



## BOARD OF DIRECTORS MEETING AGENDA

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

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

Tuesday, May 27, 2025

3:00 P.M.

### 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.**

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- A. Approval of Regular Board Meeting Minutes (April 22, 2025)

#### III. RECOGNITION

#### IV. PUBLIC PARTICIPATION

#### V. STAFF PRESENTATION

- A. Major Fire Investigations 2024 – Steve Forster and Brian Ernst

#### VI. FINANCE REPORT

- A. Finance Report (April 2025) – Valerie Colgrove
- B. Capital Projects Fund 52 – Valerie Colgrove

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#### VII. CORRESPONDENCE

#### VIII. OLD BUSINESS

- A. Board Policy Section 2 (Bylaws of the Board) *Second Reading* – Deric Weiss\* 28
- B. Ordinance 2025-01 To Adopt the 2025-26 Master Fee Schedule *Second Reading* – Andy Smusz\* 68

#### IX. LOCAL CONTRACT REVIEW BOARD (LCRB)

- A. LCRB Resolution 2025-02 Public Improvement Design-Build Contract Exemption – Andy Smusz and Heidi Hicks\* 82

#### X. NEW BUSINESS

- A. Board Policy Section 3 (Budget and Finance) *First Reading* – Valerie Colgrove\* 92
- B. Medic Remount Proposal – Chad Liggett and Andy Smusz\* 167

C. Budget Committee Member Reappointments for Mike Mudrow and Mike Smith – Valerie Colgrove*	170
<b>XI. CHIEF'S REPORT</b>	
A. Capital Projects Update And Capital Projects Expenditure Summary	172
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**XII. DIRECTORS' REPORT**

**XIII. ITEMS NOT LISTED IN THE AGENDA**

**EXECUTIVE SESSION**

**The executive session will be held pursuant to ORS 192.660(2)(f), to consider information or records that are exempt by law under ORS 192.355(1), which are communications within a public body of an advisory nature and are preliminary to final agency determination of policy or action.**

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

\* Requires Action

# CALL TO ORDER

# CONSENT AGENDA



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

Tuesday, April 22, 2025

TVF&R Command and Business Operations Center

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

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

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### ATTENDANCE

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

Others present: Valerie Colgrove, Patrick Fale, Steve Forster, Chris Hamilton, Alex Haven, Kristen Henderson, Heidi Hicks, Laura Hitt, Laura Jenkins, Victoria Jimenez, Eric Kennedy, Chad Liggett, Ryan Robinson, Lucy Shipley, James Smario, Brian Smith, Andy Smusz, Marissa Taylor, James Whyte – TVF&R; Bob Blackmore – Attorney

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### REGULAR SESSION

CALL TO ORDER President Dillingham called the Board meeting to order at 3:00 PM.

#### CONSENT AGENDA

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

#### RECOGNITION

None.

#### PUBLIC PARTICIPATION

None.

#### STAFF PRESENTATION

None.

#### FINANCE REPORT

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

- The General Fund ending fund balance is approximately \$97.2 million, higher than previous years.
- Property tax revenues are up by 3.3% compared to last year.

FINANCE REPORT (continued)

- Property tax collections are slower than expected, and the Finance team is looking into this to verify this is just an anomaly and not a trend.
- Transport revenue is in line with prior years.
- Conflagration reimbursements are up from prior years.
- Personnel expenditures are up from last year primarily due to an increase in FTE count in our line recruitment.
- **General Fund 10:** we are at 68% of our budgeted amount, slightly under our benchmark of 75% and all directorates are under the targeted benchmark.
- **Personnel Services** are about 71% of the total budgeted amount.
- Our budgeted FTE is 618 and we are at 599 as we continue towards our goal of 36 FTE for the levy.
- **Materials and Services** is below our benchmark at about 64% and no concerning trends of note.
- **Apparatus & Vehicle Fund 21:** the District has expended \$1.8 million in total YTD with the acquisition of a hazmat rig, two training engines and three service trucks for our fleet/facility maintenance.
- **Capital Improvement Fund 22:** had a lot of activity for our non-bond maintenance items including AV upgrades at our South Operating Center and driveway repairs.
- **MERRC Fund 23:** minimal activity in this fund but have been looking into ways to improve cell service throughout the District.
- **Grants Fund 25:** most of the activity in this fund this year have been around the Advanced Resource Medic Unit that was approved by the board in January 2025.
- **Debit Services Fund 30:** Property taxes are coming in slightly behind but should have sufficient funds to cover our principal and interest payments in June.
- **Insurance Fund 45:** minimal activity this year in this fund. Activity of note includes a waterline issue at Station 64 last summer that got fully reimbursed by another carrier.
- **Property & Building Fund 51:** This fund is for budgeted land purchases for Station 22 in Newberg, Station 31 in King City and Station 63 in Aloha. More updates will be provided in the Chief's report.
- **Capital Projects Fund 52:** investment earnings is bit over \$2 million dollars for this fund, but we have expended \$2.2 million YTD. More to come in the Chief's Report.
- **Pension Fund 61:** we have one beneficiary in this fund, business as usual.
- **LOSAP Fund 63:** defined benefit plan for volunteers. There are no new participants.
- **Custodial Fund 65:** biggest activity this year is the Newberg Toy and Joy from last winter.

Board President Dillingham asked about the overages in utilities and Recruit Academy in the General Fund. CFO Colgrove provided clarification and no action was needed.

Director Lauer noted that the actuals in the Apparatus Fund looked off due to transfers in the General Fund and requested to hear more about the timing of those transfers.

## FINANCE REPORT (continued)

CFO Colgrove confirmed that 50% was transferred from the General Fund usually around December, the remaining 50% transfer is done closer to the fiscal year end.

Quarterly Investment Report Chief Financial Officer (CFO) Valerie Colgrove reviewed the Districts investment status for the period ending March 31, 2024.

- Summary of investments across all our funds is \$190.6 million.
- All funds combined earned \$2.2 million in investment earnings last quarter, and \$5.5 million year to date with a return of 4.5% which is exceeding the two-year US treasury benchmark. We budgeted \$3.4 million in investment earnings for the year and have surpassed that through March.
- Fidelity statement has not arrived and will include it in the next report.

## CORRESPONDENCE

Noted.

## OLD BUSINESS

None.

## NEW BUSINESS

Standards of Cover Deputy Chief Laura Hitt presented an overview of the 2025 Standards of Cover, which included:

- Business Strategy staff members
- Five-year incident trends and details
- 2024 incident count comparison to 2023
- 2024 deployment influences
- 2024 conflagrations and deployments
- Performance trends, and how they factor into deployment strategies.

Notable trends include a modest increase in incidents which increased by 1.1% from 2023 to 2024. The distribution of incidents remains consistent with 81% being EMS calls. Lastly, the performance metrics showed an improvement in turnout times for several incident categories.

The Directors commended staff on the quality and information provided in the Standards of Cover document.

**Director Wyffels moved, seconded by Director Hovies to approve the 2025 Standards of Cover as proposed by staff. Motion carried unanimously.**

NEW BUSINESS (continued)

Board Policy Section 2 (Bylaws of the Board) Chief Hitt stated consistent with practice, staff, and legal counsel have reviewed Board Policy Section 2 – Bylaws of the Board and recommends changes to the policy as reflected in the draft. The policy is now presented for first reading and Board approval.

**Director Lauer moved, seconded by Director Balfour, to approve the first reading of Board Policy 2, Bylaws of the Board, by title only. The motion passed unanimously.**

Victoria Jimenez gave the second reading of Board Policy 2, Bylaws of the Board by title only.

Temporary Station Land Preparation Director of Logistics Heidi Hicks requested the Board's approval for an early work amendment for temporary station 35 with a budget of \$519,548.00. Discussion was had on the necessity of the temporary station and related costs.

**Director Balfour moved, seconded by Director Wyffels to approve the Fire Chief or his designee to execute the necessary contract documents with Kirby Nagelhout Construction Company as recommended. The motion passed unanimously.**

Station 35 Utility Relocation Director of Logistics Heidi Hicks sought the Board's approval for the relocation of AT&T fiber and power lines at the cost of \$185,518.91. Concerns about the lease agreements were raised and the potential revenue from the cell towers were discussed.

**Director Wyffels moved, seconded by Director Lauer, 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. The motion passed unanimously.**

Training Center Design and Preconstruction Proposal Director of Logistics Heidi Hicks requested the Board's approval for design and pre-construction services for the new training center administrative building totaling \$1,060,941.00. Discussion included the facility's features and budget considerations.

**Director Balfour moved, seconded by Director Hovies, to authorize the Fire Chief or his designee to execute a contract with Perlo Construction as recommended and upon approval by the District's legal counsel.**

Ordinance 2025-01 To Adopt the 2025-26 Master Fee Schedule Controller Andy Smusz presented the draft 2025-26 Master Fee Schedule. Adoption of Ordinance 2025-01 will repeal current fees approved in the 2024-25 Master Fee Schedule. The Master Fee Schedule authorizes the District to recover fees for services, in compliance with Oregon law. Staff recommended increases in the ambulance transport rates. Concerns about the impact of the fee increases on public perception and actual revenue were discussed.

NEW BUSINESS (continued)

**Director Lauer moved, seconded by Director Wyffels, to approve the first reading of Ordinance 2025-01 to Adopt the Master Fee Schedule for 2025-26 by title only.**

Victoria Jimenez gave the first reading of Ordinance 2025-01 to Adopt the Master Fee Schedule for 2025-26 by title only.

CHIEF'S REPORT

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

- **Station 20 in Newberg:** 75% through the design phase and preparing the temporary station fit plans. Targeting land use submittal by July 2025.
  - Year to Date: we have spent \$670,000.
- **Station 35 in King City:** Land use approval received, temporary station permit submitted.
  - Year to Date: we have spent \$350,000.
- **Station 62 in Aloha:** 90% of the construction documents were received; bidding to start in May. Team met with Washington County to discuss an early amendment to start a retaining wall this summer. Targeting to bring the GMP to the Board in June.
  - Year to Date: spending has been nominal as this project had been paused for a bit, but work is expected to ramp up soon.
- **Training Center and Administration Building in Sherwood:** Design and pre-construction services approved.
  - Most of the costs associated with this project so far have been on project consultants that were approved by the Board last fall.
- **Station 22 (not a bond project)** completed due diligence on 2 viable properties owned by the same owner. Next steps will be towards a land lease contract.

Director Lauer asked what the status of the old Station 62. Chief Hitt confirmed that the District still has a lease with Washington County to staff what we call current Station 62. Staff had a conversation with them to extend that lease, so that we can continue the construction and continue to house the current crew at that location.

Director Hovies asked a question about whether the District had concerns with material prices going up with the new economic fluctuations for next year. Director Hicks confirmed that construction companies are sourcing materials from the United States and has not seen significant increases in costs right now.

New Hire Announcements Chief Hitt congratulated the following 14 Firefighters and 4 Firefighter Paramedics who were hired for Recruit Academy 25-01 effective February 1, 2025:

- Chase Coleman, Bryan Gastelum-Plata, Tanner Hoskins, Peyton Johnson, Ethan Jones, Wyatt Morris, Keegan Newton, Owen O'Brien, Colton Phillips, Drew

**CHIEF'S REPORT (continued)**

Rachor, Kaden Reidhead, Erick Reveles, Zachery Stetzel, Jacob Taylor, Kenneth Gering, William Grace, Pearl Gregg, Brett Thurston.

**Promotions Announcements** Chief Hitt congratulated the following personnel who were promoted to Firefighter Paramedics effective February 1, 2025:

- Kieth Armour and Mark Calson.

**Legislative Update** Chief Smith provided a mid-season update on the legislative activities as follows.

- Priorities include EMS modernization, homelessness, transportation funding, wildfire mitigation, and mental health services.
- Tracking approximately 350 bills with four classified as top priorities for the District.
  - House Bill 2573 – would modify the senior emergency medical services innovation program with extended sunset dates. Would make funds available to us that could improve long-term care facilities such as our pilot ACPC Program.
  - House Bill 3572 – would establish a Medical Serves Mobilization Advisory Board. This is the continuation of a ten-year statewide EMS Strategic Plan to help improve regional service by proving funds to assist individuals to attain EMS licensure in Oregon.
  - House Bill 2222 – would create a registry to mobile integrated healthcare directs OHA to adopt rules for certain providers to enroll in the State Medicare assistance program and direct state to provide technical support and billing reimbursement.
  - SB 91 prohibits fire departments from using foam containing PFAS. It provides a six-month "grace period" after the law takes effect on January 1, 2026.
- Fire Service Day is May 15, 2025 in Salem.

