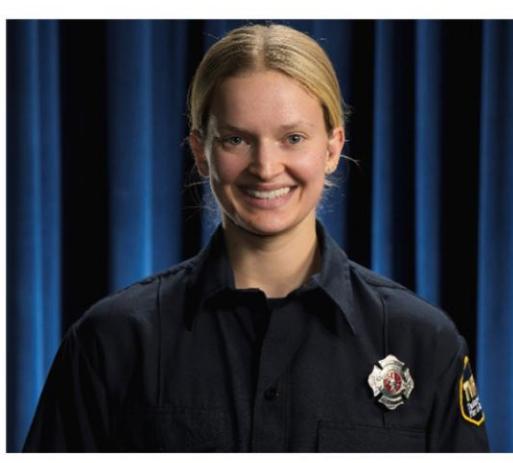
**Chase Coleman**  
Firefighter



**Bryan Gastelum-Plata**  
Firefighter



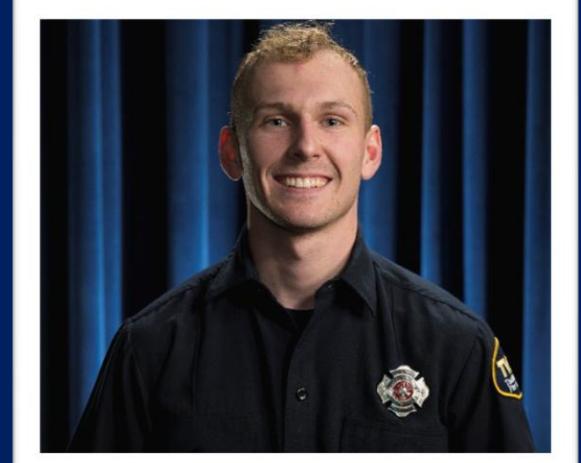
**Tanner Hoskins**  
Firefighter



**Peyton Johnson**  
Firefighter



**Ethan Jones**  
Firefighter



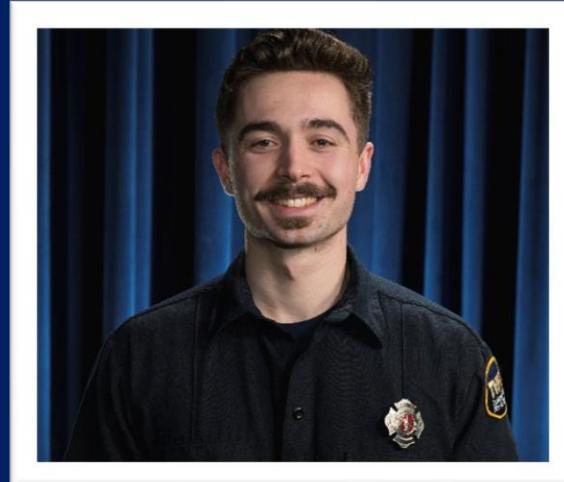
**Wyatt Morris**  
Firefighter

# New Hire Announcements: RA 25-01

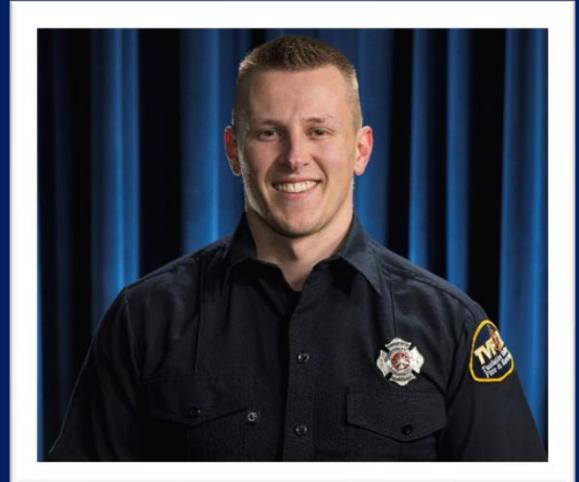
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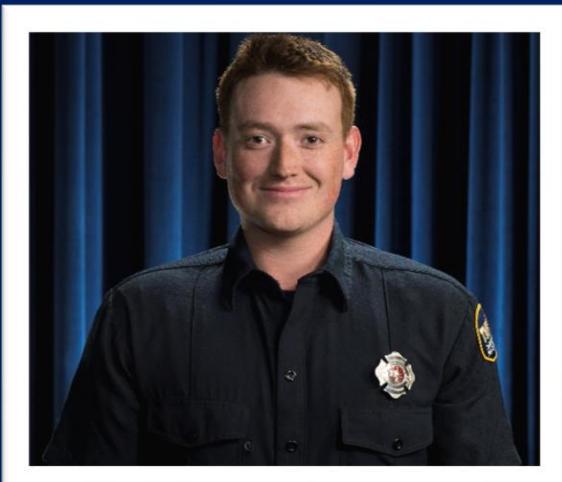
**Keegan Newton**  
Firefighter