**District Events** Chief Hitt provided the following updates:

- On Saturday, April 12 TVF&R held a Volunteer Recognition Banquet at Langdon Farms and honored our Volunteer firefighters for their accomplishments throughout the year which included: a 120% increase in volunteer unit responses to incidents in 2024 with a total of 189 incidents. The highest in past 5 years. They planned and implemented training to over 800 people in hands-only CPR at Nike. Four volunteers earned EMT Certifications: David Marshall, Matt Vancil, Michael Berry, Jeffrey William. Matt Vancil earned a Firefighter II Certification. Thank you to all the people involved in organizing this event: Laura Jenkins, Jan Freeman, Kristen Henderson, Tammy Moore, Jeff Williams, Matt Vancil, Tina Quintal, Victoria Jimenez, Dolores Redden, Lisa Hess, Damien Johnson, Mike Marshall, Shayan Joobbani.
- Budget Committee Meeting is on Wednesday, May 14 at 3:00pm at CBOC.
- The April Community Events Report was presented.

## DIRECTORS' REPORT

Directors shared brief updates with positive feedback on the volunteer banquet.

## ITEMS NOT LISTED ON THE AGENDA

None.

## ADJOURNMENT

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

There being no further business to come before the Board, President Dillingham adjourned the meeting at 4:19 PM.

**APPROVED** on May 27, 2025

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Clark I. Balfour, Secretary/Treasurer

Minutes recorded & prepared by Victoria Jimenez

# RECOGNITION

# PUBLIC PARTICIPATION

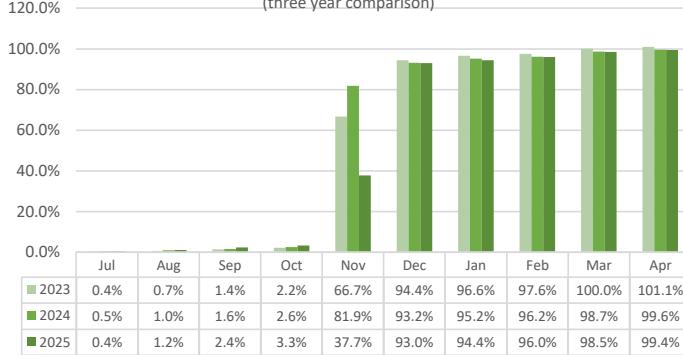
# STAFF PRESENTATION

# FINANCE REPORT

**Percent Revenue to Budget by Month**

General Fund

(three year comparison)



**Ending Fund Balance by Month**

General Fund

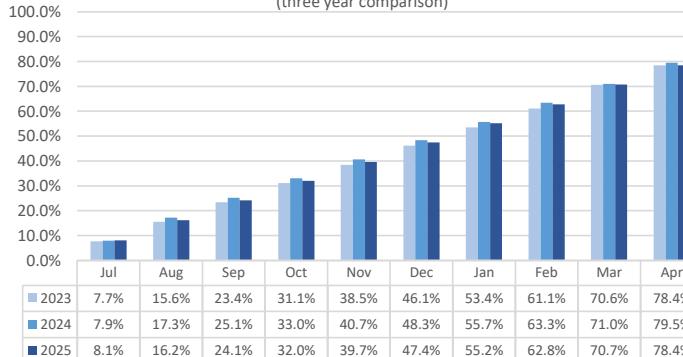
(three year comparison)



**Percent Personnel Services to Budget by Month**

General Fund

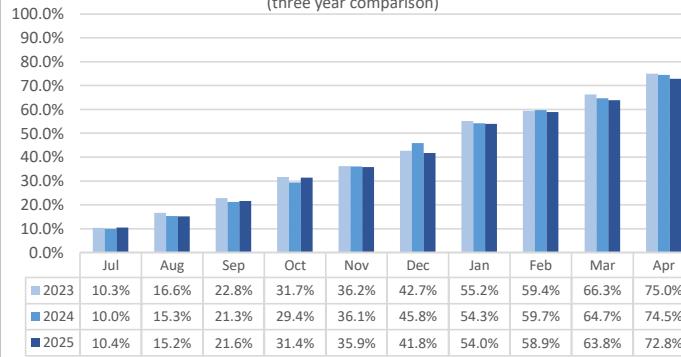
(three year comparison)



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

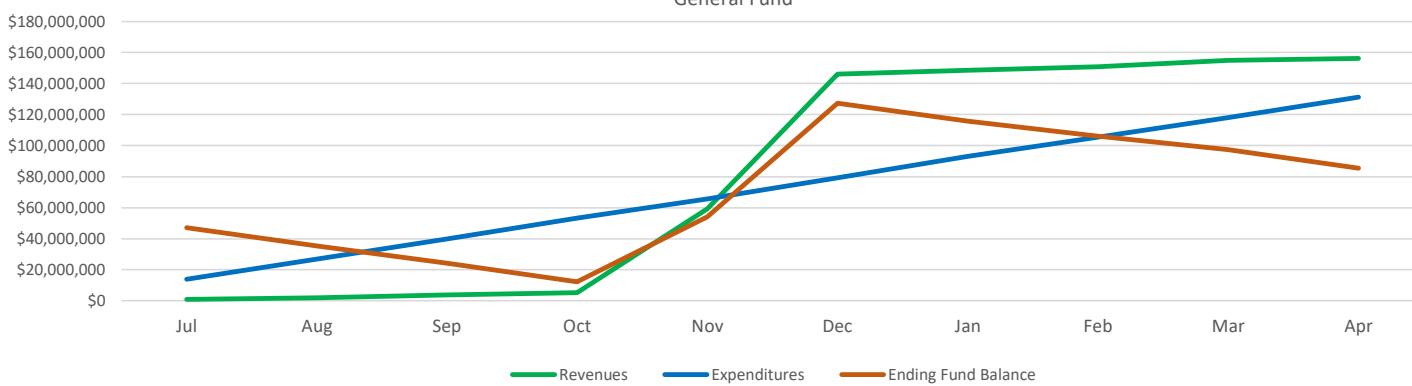
General Fund

(three year comparison)

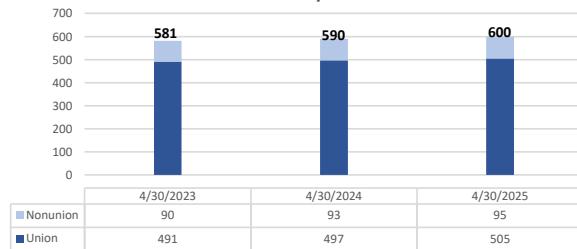


**2024-25 Revenues, Expenditures and Ending Fund Balance by Month**

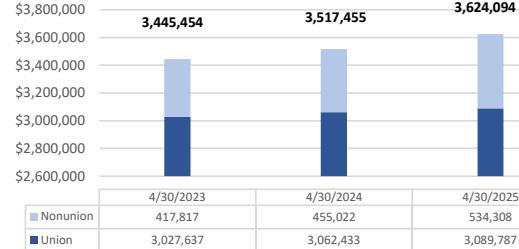
General Fund



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



**End-of-Month Payroll**





Condensed Statement of Budget vs  
Sources and Uses of Funds  
For the Period Ended April 30

GENERAL  
FUND 10

Benchmark: 83.33%

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	143,619,823	(4,195,714)	97.16%	139,035,747	99.06%
Property Tax-Prior Years	1,200,000	962,087	(237,913)	80.17%	982,063	73.46%
Tax In Lieu Of Property Tax	117,504	103,369	(14,135)	87.97%	111,971	95.29%
Forest Revenue	200,000	123,247	(76,753)	61.62%	96,800	24.27%
Investment Earnings	1,940,000	3,487,953	1,547,953	179.79%	3,580,320	269.06%
Charges for Services	5,027,326	6,100,482	(1) 1,073,156	121.35%	4,346,038	86.61%
Rental Revenue	77,900	61,393	(16,507)	78.81%	61,739	79.25%
Insurance Refunds	500,000	839,972	339,972	167.99%	875,644	175.13%
Other Revenue	326,800	942,438	615,638	288.38%	355,361	109.92%
Total Revenues	157,205,067	156,240,763	(964,304)	99.39%	149,445,685	100.00%
<b>Total Available Resources</b>	<b>\$ 213,302,777</b>	<b>\$ 216,675,053</b>	<b>\$ 3,372,276</b>	<b>101.58%</b>	<b>\$ 206,467,981</b>	<b>101.80%</b>
<b>Uses of Funds</b>						
Personnel Services	\$ 149,495,519	\$ 117,238,821	\$ 32,256,698	78.42%	\$ 114,133,126	79.50%
Materials & Services	17,758,215	12,933,723	4,824,492	72.83%	12,134,930	74.47%
Transfer To Other Funds	2,011,000	1,008,453	1,002,547	50.15%	508,287	50.29%
Contingency	4,000,000	-	4,000,000	0.00%	-	0.00%
Total Expenditures	173,264,734	131,180,997	42,083,737	75.71%	126,776,343	76.98%
<b>Ending Fund Balance</b>	<b>\$ 40,038,043</b>	<b>\$ 85,494,056</b>	<b>(2) \$ 45,456,013</b>	<b>213.53%</b>	<b>\$ 79,691,638</b>	<b>208.96%</b>

(1) Includes:

	2024-25	2023-24
Newberg Transport:	\$2,680K	\$2,308K
Other Medical Transport:	\$676K	\$1,023K
Conflagration & Deployment Claims:	\$2,088K	\$509K

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



Condensed Statement of Budget vs  
Sources and Uses of Funds  
For the Period Ended April 30

GENERAL  
FUND 10

Benchmark: 83.33%

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	239,354	68.70%	154,045	51.56%
Fire Chief's Office	2,959,292	2,187,175	73.91%	2,324,488	75.39%
Total Personnel Services	3,308,225	2,426,529	73.35%	2,478,534	73.28%
Materials and Services					
Board of Directors	151,645	58,740	38.74%	47,538	26.22%
Civil Service	68,117	69,079	(1) 101.41%	23,596	26.08%
Fire Chief's Office	831,732	461,794	55.52%	401,021	47.95%
Total Materials and Services	1,051,494	589,613	56.07%	472,156	42.61%
<b>Total Command Directorate</b>	<b>\$ 4,359,719</b>	<b>\$ 3,016,142</b>	<b>69.18%</b>	<b>\$ 2,950,689</b>	<b>65.71%</b>
<b>Business Directorate</b>					
Personnel Services					
Logistics	\$ 1,269,366	\$ 717,976	56.56%	\$ 509,003	59.46%
Supply	1,446,798	1,048,763	72.49%	738,254	77.06%
Organizational Health	2,283,936	1,452,609	63.60%	1,530,175	35.92%
Occupational Health and Wellness	1,102,982	709,802	64.35%	660,795	66.64%
Business Strategy	1,120,778	920,631	82.14%	818,325	82.35%
Fleet Maintenance	1,949,453	1,446,894	74.22%	1,505,977	67.66%
Facilities Maintenance	1,484,620	1,204,774	81.15%	1,298,818	84.60%
Total Personnel Services	10,657,933	7,501,450	70.38%	7,061,346	59.74%
Materials and Services					
Logistics	1,363,786	956,033	70.10%	171,080	49.13%
Supply	2,449,276	1,731,661	70.70%	132,923	60.21%
Organizational Health	487,600	246,587	50.57%	303,688	19.43%
Occupational Health and Wellness	722,679	495,656	68.59%	451,130	77.35%
Business Strategy	108,220	9,967	9.21%	40,715	37.62%
Fleet Maintenance	1,119,344	780,149	69.70%	810,699	68.81%
Facilities Maintenance	869,039	700,096	80.56%	874,477	80.65%
Total Materials and Services	7,119,943	4,920,149	69.10%	2,784,711	54.75%
<b>Total Business Directorate</b>	<b>\$ 17,777,876</b>	<b>\$ 12,421,599</b>	<b>69.87%</b>	<b>\$ 9,846,057</b>	<b>58.24%</b>
<b>Finance Directorate</b>					
Personnel Services					
Finance	\$ 2,320,923	\$ 1,812,850	78.11%	\$ 1,783,648	79.71%
Information Technology	1,888,780	1,506,885	79.78%	1,450,182	80.39%
Communications	576,109	458,269	79.55%	438,584	79.21%
Total Personnel Services	4,785,812	3,778,003	78.94%	3,672,414	79.92%
Materials and Services					
Finance	1,209,945	925,875	76.52%	952,093	80.66%
Information Technology	2,560,547	1,765,380	68.95%	1,703,352	72.54%
Communications	3,007,732	2,796,948	(2) 92.99%	2,750,045	99.55%
Total Materials and Services	6,778,224	5,488,203	80.97%	5,405,491	85.92%
<b>Total Finance Directorate</b>	<b>\$ 11,564,036</b>	<b>\$ 9,266,206</b>	<b>80.13%</b>	<b>\$ 9,077,904</b>	<b>83.39%</b>

(1) Overage due to new recruit screening tests.

(2) Overage due to timing of quarterly dispatch fees.



Condensed Statement of Budget vs  
Sources and Uses of Funds  
For the Period Ended April 30

GENERAL  
FUND 10

Benchmark: 83.33%

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	\$ 5,876,709 <sup>(1)</sup>	112.91%	\$ 4,523,751	90.16%
Relief Pool Personnel	15,568,750	11,491,883	73.81%	11,574,630	75.19%
Stations / Specialty Teams	92,685,664	74,132,583	79.98%	73,841,621	80.92%
Emergency Management	228,197	168,391	73.79%	155,035	71.72%
Incident Management Team	212,437	153,088	72.06%	152,949	74.33%
EMS	2,012,266	1,543,150	76.69%	1,574,591	83.07%
Training	3,359,735	2,242,163	66.74%	2,066,876	68.94%
Recruits	4,608,653	2,879,977	62.49%	2,261,487	91.89%
Volunteers / Chaplains	51,300	21,266	41.45%	22,641	39.60%
Total Personnel Services	<u>123,931,867</u>	<u>98,509,210</u>	<u>79.49%</u>	<u>96,173,580</u>	<u>80.48%</u>
Materials and Services					
Operations Admin	92,124	58,687	63.70%	207,135	50.40%
Relief Pool Personnel	558	380	68.10%	12,745	37.75%
Stations / Specialty Teams	1,279,243	1,131,135 <sup>(2)</sup>	88.42%	2,072,834	89.81%
Emergency Management	36,332	23,700	65.23%	21,133	57.75%
Incident Management Team	4,589	563	12.26%	63	1.20%
EMS	387,182	191,391	49.43%	231,712	49.59%
Training	313,659	168,253	53.64%	196,038	55.42%
Recruits	121,315	85,677	70.62%	332,835	94.83%
Volunteers / Chaplains	156,394	112,933	72.21%	117,096	66.20%
Total Materials and Services	<u>2,391,396</u>	<u>1,772,719</u>	<u>74.13%</u>	<u>3,191,591</u>	<u>77.02%</u>
<b>Total Operations Directorate</b>	<b>\$ 126,323,263</b>	<b>\$ 100,281,929</b>	<b>79.39%</b>	<b>\$ 99,365,171</b>	<b>80.37%</b>
<b>Community Services Directorate</b>					
Personnel Services					
Fire and Life Safety	\$ 4,435,112	\$ 3,237,894	73.01%	\$ 3,098,096	72.00%
Government Affairs	1,997,638	1,490,124	74.59%	1,368,298	79.05%
Media Services	378,932	295,611	78.01%	280,858	77.33%
Total Personnel Services	<u>6,811,682</u>	<u>5,023,630</u>	<u>73.75%</u>	<u>4,747,252</u>	<u>74.21%</u>
Materials and Services					
Fire and Life Safety	89,681	40,020	44.62%	60,539	45.43%
Government Affairs	283,676	89,063	31.40%	191,181	68.59%
Media Services	43,801	33,955	77.52%	29,262	80.38%
Total Materials and Services	<u>417,158</u>	<u>163,038</u>	<u>39.08%</u>	<u>280,982</u>	<u>62.67%</u>
<b>Total Community Services Directorate</b>	<b>\$ 7,228,840</b>	<b>\$ 5,186,668</b>	<b>71.75%</b>	<b>\$ 5,028,234</b>	<b>73.45%</b>
<b>District Non-Organizational</b>					
Transfers	\$ 2,011,000	\$ 1,008,453	50.15%	\$ 508,287	50.29%
Contingency	4,000,000	-	0.00%	-	0.00%
Total	<u>\$ 6,011,000</u>	<u>\$ 1,008,453</u>	<u>16.78%</u>	<u>\$ 508,287</u>	<u>10.53%</u>

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

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



Condensed Statement of Budget vs  
Sources and Uses of Funds  
For the Period Ended April 30

CAPITAL PROJECTS  
FUND 52

Benchmark: 83.33%

	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	2,197,402	1,197,402	219.74%	2,434,163	0.00%
Miscellaneous Revenue	-	2,500	2,500	100.00%	-	0.00%
Total Revenues	1,000,000	2,199,902	1,199,902	219.99%	2,434,163	0.00%
<b>Total Available Resources</b>	<b>\$ 57,325,000</b>	<b>\$ 59,231,339</b>	<b>\$ 1,906,339</b>	<b>103.33%</b>	<b>\$ 57,627,531</b>	<b>0.00%</b>
<b>Uses of Funds</b>						
Personnel Services	\$ -	\$ 207	(207)	100.00%	\$ -	0.00%
Materials & Services	505,000	74,341	430,659	14.72%	246,653	0.00%
Capital Outlay	54,098,500	2,457,240	51,641,260	4.54%	367,025	0.00%
Contingency	2,721,500	-	2,721,500	0.00%	-	0.00%
Total Expenditures	57,325,000	2,531,788	54,793,212	4.42%	613,678	1.18%
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ 56,699,552</b>	<b>\$ 56,699,552</b>	<b>100.00%</b>	<b>\$ 57,013,853</b>	<b>0.00%</b>

2022 Bond Issuance Expenditures include:

	Project-to-Date
2022 Bond Program General	\$ 326,785
Station 19 Midway	\$ 91,121
Station 20 Newberg	\$ 846,587
Station 21 Newberg	\$ 57,103
Station 35 King City	\$ 1,305,799
Station 62 Aloha	\$ 1,005,899
Station 67 Beaverton	\$ 5,144
Training Center	\$ 208,754
Bond Apparatus	\$ 5,781,891

# CORRESPONDENCE

Tualatin Valley Fire Station,

Alaine "Tawny" Wright  
Cody "Peregrine" Courson  
Dwight "Kite" Larabee  
Ruk "Eagle" Meek  
Miyu "Hummingbird" Plant  
Magie "Tweety" Randall

Thank you for letting  
our nonprofit meet in  
your community room.  
It fit our needs  
wonderfully!

Oregon Camp  
Cedarbrook  
Station 59 - West Linn

4-12-25

Sus!

I JUST  
CAN'T  
thank you  
ENOUGH.

for saving my life.  
Your department is the tops  
Love

CHIEF WITNESS,

ON 18 MAR E-34 RESPONDED TO OUR  
HOME IN TUALATIN ( ) FOR A  
SEIZURE. I APPRECIATE THE PROFESSIONAL CARE  
GIVEN OUR SON BY YOUR + AMR'S CREWS.

ADDITIONALLY, THEIR COMPASSION & ADVICE  
TO MY WIFE AND I IS GREATLY APPRECIATED.

PLEASE PASS ON OUR THANKS.

3 APRIL 25

THE UNIVERSITY OF TORONTO LIBRARIES

5 APR 2025 PM 10:11



Chief DERRICK WEISS  
TVFR  
11945 SW 70<sup>TH</sup> AVE.  
TIGARD OR 97223

Category	Sub-Category	Definition	Example
Agriculture	Food Production	Production of crops and animals for human consumption.	Wheat, corn, cattle.
	Non-Food Production	Production of crops and animals for non-human consumption.	Wood, fiber, leather.
Manufacturing	Food Processing	Production of food products from raw materials.	Flour, bread, meat products.
	Non-Food Processing	Production of non-food products from raw materials.	Plastic, paper, metal products.
Services	Food Services	Production of food products for immediate consumption.	Restaurants, fast food.
	Non-Food Services	Production of non-food products for immediate consumption.	Transportation, communication.

## Comments of Appreciation

**C5: BC Mariani**

**E50: LT Witkowski, AO Speasl, FF Johnson, FF Martens,**

**E53: CA Sherman, AO Robinson, FF Cox, FF Arellano**

**T51: AO Newman, LT McBride, FF Stember, FF Bjorn**

**C7: BC Ledson**

**R20: LT Rojo, FF Moore**

**S70: CA Spisla, FF Cole**

**T67: TO Stradley, AO Delgado, AO Garza, FF Zaganiacz**

**E35: CA Fiske, AO Beckman, FF Russell, FF Smeltzer**

**E66: LT Hardeman, AO Potter, FF Valdes, FF McGuigan**

**HR51: LT Johnson, AO Hays, FF Mooney, FF Winnward**

**2582: DFM Carpenter**

A thank you note was received from citizen Robin Harlan who called to express her appreciation for the personnel who responded to Inc# 2025-0047717. This was a fire at her home on 4/26/25.

She is grateful for everyone who helped during the incident and appreciates the service that TVF&R provides the community.

## Comments of Appreciation

### **Engine 35 CA Zahrowski, AO Ward, FF Voeller, FF Spidal**

A thank you note was received from citizen Carol Gifford for the response to Inc# 2025-0039625, a public service call to her home on 4/7/25. This was an incident involving a damaged power trimmer that spontaneously started operating and could not be shut off.

Per CA. Zahrowski, Carol's prudence in investigating the mysterious noise coming from her garage and call to 911 for assistance likely prevented a fire that day.

She writes "Thanks for the help this morning and for keeping us safe from the Stephen King Grass Clippers. YIKES!" - Carol & Family

---

# OLD BUSINESS

## AGENDA ITEM

### Tualatin Valley Fire & Rescue Tigard, Oregon

SUBJECT: Board Policy Section 2 – Bylaws of the Board FOR AGENDA OF: May 27, 2025  
APPROVED FOR AGENDA: Fire Chief Deric Weiss  
DEPARTMENT OF ORIGIN: Fire Chief's Office

PROCEEDING: Second Reading and Discussion DATE SUBMITTED: May 20, 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-
---------------------------	----------------------	-----------------------------

#### BACKGROUND:

Staff presented Board Policy Section 2 – Bylaws of the Board, for the first reading at the April 22, 2025 Board of Directors' meeting. At that time, no further revisions were suggested, and the policy is now presented for second reading and Board approval.

#### RECOMMENDED ACTION:

Approve second reading of Board Policy Section 2 – Bylaws of the Board

#### PROPOSED MOTION:

*"I move to approve the second 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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2.9	Selection and Duties of the Auditor .....	10
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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, 2023~~~~April 22, 2025~~May 27, 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, 2025May 27, 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, 2025May 27, 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, 2025May 27, 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, 2025May 27, 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, 2025May 27, 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, 2025May 27, 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, 2025May 27, 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, 2025May 27, 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~~May 27, 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, 2021~~[April 22, 2025](#)[May 27, 2025](#)

REVIEWED: ~~March 14, 2023~~[April 22, 2025](#)[May 27, 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, 2015~~April 22, 2025~~May 27, 2025~~

REVIEWED: ~~March 14, 2023~~April 22, 2025~~May 27, 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, 2025May 27, 2025

REVIEWED: ~~October 22, 2024~~April 22, 2025May 27, 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, 2025May 27, 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

---

Clark I. Balfour, Secretary of the Board

| APPROVED: October 22, 2024April 22, 2025May 27, 2025

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

**SECTION 2**

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2.16	Policy Approval.....	18

- 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.
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**LEGAL REFERENCES**

ORS 198

ORS 255

ORS 478

DATE: June 25, 1996

REVISED: July 18, 2006

REVIEWED: May 27, 2025

- A. The officers of the Board shall consist of:
  - 1. President
  - 2. Vice President
  - 3. Secretary-Treasurer
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- 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.
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LEGAL REFERENCE  
ORS 478.250

DATE: June 25, 1996

REVISED: March 16, 2021

REVIEWED: May 27, 2025

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DATE: June 25, 1996

REVISED: July 28, 2015

REVIEWED: May 27, 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: May 27, 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: May 27, 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: May 27, 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: May 27, 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: May 27, 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: May 27, 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: May 27, 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: May 27, 2025

REVIEWED: May 27, 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 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: May 27, 2025

REVIEWED: May 27, 2025

The Board adopts the following definitions for public meetings:

- 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. "*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.
- 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: May 27, 2025

REVIEWED: May 27, 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: May 27, 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: May 27, 2025

## AGENDA ITEM

### Tualatin Valley Fire & Rescue Tigard, Oregon

SUBJECT:	Ordinance 2025-01 To Adopt the 2025-26 Master Fee Schedule	FOR AGENDA OF:	May 27, 2025
		APPROVED FOR AGENDA:	Fire Chief Deric Weiss
		DEPARTMENT OF ORIGIN:	Finance
PROCEEDING:	Second Reading and Discussion	DATE SUBMITTED:	May 20, 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.

Ordinance 2025-01 was presented at the April 22, 2025 Board meeting for the first reading. At that time, no further revisions were suggested, and the ordinance is now presented for second reading and Board approval.

#### RECOMMENDED ACTION:

Approval of second reading proposed by staff.

#### PROPOSED MOTION:

*"I move to approve the second 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 27 day of May, 2025.

PASSED by the District this 27 day of May, 2025.