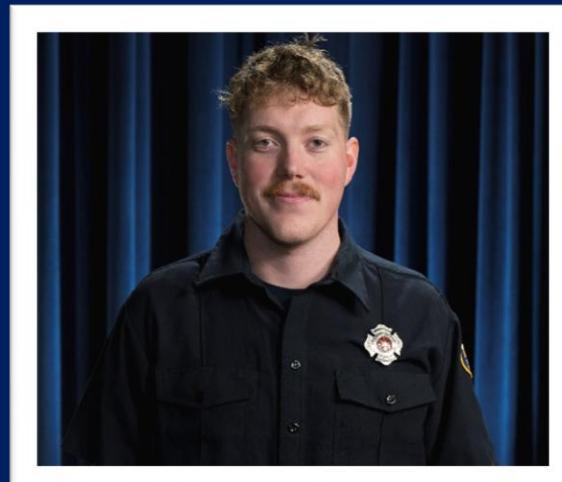
**Owen O'Brien**  
Firefighter



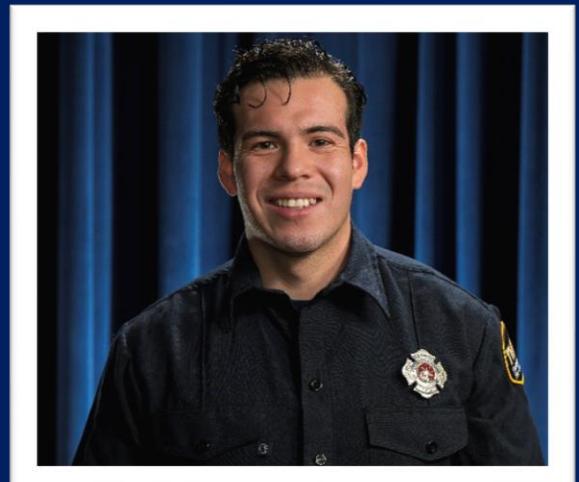
**Colton Phillips**  
Firefighter



**Drew Ranchor**  
Firefighter



**Kaden Reidhead**  
Firefighter



**Erick Reveles**  
Firefighter

# New Hire Announcements: RA 25-01

Effective February 1, 2025



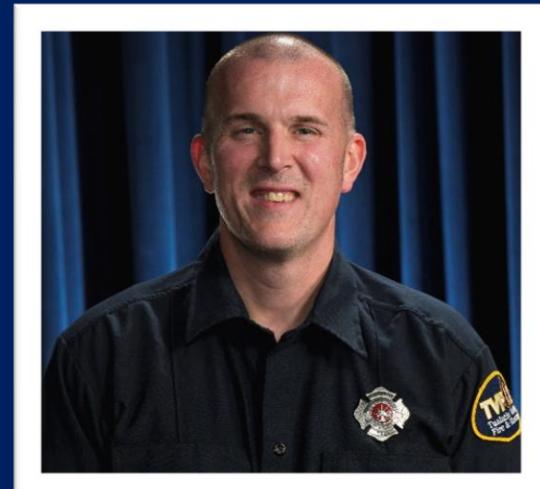
**Zachery Stetzel**  
Firefighter



**Jacob Taylor**  
Firefighter

# Firefighter Paramedic Promotion Announcements

Effective February 1, 2025

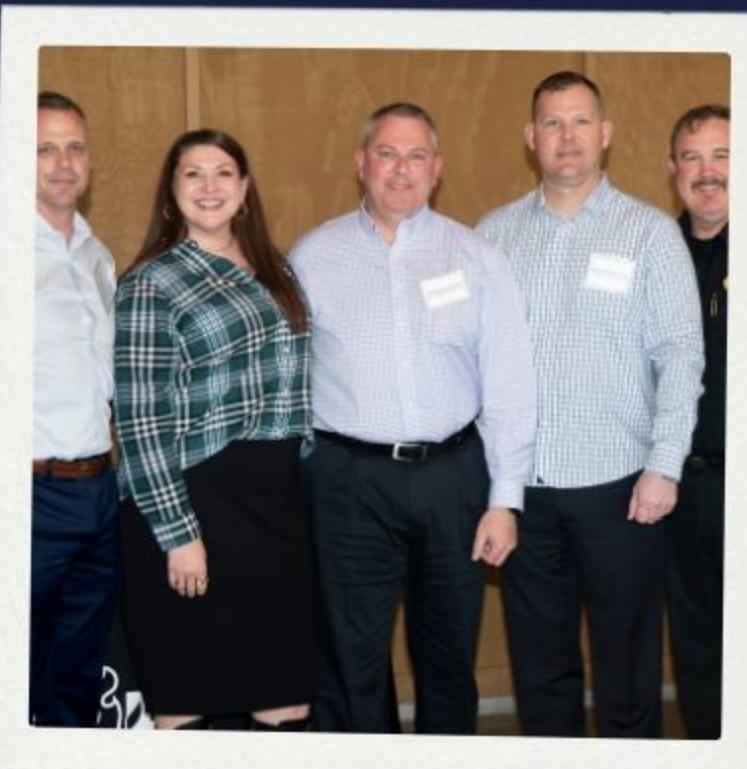


**Keith Armour**

**Mark Carlson**

# Volunteer Banquet

April 12, 2025



## April Community Events

Date	Title	Estimated People Reached
4/2/2025	52/C Station Tour Lowrie Primary School	23
4/2/2025	CAS Speaker HO CPR Athey Creek MS	150
4/3/2025	62 CPO 6 Meeting	25
4/4/2025	52/B Station Tour Lowrie Primary School	48
4/4/2025	20/B Station Tour Ambleside School	20
4/4/2025	SET/66B Booth Hiteon Elementary Spring Carnival	700
4/4/2025	33/B Civic/Community Sherwood Rotary Club	20
4/5/2025	DFM McKee Speaker Red Cross DAT Group	40
4/7/2025	**SEE SPECIAL INSTRUCTIONS** 67 NAC Central Beaverton	15
4/8/2025	Traudt Booth Meadow Park MS Career Fair	200
4/8/2025	60 CPO 1 Meeting	25
4/8/2025	59/C/PIO Savanna Oaks Neighborhood Association	15
4/9/2025	66A/PAO/CAS Leadership Bvtn	30
4/9/2025	20/A Station Tour Youth Group	10
4/10/2025	64/B RDO Station Tour Rising Star Chinese School	13
4/10/2025	33/B Station Tour St. Francis Sherwood 2nd Grade Class	23
4/11/2025	64/C RDO Station Tour Rising Star Chinese School	13