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Justin J. Dillingham, President

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Clark I. Balfour, Secretary-Treasurer

# LOCAL CONTRACT REVIEW BOARD

## AGENDA ITEM

### Tualatin Valley Fire & Rescue Tigard, Oregon

SUBJECT:	LCRB Resolution 2025-02 Progressive Design-Build Public Improvement Exemption Request	FOR AGENDA OF:	May 27, 2025
		APPROVED FOR AGENDA:	Fire Chief Deric Weiss
		DEPARTMENT OF ORIGIN:	Logistics
PROCEEDING:	Discussion and Approval	DATE SUBMITTED:	May 20, 2025
EXHIBITS:	LCRB Resolution 2025-02 Staff Report	CLEARANCES:	Fire Chief's Office

#### BUDGET IMPACT

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

The District plans to complete a significant remodel and expansion of Fire Station 67 (Beaverton), which will modernize the existing facility originally built in 1998 and improve operational capacity, efficiency, and safety for personnel assigned there.

Based on statute, public improvement contracts in Oregon are generally awarded to the contractor who submits the lowest responsive bid. However, Oregon Revised Statutes Chapter 279C.335(2) allows an agency's Local Contract Review Board (LCRB) to exempt specific public improvement projects from the standard low-bid requirement when it is determined that an alternative contracting method would better serve the public interest.

Staff recommends that the TVF&R LCRB approve the staff report findings to exempt the Fire Station 67 improvement project from the low-bid process and instead utilize the progressive design-build delivery method. Under this approach, the District will issue a competitive Request for Proposals (RFP) to select a design-build team consisting of both a general contractor and an architect, under a single contract, to collaboratively design and construct the project. The selection process will utilize a best value approach and this method of project delivery will result in enhanced collaboration between the District and design and construction teams. Staff followed all due diligence necessary for this exemption, and no public testimony was received.

#### RECOMMENDED ACTION:

Discussion and approval of LCRB Resolution 2025-02 authorizing the use of the progressive design-build alternative contracting method for the Station 67 remodel and expansion project.

#### PROPOSED MOTION:

*"I move to approve LCRB Resolution 2025-02 as recommended"*

## STAFF REPORT

### DRAFT FINDINGS IN SUPPORT OF AN EXEMPTION FROM COMPETITIVE BIDDING REQUIREMENTS AND THE USE OF DESIGN BUILD CONTRACTING METHOD FOR A PUBLIC IMPROVEMENT CONTRACT: STATION 67 REMODEL AND EXPANSION

Oregon Revised Statutes (“ORS”) Chapter 279C.335 requires that all public improvement contracts be based on competitive bids (traditional design-bid-build). However, the Tualatin Valley Fire & Rescue (TVF&R) Local Contract Review Board (“LCRB”) may exempt a public improvement contract from the ORS 279C.335 requirement upon approval of findings where:

- (a) The exemption is unlikely to encourage favoritism in awarding public improvement contracts or substantially diminish competition for public improvement contracts; and
- (b) Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the contracting agency.

The following findings of fact support exempting construction of the Fire Station 67 Remodel and Expansion (the “Project”) from competitive sealed bidding and deliver the Project through the Progressive Design Build (PDB) alternative delivery method to design and construct the Project. If approved, TVF&R intends to issue a competitive Request for Proposal (“RFP”) to select a progressive design-build team as permitted by ORS 279C.335(2) and TVF&R’s LCRB Rules.

#### **I. Nature of the Project:**

TVF&R is initiating the planning phase for a significant remodel and expansion of Fire Station 67, which aims to enhance operational capacity, personnel living conditions, and safety standards through targeted upgrades and extensions. This expansion will entail adding to the second story to accommodate living quarter programming needs, extending the pull-through bays, and modernizing the facility to support health and safety measures for personnel. The design will be developed to ensure a seamless integration with the existing building’s architectural aesthetic and functional requirements. The project is located at 13810 SW Farmington Rd., Beaverton, OR.

#### **II. About the Progressive Design-Build Delivery Method:**

PDB is a variation on the Design-Build delivery method that allows for greater collaboration and flexibility during the design phase. In a PDB project, the public owner first selects a design-build team through a competitive, qualifications-based RFP. The design-build team starts with a preliminary design and continues to develop and refine the design in collaboration with the owner until a Guaranteed Maximum Price (“GMP”) is provided by the design-build team. If the GMP is accepted by the owner, Notice to Proceed may be given and construction can commence. If the GMP is not acceptable, the owner may take an “off-ramp” and not proceed with construction or work with the design-build team to revise the GMP to an acceptable amount.

Key features of a Progressive Design-Build project include:

- **Phased Design:** The design phase is conducted in multiple phases that *progresses* from the initial design for construction and allows for ongoing adjustments and improvements.
- **Collaborative Process:** The owner has more input during the design phase, and the design-build team can incorporate changes based on evolving needs and preferences.
- **Flexibility:** PDB projects are more adaptable to changes and unforeseen issues that may arise during construction due to the ongoing collaboration between the owner, architect, and general contractor.

The primary difference between Design Bid Build (DBB) and Progressive Design Build (PDB) approaches lies in the degree of collaboration and flexibility provided during design. DBB follows a sequential approach, with a clear design phase followed by construction, while PDB allows for an iterative design throughout the whole process, which includes collaboration between the owner, the design team, and the construction team. The provision of early construction work and early procurement of long-lead equipment and construction materials may further expedite the Project delivery schedule.

### **III. Cost:**

The Project has an estimated total cost of \$8 million inclusive of hard and soft costs.

### **IV. Public Notice and Public Hearing:**

As required by ORS 279C.335(5)(b) TVF&R staff published notice of the public's option to request a hearing to provide comments on these draft findings in the May 09, 2025 edition of the *Daily Journal of Commerce*. If requested, a public hearing will be held during the May 27, 2025 TVF&R Board of Directors Meeting

### **V. Required Legal Findings:**

*In accordance with ORS Chapter 279C.335(2), the following findings of fact are given in support of this exemption.*

**A. The exemption is unlikely to encourage favoritism in awarding public improvement contracts or substantially diminish competition for public improvement contracts.**

Using the PDB method is unlikely to encourage favoritism or substantially diminish competition. This is because the progressive design-build team will be selected through a competitive process open to all qualified contractors. There are many contractors that have performed construction projects of this size, so there would be competitive opportunity for qualified contractors during the solicitation process, notwithstanding the use of the PDB method.

**B. Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the District.**

Pursuant to ORS 279C.335(2)(b)(A)-(N), the LCRB must make findings concerning the following fourteen (14) factors related to substantial cost savings and substantial benefits to TVF&R in order to justify the use of an alternative contracting method:

**1. How many persons are available to bid:**

There are multiple qualified general contractors who can complete the Project in the Pacific Northwest. However, there may be less contractors who have experience utilizing PDB to deliver projects. Lack of past PDB experience, however, will not be a disqualifying factor when responding to the RFP. If these findings are approved, a request for proposal will be formally advertised and made available to prospective contractors through public notice in the *Daily Journal of Commerce*. The selection process will be conducted in compliance with the Oregon's Public Contracting Code and TVF&R's LCRB Rules. Contractor selection will be based on predetermined criteria, such as:

- Experience in designing and/or managing construction improvement projects for public safety facilities whose property (not building) is actively occupied by emergency response teams and operational apparatus, and working with local authorities during land use and permitting processes;
- Contractors' project execution plan, including knowledge of lean construction principles, value engineering, target value design, or other innovative approaches that might be utilized to remove waste, reduce construction times, and increase value;
- Experience successfully completing PDB projects, or other alternative contracting projects; and,

The use of multiple criteria, which focus on factors beyond solely experience with PDB projects, will ensure that there are multiple contractors eligible to bid on the Project, and therefore keep costs competitive resulting in cost savings.

## ***2. The construction budget and the projected operating costs for the completed public improvement***

TVF&R's budget for this project is approximately \$8 million. Funds will be allocated from TVF&R General Obligation Bonds, Series 2022. Utilizing the PDB method will allow TVF&R to reduce costs by carefully screening experienced contracting firms which will significantly affect the project outcome as it relates to schedule and costs. The utilization of the PDB method has been shown, in its use by other agencies in Oregon, that it alleviates financial risk due to minimizing delay and requests for additional work and change orders. It is anticipated that staff will therefore find that reduced risks provide a significant value and overall cost savings.

## ***3. Public benefits that may result from granting the exemption***

Providing the PDB exemption will allow a contractor to be hired early in the design development process rather than with a traditional design-bid-build process which will allow greater flexibility for TVF&R to complete the project on time. Creating a project team at the start of the project comprised of the Architect, Owner/TVF&R, and Contractor, through selection of the PDB, creates a more informed, and better quality decision making process and more efficient construction team reduces TVF&R's financial exposure and enhances delivery of the project. The Portland Metro market continues to experience a significant amount of commercial, institutional and industrial construction. Several recently passed bond initiatives by public school districts and college agencies suggest that institutional work will continue. Staff therefore finds that to ensure a qualified general contractor is retained for these complex projects that the alternative contracting method is required due to these local market conditions.

***4. Whether value engineering techniques may decrease the cost of the public improvement***

Under a low-bid selection process, contract negotiations using value engineering may only be used when all bids exceed the project cost estimate. By contrast, under the PDB delivery method, the contractor is to provide ongoing reviews of the architect's designs throughout the design phase. As a result, the contractor's experience and construction knowledge allows for a more constructive design, which will likely result in a decreased cost and an ability to meet TVF&R's budget for the project.

***5. The cost and availability of specialized expertise that is necessary for the public improvement***

The Project will require specialized expertise. To ensure a successful design-build project it is essential to have a clear understanding of the architectural requirements and operational needs of a fire station. Key understandings include compliance with risk category IV essential building requirements, navigating land use and permitting processes as it pertains to essential buildings, and optimizing station layouts for operational efficiency as well as familiarity with navigating successful variances for land use, building code, and permitting.

The ability to elevate demonstrated skill and experience as primary criteria for contractor selection is of vital importance and will be utilized in the PDB selection process, unlike a Design-Bid-Build process where the public improvement contract is awarded to the contractor who submits the lowest responsive bid.

As a result, utilizing this exemption will facilitate decision-making where the specialized expertise of contractors and their design teams can be factored in the selection process with the goal of maximizing value and reducing impacts to TVF&R staff and the public as the result of the construction project.

***6. Any likely increases in public safety***

The established and continuous need for the uninterrupted services provided by Fire Station 67 have made the use of PDB more desirable. PDB will reduce the risk to public safety by shortening the duration of construction-related disruption and bring improvements to the Fire Station prior to when it would otherwise be delivered in the DBB process. Addressing potential challenges early in the process will facilitate a more efficient construction timeline, allowing both on-site and temporary station crews to return to the essential building as quickly as possible and minimizing disruption to operations and response. Minimizing the timeline to completion is extremely critical in this process.

***7. Whether granting the exemption may reduce risks to the contracting agency, the state agency or the public that are related to the public improvement;***

Utilizing PDB for this Project will allow the contractor to collaborate closely with the project team, ensuring that multiple risk factors are minimized, and the design meets future growth needs and improves the service area for the community. Early planning efforts focused on project phasing, construction staging areas, access corridors, and scheduling will proactively reduce risk to community members who work in the surrounding area. TVF&R's use of alternative contracting methods on past projects demonstrates the importance of forward-thinking planning to ensure that

a critical ongoing service to the public will not be interrupted or delayed. The use of the PDB process, along with proactive innovative cost reduction considerations, will reduce risks of cost overruns.

***8. Whether granting the exemption will affect the sources of funding for the public improvement;***

This Project will be paid for using TVF&R's General Obligation Bonds, Series 2022. The selected PDB team is expected to execute the scope for the Project that will satisfy the allowable uses of this fund. As such, there is no anticipated impact to the funding sources for this Project on account of the exemption. TVF&R staff will review the proposed scope and GMP to ensure they are within industry normal for this type of construction.

***9. Whether granting the exemption will better enable the contracting agency to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement;***

The current market conditions are fraught with fears of an economic slowdown, high material and labor costs, insufficient supply of workers, and supply chain issues, to name a few. These factors could negatively impact the project schedule, and potentially the budget, due to cost escalation. A PDB approach can mitigate these challenges by allowing for early work packages and early procurement of long-lead items not feasible in a Design-Bid-Build project. This fast-tracking accelerates the project timeline and reduces exposure to inflationary costs. This delivery method's collaborative nature also enables the project team to issue construction documents by the end of 2025, aiming for substantial completion by the end of 2027. These advantages are not achievable with a traditional DBB approach.

***10. Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvement***

The Project will require a high degree of technical knowledge of construction renovation and expansion which will be factored as evaluation criteria when selecting a contractor through the RFP process. Under a traditional DBB process, consideration of a contractor's technical skill and competence is limited to whether the low bidder is deemed "responsible" under Oregon's Public Contracting Code (see ORS Chapter 279C.375(3)(b)). With the PDB method, TVF&R will be able to screen contractors that have the requisite skill to address the size and technical complexity of the public improvement.

***11. Whether the public improvement involves new construction or renovates or remodels an existing structure***

This Project is for the remodel and expansion of an existing structure. The PDB process will allow the contractor to fully understand, plan for, and address the considerations of implementing a construction project in an existing structure.

***12. Whether the public improvement will be occupied or unoccupied during construction***

It is anticipated that the project building will be unoccupied during construction, however there will be a temporary structure located on the property to house one four-member response company and their apparatus.

***13. Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions***

The project will include multiple phases of design development, establishing a GMP, and construction phase. Staff finds that selecting an experienced contractor through the PDB method will allow TVF&R to benefit from their technical expertise.

***14. Whether the contracting agency has, or has retained under contract, and will use contracting agency, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the contracting agency will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract.***

TVF&R project management and procurement staff have the necessary expertise and experience in a wide range of construction delivery methods, including design-bid-build, design-build, and construction manager/general contractor (CM/GC), to solicit, negotiate, administer, and enforce the terms of the public improvement contract. TVF&R's legal counsel has experience with alternative contracting contracts and TVF&R has an existing relationship with a Construction Project Management team to consult with. As such, use of this method will not increase costs or create other issues for TVF&R.

**RECOMMENDATION:**

Based on the foregoing evidence, Staff finds that the use of the PDB delivery method for the Project: (1) is unlikely to encourage favoritism, or substantially diminish competition, in awarding the public improvement contract; and (2) will likely result in substantial cost savings and other substantial benefits to TVF&R.

Staff requests that the LCRB accept these findings and approve Resolution 2025-02 granting and exemption from the competitive bidding process and approving the PDB alternative contracting method process for the Fire Station 67 remodel and expansion project.

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## **LCRB RESOLUTION NO. 2025-02**

### **RESOLUTION OF THE LOCAL CONTRACT REVIEW BOARD OF TUALATIN VALLEY FIRE AND RESCUE, A RURAL PROTECTION DISTRICT, AUTHORIZING USE OF AN ALTERNATIVE CONTRACTING METHOD**

**WHEREAS**, the District plans to remodel and expand Fire Station 67 (Beaverton) to modernize the facility and improve operational capacity, efficiency, and safety for personnel assigned there.

**WHEREAS**, Oregon Revised Statutes Chapter 279C requires that all public improvement contracts be based on competitive bidding except a public improvement contract that is exempt;

**WHEREAS**, the District is seeking such exemption to use a progressive design-build alternative contracting method to select an experienced and qualified entity through a request for proposals solicitation process with a best-value selection method. This method of contracting will result in an innovative partnership that will require the selected entity to provide the necessary design services and construction work to complete a turnkey project (“Design-Build”);

**WHEREAS**, the District is seeking an experienced and qualified Design-Build entity to enter into the necessary public improvement contract documents to accomplish the goals of this project;

**WHEREAS**, the Board of Directors of Tualatin Valley Fire and Rescue serves as the Local Contract Review Board (“LCRB”). The LCRB may exempt a public improvement contract from the competitive bidding requirements of ORS 279C.335 after the LCRB takes into consideration any public testimony and approves findings supported by the enclosed Staff Report;

**WHEREAS**, the LCRB being fully advised with the enclosed staff report, finds as follows:

1. The District previously used the Design-Build contracting method successfully for its Logistics Service Center;
2. The District has determined that undertaking the Design-Build method will result in substantial cost and time savings;
3. The Design-Build alternative contracting method exemption is unlikely to encourage favoritism in awarding a public improvement contract or substantially diminish competition for a public improvement contract, as selection will be made under a best-value, highest experience and most qualified entity approach;
4. The Design-Build program will result in a turnkey facility that:

- i. meets the needs and requirements of the District;
- ii. will include the design and construction services necessary;
- iii. will take account of market realities and modern practices consistent with the public policy of encouraging competition for subcontractor selection in accordance with applicable Oregon Attorney General Model Rules;

5. The final parameters of the contract are those characteristics or specifics announced in the solicitation document; and
6. The District has complied with all notice procedures under ORS 279C.335(5).

**NOW, THEREFORE**, the LCRB exempts this public improvement contract project from the competitive bidding requirements of ORS 279C.335 and authorizes the use of the Design-Build alternative contracting method for the Fire Station 67 remodel and expansion public improvement project.

**ADOPTED** this 27th day of May 2025.

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Justin Dillingham, President

Attest: \_\_\_\_\_  
Clark Balfour, Secretary-Treasurer

# NEW BUSINESS

## AGENDA ITEM

### Tualatin Valley Fire & Rescue Tigard, Oregon

SUBJECT:	Board Policy Section 3 – Budget and Finance	FOR AGENDA OF:	May 27, 2025
		APPROVED FOR AGENDA:	Fire Chief Deric Weiss
		DEPARTMENT OF ORIGIN:	Finance
PROCEEDING:	First Reading and Discussion	DATE SUBMITTED:	May 20, 2025
EXHIBITS:	Board Policy Section 3 – Budget and Finance	CLEARANCES:	Fire Chief's Office

#### BUDGET IMPACT

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

Consistent with practice, staff has reviewed Board Policy Section 3 – Budget and Finance and does not recommend changes to the current policy.

#### RECOMMENDED ACTION:

Approve first reading of Board Policy Section 3 – Budget and Finance

#### PROPOSED MOTION:

*“I move to approve the first reading of Board Policy Section 3 – Budget and Finance – by title only.”*

# TUALATIN VALLEY FIRE AND RESCUE

## BUDGET and FINANCE

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## SECTION 3.1 ADOPTION OF FINANCIAL AND BUDGET POLICIES

- A. The District shall be responsible to develop and maintain policies in the following areas:
  - 1. Financial planning and budget policies
  - 2. Revenue policies
  - 3. Expenditure policies
- B. Such policies shall be reviewed annually and adopted or affirmed by the Board of Directors during the budget process.

### REFERENCES:

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

DATE: December 14, 2004

REVISED: March 16, 2010

REVIEWED: July 25, 2023May 27, 2025

## SECTION 3.2 FORMULATION OF DISTRICT BUDGET

- A. The adopted budget document shall serve as the financial plan of operation and provide guidelines for carrying out the goals and objectives of the District.
- B. Within the budget process, the Board shall:
  - 1. Designate the District budget officer. (ORS 294.331)
  - 2. Approve budget committee members. (ORS 294.414)
  - 3. Conduct the budget hearing. (ORS 294.453)
  - 4. Adopt the budget, make appropriations, declare and categorize property tax amounts or rates. (ORS 294.456)
- C. The District's budget shall be prepared and adopted in full compliance with State of Oregon local budget law.
- D. The District's balanced budget policy is that a budget is considered balanced when the funds' total resources of beginning fund balance, revenues, and other financing sources are equal to the total of expenditures, other financing uses, and ending fund balance.
- E. The District shall develop its budget based on a responsible financial planning process that assesses the long-term financial implications of current and proposed operating and capital budgets, budget policies, cash management, and investment policies, programs and assumptions.
  - 1. Adopted budgets for the District shall be structured to achieve actual and forecasted results of operations that will meet long-term financial plans. The District's ending fund balance in the General Fund shall remain sufficient to meet five months of operating costs. District management will monitor revenues and budgeted expenditures during the year to ensure sufficient ending reserves are maintained.
  - 2. District staff shall ensure that sufficient reserves exist in each fund to equal or exceed the balances needed to meet or exceed requirements of that fund. This includes the reserve of at least five months of the current year's estimated expenditures in the General Fund.
  - 3. Fund balances in other funds must meet the demands of current and future obligations of each fund, including, but not limited to:
    - a. Projected capital replacement including apparatus, building construction, and repair and maintenance.

### LEGAL REFERENCES:

ORS 294.305 to ORS 294.565

DATE: September 24, 1996

REVISED: June 25, 2013

| REVIEWED: July 25, 2023May 27, 2025

## SECTION 3.3

## BUDGET COMMITTEE - MEMBERSHIP AND RESPONSIBILITIES

- A. The Budget Committee shall consist of the five members of the Board of Directors and five appointed community members. Appointed members shall be citizens from the community and shall not be affiliated with the District as an employee, volunteer or immediate family member of an employee or volunteer. (ORS 294.414[2,4])
- B. The Budget Committee shall receive no compensation for their services as members of the committee. (ORS 294.414[3])
- C. Terms of the appointed community members shall be three years, and shall be staggered. (ORS 294.414[5])
- D. At its first meeting after appointment in each budget year, the Budget Committee shall select a chairperson from its membership. (ORS 294.414[9])
- E. The Budget Committee shall hold one or more meetings to:
  - 1. Receive the budget message and document (ORS 294.403), and
  - 2. Provide the citizens of the District an opportunity to comment and ask questions on the budget. (ORS 294.426)

### LEGAL REFERENCES

- ORS 294.414
- ORS 294.403
- ORS 294.426

DATE: September 24, 1996

REVISED: June 25, 2013

REVIEWED: July 25, 2023May 27, 2025

## SECTION 3.4

## BUDGET ADMINISTRATION

- A. The adopted budget is the financial plan developed to carry out the programs supporting the District's goals and objectives. No greater expenditure of public money shall be made for any specific purpose other than the amount appropriated, unless authorized by the Board of Directors. (ORS 294.456)
- B. The District shall expend monies only in compliance with ORS 294.305 to ORS 294.565. (ORS 294.338, ORS 294.456)
- C. Transfers of appropriations from one fund to another or within a fund shall take place only when authorized by board resolution or adoption of a supplemental budget. (ORS 294.463)
- D. Loans from one fund to another should be made only with authorizing resolution of the Board of Directors. (ORS 294.468)
- E. The Board of Directors authorizes the Fire Chief, or the Fire Chief's designee, to enter into public contracts without prior approval of the Board, provided such contracts do not exceed \$100,000 and are within budget parameters. The Board shall be informed at the next regularly scheduled board meeting if a public contract exceeds the \$100,000 limit solely as a result of change orders, when the contract is not one described in F. below.
- F. Purchases and contracts that are not subject to competitive bidding requirements, including contracts entered into by direct appointment or extended as allowed by the contract, and that are within budgeted parameters, may be entered into by the Fire Chief, or designee, without further approval by the Board. These items include, but are not limited to, employee insurances, including Workers' Compensation, Union Health Trust, medical, dental, or life; taxes and PERS payments; investments purchases as authorized by Board Policy 3.6, or other adopted investment policies; personal service contracts within contracted amounts for legal services, medical supervision services, dispatch data, video and voice connectivity; and property and liability insurance purchases. The Board of Directors shall be informed at the next regularly scheduled Board meeting of any expenditures in excess of \$100,000 made under this paragraph in these areas that are not expected to be within budgeted parameters.
- G. The Board will be provided financial reports on a regularly scheduled basis in which revenues and expenditures will be compared with budgeted appropriations.

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

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

**LEGAL REFERENCES**

ORS 294.338  
ORS 294.456  
ORS 294.463  
ORS 294.468  
ORS 294.481

DATE: September 24, 1996

REVISED: May 25, 2021

REVIEWED: July 25, 2023May 27, 2025

## SECTION 3.5

## DEPOSITORIES AND DISBURSEMENT OF FUNDS

- A. The depositories for the District shall be designated by the Board. Funds shall be drawn out only by those person(s) authorized by the Board of Directors to sign checks and make disbursements. (ORS 478.460) Payments may be authorized to be made by check, electronic funds transfer, wire transfer or other transfer as determined to be appropriate and in consideration of establishing banking, funds transfer, and accounting practices by those person(s) authorized by the Board of Directors to make disbursements. (ORS 291.001[2])
- B. All receipts, other than pre-payments for records requests, will be deposited to the proper account as soon as possible after they are received. Bank deposits will be made no less than three times a week; Monday, Wednesday, and Friday, as needed. Any receipts not deposited into the bank upon day of receipt will be kept in the locked safe in the Finance Office.
- C. All accounts receivable invoices will be generated from the financial accounting software where internal controls are already in place. This is a preventative internal control designed to track transactions early in the accounting cycle.

### LEGAL REFERENCES

ORS 478.460

ORS 291.001[2]

DATE: September 24, 1996

REVISED: July 23, 2019

REVIEWED: July 25, 2023May 27, 2025

## SECTION 3.6

### INVESTMENT POLICY STATEMENT FOR SHORT TERM OPERATING FUNDS AND CAPITAL FUNDS

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

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

B. The District's investment objectives are:

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

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

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

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

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

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

(Definitions of terms and applicable authorizing statutes are listed in the "Summary of Investments Available to Municipalities" provided by the State Treasurer).

1. Investment Types. The following investments are permitted by this policy and ORS 294.035 and 294.810.

a. Lawfully issued general obligations of the United States, the agencies and instrumentalities of the United States or enterprises sponsored by the United States Government and obligations whose payment is guaranteed by the United States, the agencies and instrumentalities of the United States or enterprises sponsored by the United States Government. Maximum percent of portfolio

allocation is 100%. No more than 40% of the portfolio in any one agency, instrumentality, or sponsored enterprise.