4/12/2025	Vols Civic/Community Annual Newberg Camellia Run	200
4/15/2025	59/A Station Tour Lily Pond Preschool	24
4/15/2025	56/A Station Tour Valley Christian Preschool	25
4/16/2025	56/B Station Tour Valley Christian Preschool	25
4/16/2025	DFM Booth Skyline Ridge Neighborhood Association	35
4/17/2025	52/C RDO School Visit Valley Christian Preschool	25
4/17/2025	34/C CIO Midwest	20
4/17/2025	53 CPO 3 Meeting	25
4/17/2025	17 CPO 8 Meeting	25
4/18/2025	66/A Southridge HS Visits	52
4/19/2025	Aux/CAS/SET Civic Community Newberg Easter Egg Hunt	500
4/19/2025	DFM McKee Civic/Neighborhood SOLVE event	50
4/19/2025	SET/17B/Vols Civic/Community North Plains Easter Egg Hunt	150
4/21/2025	PLACEHOLDER 64/A Station Tour Mustard Seed Preschool	35
4/21/2025	61/A School Visit A Childs Way Preschool	13
4/21/2025	CAS/65A Hands Only CPR Assistance League of Greater Portland	70
4/23/2025	CAS/SET Reedville Career Fair	200
4/23/2025	PLACEHOLDER 69/C School Visit Art Rutkin Elementary School	36
4/23/2025	61/C School Visit A Childs Way Preschool	13
4/23/2025	70 CPO 4M Meeting	12
4/24/2025	PAO/DFM/CAS/ Speaker Multifamily Housing Landlord Training	40
4/24/2025	50/A Career Fowler MS	100
4/24/2025	PLACEHOLDER 64/A Station Tour Mustard Seed Preschool	42
4/25/2025	61/B School Visit A Childs Way	13
4/26/2025	SET/33 Booth Sherwood YMCA Healthy Kids Day	100
4/28/2025	35 CPO 4K Meeting	20
4/29/2025	20/C School Visit Red Bucket Preschool	28
4/29/2025	61 School Visit/Career Merlo Station Campus	150
4/30/2025	SET(?) Booth Career Day Athey Creek MS	300

# DIRECTORS' REPORT

# ITEMS NOT LISTED ON THE AGENDA