- b. Certificates of Deposit (CD) from commercial banks in Oregon and insured by the Federal Deposit Insurance Corporation (FDIC). Maximum percent of portfolio allocation is 50%. Investments in Certificates of Deposit invested in any one institution shall not exceed 25% of the total available funds and 15% of the equity of the financial institution.
- c. Repurchase Agreements (Repos) purchased from any qualified institution provided the master repurchase agreement is effective and the safekeeping requirements are met. The repurchase agreement must be in writing and executed in advance of the initial purchase of the securities that are the subject of the repurchase agreement.
  - 1. ORS 294.035 (3)(j) requires repurchase agreement collateral to be limited in maturity to three years and priced according to percentages prescribed by written policy of the Oregon Investment Council or the Oregon Short-Term Fund Board.
  - 2. ORS 294.135 (2) limits the maximum term of any repurchase agreement to 90 days.
  - 3. Acceptable collateral:
    - (i) US Treasury Securities: 102%
    - (ii) US Agency Discount and Coupon Securities: 102%

Maximum percent of portfolio allocation is 5%. The Chief Financial Officer shall not enter into any reverse repurchase agreements.

- d. Banker's Acceptances (BA) that are (i) guaranteed by, and carried on the books of, a qualified financial institution, (ii) eligible for discount by the Federal Reserve System, and (iii) issued by a qualified financial institution whose short-term letter of credit rating is rated in the highest category (A-1, P-1, F-1) by one or more nationally recognized statistical rating organization.

Qualified institution means a financial institution that is located and licensed to do banking business in the state of Oregon; or a financial institution located in the states of California, Idaho, or Washington that is wholly owned by a bank holding company that

owns a financial institution that is located and licensed to do banking business in the state of Oregon.

Maximum percent of portfolio allocation is 25%. Investments in Bankers' Acceptances invested in any one institution shall not exceed 2.5% of the total available funds and 15% of the equity of the financial institution.

- e. Corporate indebtedness subject to a valid registration statement on file with the Securities and Exchange Commission or issued under the authority of section 3(a)(2) or 3(a)(3) of the Securities Act of 1933, as amended. Must be issued by a commercial, industrial or utility business enterprise, or by or on behalf of a financial institution, including a holding company owning a majority interest in a qualified financial institution. The combined total invested in corporate indebtedness may not exceed 15%. No more than 2.5% of the total portfolio with any one corporate entity.
  - 1. Commercial Paper (CP) rated on the trade date P-1 or better by Moody's Investors Service or A-1 or better by Standard & Poor's Corporation or equivalent rating by any nationally recognized statistical rating organization.
  - 2. Corporate indebtedness must be rated on trade date in a rating category of "Aa" or better by Moody's Investors Service or a rating category of "AA" or better by Standard & Poor's Corporation or equivalent by any nationally recognized statistical rating organization.
- f. Lawfully issued debt obligations of the agencies and instrumentalities of the State of Oregon or its political subdivisions with a long-term rating in a rating category of "A" or an equivalent rating or better or the highest category for short term municipal debt.

Lawfully issued debt obligations of the States of California, Idaho or Washington or their political subdivisions with a long-term rating in a rating category of "AA" or an equivalent rating or better or the highest category for short term municipal debt. Maximum percent of portfolio allocation is 10%. No more than 10% of the total portfolio in any one issuing entity.

Such obligations may be purchased only if there has been no default in payment of either the principal or the interest on the obligations of the issuing county, port, school district or city, for a

period of five years next preceding the date of the investment, per ORS 294.040.

- g. State of Oregon Investment Pool. Maximum allowed per ORS 294.810, with the exception of pass-through funds (in and out within 10 days). A thorough investigation of the pool/fund is required prior to investing, and on a continual basis. The Chief Financial Officer shall perform a periodic review of:
  - 1. Pool's investment policy and objectives
  - 2. Interest calculations and how it is distributed
  - 3. How the securities are safeguarded
  - 4. How often the securities are priced
- h. Market Interest Accounts and Checking Accounts. TVF&R shall maintain necessary allocation needed for daily cash management efficiency.
  - 1. Callable securities. The maximum percent of callable securities in the portfolio shall be 35%.
- i. Summary of permitted investments

Investment Type	Maximum Maturity	Maximum Portfolio Allocation	Maximum Allocation Per Issuer	Minimum Rating
U.S. Treasuries	18 Months	100%	100%	-
Federal Agencies	18 Months	100%	40%	-
Time CDs	18 Months	50%	5%	FDIC Insured
Repurchase Agreements	90 days	5%	-	Collateralized
Banker's Acceptances	180 days	25%	2.5%	A-1
Corporate Notes	12 Months	15%	2.5%	AA
Commercial Paper	270 days	15%	2.5%	A-1
OR Munis	12 Months	10%	5%	A
ID, CA, WA Munis	12 Months	10%	5%	AA
Oregon Short Term Fund	-	Amount established by ORS 294.810	-	-
Market Interest and checking accounts	-	Amount necessary for daily cash management	-	-

- G. Investment Maturity. Maturity limitations shall depend upon whether the funds being invested are considered short-term operating funds or long-term funds.

Maturities shall not exceed 18 months. Maturities shall be structured to meet anticipated cash needs.

1. Short Term Operating Funds Portfolio. Generally, those funds in the General Fund, Debt Service, and Special Revenue Funds will be invested for periods less than 12 months. Identified budgeted fund balance carryovers in those funds may be available for investment periods up to 18 months.
2. Longer Term Portfolio. Instruments and diversification for the long-term portfolio shall be the same as for the short-term portfolio. However, investments with a maturity of 12 months or more shall be limited to US Agency or Treasury securities to minimize credit risk.

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

The Insurance Fund, which acts as an emergency fund for catastrophic claims, may have 50% of its investments invested in securities up to 18 months.

H. Competitive Selection of Investment Instruments. When appropriate, the Chief Financial Officer shall obtain competitive bids and offers on investments for purchase and sale transactions. It will be the responsibility of the Chief Financial Officer to monitor the daily estimated returns of the Oregon Short Term Fund, Treasury bill returns, and make determination of the investment purchase and redemption process. If a specific maturity date is required, either for cash flow purposes or for conformity to maturity guidelines, offers will be requested for instruments, which meet the maturity requirement. If no specific maturity is required, a market trend (yield curve) analysis will be conducted to determine which maturities would be most advantageous.

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

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

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

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

K. Monitoring and Adjusting the Portfolio. The investment officer will routinely monitor the contents of the portfolio, compare the holdings to the available markets, changes in credit quality and benchmarks and the relative values of competing instruments. If there are advantageous transactions, the portfolio may be adjusted accordingly.

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

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

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

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

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

LEGAL REFERENCES

ORS 294.004

ORS 294.035 to ORS 294.053

ORS 294.125 to ORS 294.155

ORS 294.810

DATE: September 24, 1996

REVISED: July 23, 2019

REVIEWED: July 25, 2023May 27, 2025

## SECTION 3.7

## PURCHASE AND SALE OF REAL PROPERTY

- A. The purchase, lease, trade, or sale of all real property by the District must have the prior approval of the Board.
- B. The Fire Chief shall project site needs in advance and the Board, with advice and counsel of the Fire Chief, shall select sites prior to immediate need. Such sites shall be chosen to provide the best service of the residents and properties of the entire District and will be based on demographic data, growth projections, actual and projected emergency response times, availability, and cost of land.
- C. Sites that become surplus to the District's needs shall be declared as such by motion of the Board and shall be considered for sale, trade, lease, or gift pursuant to state statutes.
- D. The Public Contracting Code does not apply to acquisitions or disposals of real property or interest in real property (ORS 279A.025).

## LEGAL REFERENCES

- ORS 279A.025
- ORS 307.010
- ORS 478.260 [2]

DATE: September 24, 1996

REVISED: May 23, 2017

REVIEWED: July 25, 2023May 27, 2025

SECTION 3.8

POWER OF THE DISTRICT TO SELL BONDS / BORROW FUNDS

- A. The Board or its designee may enter into rental or lease/purchase agreements required for fire protection purposes. (ORS 478.410[3])
- B. The District may borrow money and sell and dispose of general obligation bonds when such bonds have been authorized by a majority of voters, voting at an election called for that purpose. (ORS 478.410[2])
- C. The Board shall determine the limit for the total amount of short-term loans at the first business meeting of each fiscal year if they are anticipated.
- D. The District is authorized to contract for short-term loans for the purpose of meeting current expenses.

LEGAL REFERENCES

ORS 478.410 [2] and [3]

DATE: September 24, 1996

REVISED: December 14, 2004

REVIEWED: July 25, 2023May 27, 2025

## SECTION 3.9

## FUND BALANCE POLICY AND FLOW OF RESOURCES

- A. Fund balance measures the net financial resources available to finance expenditures of future periods.
- B. The District's Unassigned General Fund Balance will be maintained to provide the District with sufficient working capital and a margin of safety to address local and regional emergencies without borrowing. The District's ending fund balance in the General Fund shall remain sufficient to meet five months of operating costs. The unassigned General Fund Balance may only be appropriated by resolution of the Board of Directors.
- C. When it is appropriate for fund balance to be assigned, the Board delegates authority to the Fire Chief or the Chief Financial Officer.
- D. Fund Balance of the District may be committed for a specific source by formal action of the Board of Directors. Amendments or modifications of the committed fund balance must also be approved by formal action of the Board of Directors.
- E. In circumstances where an expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended is as follows: restricted fund balance, followed by committed fund balance, assigned fund balance, and lastly, unassigned fund balance.

DATE: February 28, 2012

REVIEWED: July 25, 2023May 27, 2025

## SECTION 3.10 SYSTEM OF ACCOUNTS

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

DATE: September 24, 1996

REVISED: May 26, 2015

| REVIEWED: July 25, 2023May 27, 2025

## SECTION 3.11            AUDIT

- A. The Chief Financial Officer will work with the Board-designated auditor (Section 2.9) each year to accomplish the objective of the annual audit.
- B. The Chief Financial Officer shall be responsible for filing the audit report with the Secretary of State and shall be authorized to disburse from District funds all filing fees prescribed.
- C. The Chief Financial Officer shall be responsible to ensure the auditor presents the audit report to the Board of Directors.

### LEGAL REFERENCE

ORS 297.425

ORS 297.465

ORS 297.466

ORS 297.485

DATE: September 24, 1996

REVIEWED: July 25, 2023May 27, 2025

## SECTION 3.12 PROPERTY INVENTORY

- A. The District shall maintain a formalized program of accountability and controls over all inventory of furniture, fixtures, and equipment. The purpose of the inventory will be to satisfy reporting requirements for insurance coverage, to aid the administration in the management of equipment, to assist in budgeting for replacement, and to affix the control of responsibility for the custody of equipment.
- B. The District shall conduct an annual inventory of all assets capitalized under general accepted accounting principles, currently \$5,000 or more per asset. Such inventory shall be reviewed annually by the Finance Division as part of preparation for the annual audit.
- C. The District shall also maintain and conduct inventories of equipment as required to meet established safety standards.

DATE: September 24, 1996

REVISED: June 25, 2013

REVIEWED: July 25, 2023May 27, 2025

## SECTION 3.13 PROPERTY APPRAISAL

- A. To ensure an adequate level of insurance, the District shall maintain an appraisal of all buildings including improvements, fixtures, and fixed contents.
- B. A physical re-appraisal of replacement values on property and improvements shall be conducted no less than each ten years. The values of all buildings shall be updated annually for insurance purposes.
- C. The appraisal shall be conducted by an appraiser who is certified or has a history of successful experience in the field. This appraisal may be performed by the District's insurance agent of record or insurance company.

DATE: September 24, 1996

REVISED: May 26, 2015

REVIEWED: July 25, 2023May 27, 2025

## SECTION 3.14 DISPOSAL OF SURPLUS PROPERTY

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

- A. The District will dispose of surplus property in such a manner that will not invite criticism.
- B. The District will dispose of surplus or non-usable property in such a manner that would net the most revenue (or least amount of cost) for the District for the time involved. The District shall consider expected revenue per type of sale in comparison with estimated staff time to prepare items for sale in determining the methodology of disposal of surplus. Methods of disposal for items determined as surplus property may include, but are not limited to trade-in, auction, selling as scrap, advertising for sale, third-party liquidator, and/or donation as provided in D and E below.
- C. The District may sell an item of surplus property with an estimated value of \$5,000 or less without a competitive process if the District determines that such a process will result in the most net revenue. The District may establish a selling price, schedule and advertise a sale date, and sell to the first qualified buyer meeting the sale terms.
- D. The District may transfer surplus property to another fire department, consistent with the requirements of ORS 279A.190.
- E. The District may donate or sell surplus property to another public agency or nonprofit organization provided that is the most efficient and cost-effective method of disposing of the property.
- F. The District shall maintain records of surplus transactions and notify the insurance company as needed of deletions.
- G. The District will evaluate the source of funding for property to be disposed to ensure compliance with any grant or bonded debt requirements arising from the initial purchase.

DATE: September 24, 1996

REVISED: May 23, 2017

REVIEWED: July 25, 2023May 27, 2025

## SECTION 3.15 RISK MANAGEMENT AND INSURANCE PROGRAM

- A. The District shall provide for a program of risk management consistent with legal requirements and the limited financial resources of the District.
- B. The District shall purchase insurance or set aside reserves to self-insure. Coverage shall meet legal requirements or exceed those minimum requirements at the discretion of the Board as necessary to protect:
  - 1. The District as a corporate body
  - 2. The District's Board of Directors
  - 3. The District's individual members
  - 4. The District's appointed officers
  - 5. District employees
- C. The above are to be insured against financial loss arising out of any claim, demand, suit, or judgment by reason of alleged negligence or other act resulting in injury or death to any person, or damage to property while the above-named insureds are acting within the scope of their duties or employment with the District.
- D. The District shall, subject to meeting legal requirements and the discretion of the Board, purchase insurance to cover or self-insure:
  - 1. All real and personal property of the District
  - 2. Losses due to employee dishonesty, injury, or death
  - 3. Losses due to cyber related attacks
  - 4. Reimbursement of attorney fees and costs for employees performing Incident Command Staff duties or fire prevention inspections who are charged with a criminal offense in accordance with Sections "E" and "F" (below)
  - 5. A program of benefits for employees to the limits established from time to time by the Fire Chief
- E. Prior to the commencement of any work or services secured by contract with the District, the contractor shall procure and thereafter during the term of the contract continue to carry public liability and property damage insurance with a company or companies authorized to issue insurance in the State of Oregon, with limits provided

by the contract. Such insurance shall cover all risks arising directly or indirectly out of the contractor's activities or performance. Certificates evidencing such insurance, and bearing endorsements naming the District as an insured on such policy or policies of insurance shall be delivered to the District.

Additionally, contracts shall contain a provision by which the contractor shall indemnify and hold harmless the District from any claim, loss, or liability arising out of or related to any activity, performance, or non-performance of the contractor in connection with said contract.

- E. It is understood that employees who perform Incident Command Staff duties during emergencies are required to make strategic and tactical decisions while attempting to mitigate the incident. These events are dynamic and complex, and decisions have to be made without time for a complete risk-benefit analysis, therefore, undesirable outcomes are possible. In the event an employee performing Incident Command Staff duties is charged with a criminal offense for his or her actions during or related to an emergency event, and the cost of defense of the criminal action is not paid by insurance, the District may reimburse such employee for attorney fees and costs, subject to the following (such reimbursement is referred to herein as "Reimbursement"):
  1. To qualify for Reimbursement, the employee must obtain the District's prior approval of the employee's criminal defense attorney and the fee agreement with the attorney.
  2. Any agreement or contract for legal services will be solely between the employee and the attorney. The District will not guarantee payment for such services and will have no liability to the attorney for the payment of such services.
  3. To qualify for Reimbursement, the employee must have been acting within the scope of their duties and employment, as determined by the District in its sole discretion.
  4. If the employee qualifies for Reimbursement, the District may provide Reimbursement, in its sole discretion; provided, however, all Reimbursement is subject to the following:
    - a. If the employee is found guilty of the charges (including submitting a plea of no contest or guilty), the District may, in its sole discretion, require the employee to repay the District for the Reimbursement.
    - b. Reimbursement shall immediately terminate if the District determines, in its sole discretion, that the employee lied during any part of the investigation, discovery, or trial process.

- c. Reimbursement may be denied or terminated if the District determines, in its sole discretion, that the employee's actions constituted willful or wanton misconduct.
- d. Reimbursement shall immediately terminate if the District determines, in its sole discretion that the employee has refused or refuses to fully cooperate with any post-incident investigations.
- e. The District shall not provide Reimbursement for attorney's fees and costs incurred in an appeal unless specifically authorized by the Board of Directors.
- f. In order to receive Reimbursement, the employee shall provide the District with a statement of the attorney fees and costs incurred to date and proof of payment of such fees and costs. The District shall then determine, in its sole discretion, what fees and costs shall be reimbursed.

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

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

DATE: September 24, 1996

REVISED: May 25, 2021

REVIEWED: July 25, 2023May 27, 2025

SECTION 3.16        AGENT OF RECORD

- A. The District may retain agents of record for the purpose of purchasing insurance for employee benefits, workers' compensation, and property and casualty insurance.
- B. District staff shall ensure the District maintains a sound risk management program. Agents may assist in writing and servicing all necessary policies and statutory bonds.
- C. The means of selection, the minimum qualifications and responsibilities of an agent of record are to be developed and evaluated by District management.

DATE: September 24, 1996

| REVIEWED: July 25, 2023May 27, 2025

## SECTION 3.17 CREDIT CARDS

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

DATE: September 24, 1996

REVIEWED: July 25, 2023May 27, 2025

SECTION 3.18 BUSINESS TRAVEL

- A. District employees shall be authorized to travel to activities that are of direct benefit to the Fire District.
- B. The Fire Chief shall notify the Board President or designee when his business travel will exceed three or more days absence from the District.
- C. The Fire Chief or designee shall approve business travel outside the states of Washington and Oregon for all other employees.
- D. The Fire Chief shall be responsible for administrative procedures relating to travel policies.

DATE: September 24, 1996

REVISED: September 23, 2008

REVIEWED: July 25, 2023May 27, 2025

## SECTION 3.19

## PENSION PLAN ADMINISTRATION

- A. The District shall maintain a pension plan for personnel retired prior to integration in the Oregon Public Employees Retirement System on July 1, 1981, or their beneficiaries.
- B. The District's pension plan shall be administered by the District management who will be responsible to monitor the plan for compliance with all laws and regulations and who will also ensure appropriate tax filings are made. The Fire Chief/Administrator will ensure that the necessary annual adjustments are made to retirees' pensions as required.
- C. The Board of Directors will serve as trustees of the pension plan.
- D. The pension plan shall be reviewed actuarially on a periodic basis to ensure funding levels are appropriate.

DATE: September 24, 1996

REVISED: June 25, 2013

REVIEWED: July 25, 2023May 27, 2025

SECTION 3.20

VOLUNTEER LOSAP ADMINISTRATION

- A. The District shall maintain a Length of Service Award Plan (LOSAP) for its Firefighter and Incident Support volunteers with one full calendar year or more of service to the District.
- B. The Fire Chief shall be designated as Administrator and Trustee of the Plan.

REFERENCE: Resolution 2012-06

DATE: November 16, 2004

REVISED: July 23, 2019

REVIEWED: July 25, 2023May 27, 2025

## SECTION 3.21 DEFERRED COMPENSATION ADMINISTRATION

- A. The Board authorizes deferred compensation plans for employees under Internal Revenue Code sections 457(b) and 401(a).
- B. The Chief Financial Officer will be responsible to administer the plans to ensure tax law compliance, and periodically adopt any carrier amendments or revisions to the carrier agreements and investment selections necessary to update matching contributions, investment selections or perform other administrative functions.
- C. Employee hardship withdrawal requests and investment and performance carrier reviews shall be administered by a three-person committee comprised of an officer of Local 1660, the Director of Human Resources, and the Chief Financial Officer. A quorum is two.

### LEGAL REFERENCE

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

DATE: September 24, 1996

REVISED: June 25, 2013

REVIEWED: July 25, 2023May 27, 2025

SECTION 3.22

REIMBURSEMENT PLAN AUTHORIZATION UNDER IRC SECTION  
125 PLAN

- A. The Board authorizes a Section 125 plan to include Section 129 benefits for all employees.
- B. Operations of the plan shall be administered by the Chief Financial Officer as plan administrator.
- C. The plan shall be structured and administered to comply with applicable sections of the Internal Revenue Code.

DATE: September 24, 1996

REVIEWED: July 25, 2023May 27, 2025

SECTION 3.23        RIGHT TO DISCIPLINE ACTS OF FRAUD

- A. The Board and management are committed to the highest level of moral and ethical behavior. Breaches of this behavior, especially through acts involving fraudulent means erodes the public's trust and confidence in the integrity of the District.
- B. Management will be responsible to exercise a combination of preventative, detective and corrective controls to protect the assets of the District.
- C. Management will also be responsible to discipline, up to and including prosecution, of any and all personnel found guilty of fraudulent use of District assets.

DATE: May 26, 2015

REVIEWED: July 25, 2023May 27, 2025

SECTION 3.24

POLICY APPROVAL

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

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Randy J. Lauer, President of the Board

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Robert C. Wyffels, Secretary of the Board

APPROVED: July 25, 2023May 27, 2025

# TUALATIN VALLEY FIRE AND RESCUE

## BUDGET and FINANCE

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## SECTION 3.1 ADOPTION OF FINANCIAL AND BUDGET POLICIES

- A. The District shall be responsible to develop and maintain policies in the following areas:
  - 1. Financial planning and budget policies
  - 2. Revenue policies
  - 3. Expenditure policies
- B. Such policies shall be reviewed annually and adopted or affirmed by the Board of Directors during the budget process.

### REFERENCES:

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

DATE: December 14, 2004

REVISED: March 16, 2010

REVIEWED: May 27, 2025

## SECTION 3.2 FORMULATION OF DISTRICT BUDGET

- A. The adopted budget document shall serve as the financial plan of operation and provide guidelines for carrying out the goals and objectives of the District.
- B. Within the budget process, the Board shall:
  - 1. Designate the District budget officer. (ORS 294.331)
  - 2. Approve budget committee members. (ORS 294.414)
  - 3. Conduct the budget hearing. (ORS 294.453)
  - 4. Adopt the budget, make appropriations, declare and categorize property tax amounts or rates. (ORS 294.456)
- C. The District's budget shall be prepared and adopted in full compliance with State of Oregon local budget law.
- D. The District's balanced budget policy is that a budget is considered balanced when the funds' total resources of beginning fund balance, revenues, and other financing sources are equal to the total of expenditures, other financing uses, and ending fund balance.
- E. The District shall develop its budget based on a responsible financial planning process that assesses the long-term financial implications of current and proposed operating and capital budgets, budget policies, cash management, and investment policies, programs and assumptions.
  - 1. Adopted budgets for the District shall be structured to achieve actual and forecasted results of operations that will meet long-term financial plans. The District's ending fund balance in the General Fund shall remain sufficient to meet five months of operating costs. District management will monitor revenues and budgeted expenditures during the year to ensure sufficient ending reserves are maintained.
  - 2. District staff shall ensure that sufficient reserves exist in each fund to equal or exceed the balances needed to meet or exceed requirements of that fund. This includes the reserve of at least five months of the current year's estimated expenditures in the General Fund.
  - 3. Fund balances in other funds must meet the demands of current and future obligations of each fund, including, but not limited to:
    - a. Projected capital replacement including apparatus, building construction, and repair and maintenance.

### LEGAL REFERENCES:

ORS 294.305 to ORS 294.565

DATE: September 24, 1996

REVISED: June 25, 2013

REVIEWED: May 27, 2025

## SECTION 3.3

## BUDGET COMMITTEE - MEMBERSHIP AND RESPONSIBILITIES

- A. The Budget Committee shall consist of the five members of the Board of Directors and five appointed community members. Appointed members shall be citizens from the community and shall not be affiliated with the District as an employee, volunteer or immediate family member of an employee or volunteer. (ORS 294.414[2,4])
- B. The Budget Committee shall receive no compensation for their services as members of the committee. (ORS 294.414[3])
- C. Terms of the appointed community members shall be three years, and shall be staggered. (ORS 294.414[5])
- D. At its first meeting after appointment in each budget year, the Budget Committee shall select a chairperson from its membership. (ORS 294.414[9])
- E. The Budget Committee shall hold one or more meetings to:
  - 1. Receive the budget message and document (ORS 294.403), and
  - 2. Provide the citizens of the District an opportunity to comment and ask questions on the budget. (ORS 294.426)

### LEGAL REFERENCES

- ORS 294.414
- ORS 294.403
- ORS 294.426

DATE: September 24, 1996

REVISED: June 25, 2013

REVIEWED: May 27, 2025

## SECTION 3.4

## BUDGET ADMINISTRATION

- A. The adopted budget is the financial plan developed to carry out the programs supporting the District's goals and objectives. No greater expenditure of public money shall be made for any specific purpose other than the amount appropriated, unless authorized by the Board of Directors. (ORS 294.456)
- B. The District shall expend monies only in compliance with ORS 294.305 to ORS 294.565. (ORS 294.338, ORS 294.456)
- C. Transfers of appropriations from one fund to another or within a fund shall take place only when authorized by board resolution or adoption of a supplemental budget. (ORS 294.463)
- D. Loans from one fund to another should be made only with authorizing resolution of the Board of Directors. (ORS 294.468)
- E. The Board of Directors authorizes the Fire Chief, or the Fire Chief's designee, to enter into public contracts without prior approval of the Board, provided such contracts do not exceed \$100,000 and are within budget parameters. The Board shall be informed at the next regularly scheduled board meeting if a public contract exceeds the \$100,000 limit solely as a result of change orders, when the contract is not one described in F. below.
- F. Purchases and contracts that are not subject to competitive bidding requirements, including contracts entered into by direct appointment or extended as allowed by the contract, and that are within budgeted parameters, may be entered into by the Fire Chief, or designee, without further approval by the Board. These items include, but are not limited to, employee insurances, including Workers' Compensation, Union Health Trust, medical, dental, or life; taxes and PERS payments; investments purchases as authorized by Board Policy 3.6, or other adopted investment policies; personal service contracts within contracted amounts for legal services, medical supervision services, dispatch data, video and voice connectivity; and property and liability insurance purchases. The Board of Directors shall be informed at the next regularly scheduled Board meeting of any expenditures in excess of \$100,000 made under this paragraph in these areas that are not expected to be within budgeted parameters.
- G. The Board will be provided financial reports on a regularly scheduled basis in which revenues and expenditures will be compared with budgeted appropriations.

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

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

**LEGAL REFERENCES**

ORS 294.338  
ORS 294.456  
ORS 294.463  
ORS 294.468  
ORS 294.481

DATE: September 24, 1996

REVISED: May 25, 2021

REVIEWED: May 27, 2025

## SECTION 3.5

## DEPOSITORIES AND DISBURSEMENT OF FUNDS

- A. The depositories for the District shall be designated by the Board. Funds shall be drawn out only by those person(s) authorized by the Board of Directors to sign checks and make disbursements. (ORS 478.460) Payments may be authorized to be made by check, electronic funds transfer, wire transfer or other transfer as determined to be appropriate and in consideration of establishing banking, funds transfer, and accounting practices by those person(s) authorized by the Board of Directors to make disbursements. (ORS 291.001[2])
- B. All receipts, other than pre-payments for records requests, will be deposited to the proper account as soon as possible after they are received. Bank deposits will be made no less than three times a week; Monday, Wednesday, and Friday, as needed. Any receipts not deposited into the bank upon day of receipt will be kept in the locked safe in the Finance Office.
- C. All accounts receivable invoices will be generated from the financial accounting software where internal controls are already in place. This is a preventative internal control designed to track transactions early in the accounting cycle.

### LEGAL REFERENCES

ORS 478.460

ORS 291.001[2]

DATE: September 24, 1996

REVISED: July 23, 2019

REVIEWED: May 27, 2025

## SECTION 3.6

### INVESTMENT POLICY STATEMENT FOR SHORT TERM OPERATING FUNDS AND CAPITAL FUNDS

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

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

B. The District's investment objectives are:

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

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

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

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

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

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

(Definitions of terms and applicable authorizing statutes are listed in the "Summary of Investments Available to Municipalities" provided by the State Treasurer).

1. Investment Types. The following investments are permitted by this policy and ORS 294.035 and 294.810.

a. Lawfully issued general obligations of the United States, the agencies and instrumentalities of the United States or enterprises sponsored by the United States Government and obligations whose payment is guaranteed by the United States, the agencies and instrumentalities of the United States or enterprises sponsored by the United States Government. Maximum percent of portfolio

allocation is 100%. No more than 40% of the portfolio in any one agency, instrumentality, or sponsored enterprise.

- b. Certificates of Deposit (CD) from commercial banks in Oregon and insured by the Federal Deposit Insurance Corporation (FDIC). Maximum percent of portfolio allocation is 50%. Investments in Certificates of Deposit invested in any one institution shall not exceed 25% of the total available funds and 15% of the equity of the financial institution.
- c. Repurchase Agreements (Repos) purchased from any qualified institution provided the master repurchase agreement is effective and the safekeeping requirements are met. The repurchase agreement must be in writing and executed in advance of the initial purchase of the securities that are the subject of the repurchase agreement.
  - 1. ORS 294.035 (3)(j) requires repurchase agreement collateral to be limited in maturity to three years and priced according to percentages prescribed by written policy of the Oregon Investment Council or the Oregon Short-Term Fund Board.
  - 2. ORS 294.135 (2) limits the maximum term of any repurchase agreement to 90 days.
  - 3. Acceptable collateral:
    - (i) US Treasury Securities: 102%
    - (ii) US Agency Discount and Coupon Securities: 102%

Maximum percent of portfolio allocation is 5%. The Chief Financial Officer shall not enter into any reverse repurchase agreements.

- d. Banker's Acceptances (BA) that are (i) guaranteed by, and carried on the books of, a qualified financial institution, (ii) eligible for discount by the Federal Reserve System, and (iii) issued by a qualified financial institution whose short-term letter of credit rating is rated in the highest category (A-1, P-1, F-1) by one or more nationally recognized statistical rating organization.

Qualified institution means a financial institution that is located and licensed to do banking business in the state of Oregon; or a financial institution located in the states of California, Idaho, or Washington that is wholly owned by a bank holding company that

owns a financial institution that is located and licensed to do banking business in the state of Oregon.

Maximum percent of portfolio allocation is 25%. Investments in Bankers' Acceptances invested in any one institution shall not exceed 2.5% of the total available funds and 15% of the equity of the financial institution.

- e. Corporate indebtedness subject to a valid registration statement on file with the Securities and Exchange Commission or issued under the authority of section 3(a)(2) or 3(a)(3) of the Securities Act of 1933, as amended. Must be issued by a commercial, industrial or utility business enterprise, or by or on behalf of a financial institution, including a holding company owning a majority interest in a qualified financial institution. The combined total invested in corporate indebtedness may not exceed 15%. No more than 2.5% of the total portfolio with any one corporate entity.
  - 1. Commercial Paper (CP) rated on the trade date P-1 or better by Moody's Investors Service or A-1 or better by Standard & Poor's Corporation or equivalent rating by any nationally recognized statistical rating organization.
  - 2. Corporate indebtedness must be rated on trade date in a rating category of "Aa" or better by Moody's Investors Service or a rating category of "AA" or better by Standard & Poor's Corporation or equivalent by any nationally recognized statistical rating organization.
- f. Lawfully issued debt obligations of the agencies and instrumentalities of the State of Oregon or its political subdivisions with a long-term rating in a rating category of "A" or an equivalent rating or better or the highest category for short term municipal debt.

Lawfully issued debt obligations of the States of California, Idaho or Washington or their political subdivisions with a long-term rating in a rating category of "AA" or an equivalent rating or better or the highest category for short term municipal debt. Maximum percent of portfolio allocation is 10%. No more than 10% of the total portfolio in any one issuing entity.

Such obligations may be purchased only if there has been no default in payment of either the principal or the interest on the obligations of the issuing county, port, school district or city, for a

period of five years next preceding the date of the investment, per ORS 294.040.

- g. State of Oregon Investment Pool. Maximum allowed per ORS 294.810, with the exception of pass-through funds (in and out within 10 days). A thorough investigation of the pool/fund is required prior to investing, and on a continual basis. The Chief Financial Officer shall perform a periodic review of:
  - 1. Pool's investment policy and objectives
  - 2. Interest calculations and how it is distributed
  - 3. How the securities are safeguarded
  - 4. How often the securities are priced
- h. Market Interest Accounts and Checking Accounts. TVF&R shall maintain necessary allocation needed for daily cash management efficiency.
  - 1. Callable securities. The maximum percent of callable securities in the portfolio shall be 35%.
- i. Summary of permitted investments

Investment Type	Maximum Maturity	Maximum Portfolio Allocation	Maximum Allocation Per Issuer	Minimum Rating
U.S. Treasuries	18 Months	100%	100%	-
Federal Agencies	18 Months	100%	40%	-
Time CDs	18 Months	50%	5%	FDIC Insured
Repurchase Agreements	90 days	5%	-	Collateralized
Banker's Acceptances	180 days	25%	2.5%	A-1
Corporate Notes	12 Months	15%	2.5%	AA
Commercial Paper	270 days	15%	2.5%	A-1
OR Munis	12 Months	10%	5%	A
ID, CA, WA Munis	12 Months	10%	5%	AA
Oregon Short Term Fund	-	Amount established by ORS 294.810	-	-
Market Interest and checking accounts	-	Amount necessary for daily cash management	-	-

- G. Investment Maturity. Maturity limitations shall depend upon whether the funds being invested are considered short-term operating funds or long-term funds.

Maturities shall not exceed 18 months. Maturities shall be structured to meet anticipated cash needs.

1. Short Term Operating Funds Portfolio. Generally, those funds in the General Fund, Debt Service, and Special Revenue Funds will be invested for periods less than 12 months. Identified budgeted fund balance carryovers in those funds may be available for investment periods up to 18 months.
2. Longer Term Portfolio. Instruments and diversification for the long-term portfolio shall be the same as for the short-term portfolio. However, investments with a maturity of 12 months or more shall be limited to US Agency or Treasury securities to minimize credit risk.

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

The Insurance Fund, which acts as an emergency fund for catastrophic claims, may have 50% of its investments invested in securities up to 18 months.

H. Competitive Selection of Investment Instruments. When appropriate, the Chief Financial Officer shall obtain competitive bids and offers on investments for purchase and sale transactions. It will be the responsibility of the Chief Financial Officer to monitor the daily estimated returns of the Oregon Short Term Fund, Treasury bill returns, and make determination of the investment purchase and redemption process. If a specific maturity date is required, either for cash flow purposes or for conformity to maturity guidelines, offers will be requested for instruments, which meet the maturity requirement. If no specific maturity is required, a market trend (yield curve) analysis will be conducted to determine which maturities would be most advantageous.

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

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

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

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

K. Monitoring and Adjusting the Portfolio. The investment officer will routinely monitor the contents of the portfolio, compare the holdings to the available markets, changes in credit quality and benchmarks and the relative values of competing instruments. If there are advantageous transactions, the portfolio may be adjusted accordingly.

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

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

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

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

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

LEGAL REFERENCES

ORS 294.004

ORS 294.035 to ORS 294.053

ORS 294.125 to ORS 294.155

ORS 294.810

DATE: September 24, 1996

REVISED: July 23, 2019

REVIEWED: May 27, 2025

## SECTION 3.7

## PURCHASE AND SALE OF REAL PROPERTY

- A. The purchase, lease, trade, or sale of all real property by the District must have the prior approval of the Board.
- B. The Fire Chief shall project site needs in advance and the Board, with advice and counsel of the Fire Chief, shall select sites prior to immediate need. Such sites shall be chosen to provide the best service of the residents and properties of the entire District and will be based on demographic data, growth projections, actual and projected emergency response times, availability, and cost of land.
- C. Sites that become surplus to the District's needs shall be declared as such by motion of the Board and shall be considered for sale, trade, lease, or gift pursuant to state statutes.
- D. The Public Contracting Code does not apply to acquisitions or disposals of real property or interest in real property (ORS 279A.025).

## LEGAL REFERENCES

- ORS 279A.025
- ORS 307.010
- ORS 478.260 [2]

DATE: September 24, 1996

REVISED: May 23, 2017

REVIEWED: May 27, 2025

SECTION 3.8

POWER OF THE DISTRICT TO SELL BONDS / BORROW FUNDS

- A. The Board or its designee may enter into rental or lease/purchase agreements required for fire protection purposes. (ORS 478.410[3])
- B. The District may borrow money and sell and dispose of general obligation bonds when such bonds have been authorized by a majority of voters, voting at an election called for that purpose. (ORS 478.410[2])
- C. The Board shall determine the limit for the total amount of short-term loans at the first business meeting of each fiscal year if they are anticipated.
- D. The District is authorized to contract for short-term loans for the purpose of meeting current expenses.

LEGAL REFERENCES

ORS 478.410 [2] and [3]

DATE: September 24, 1996

REVISED: December 14, 2004

REVIEWED: May 27, 2025

## SECTION 3.9

## FUND BALANCE POLICY AND FLOW OF RESOURCES

- A. Fund balance measures the net financial resources available to finance expenditures of future periods.
- B. The District's Unassigned General Fund Balance will be maintained to provide the District with sufficient working capital and a margin of safety to address local and regional emergencies without borrowing. The District's ending fund balance in the General Fund shall remain sufficient to meet five months of operating costs. The unassigned General Fund Balance may only be appropriated by resolution of the Board of Directors.
- C. When it is appropriate for fund balance to be assigned, the Board delegates authority to the Fire Chief or the Chief Financial Officer.
- D. Fund Balance of the District may be committed for a specific source by formal action of the Board of Directors. Amendments or modifications of the committed fund balance must also be approved by formal action of the Board of Directors.
- E. In circumstances where an expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended is as follows: restricted fund balance, followed by committed fund balance, assigned fund balance, and lastly, unassigned fund balance.

DATE: February 28, 2012

REVIEWED: May 27, 2025

## SECTION 3.10 SYSTEM OF ACCOUNTS

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

DATE: September 24, 1996

REVISED: May 26, 2015

REVIEWED: May 27, 2025

## SECTION 3.11            AUDIT

- A. The Chief Financial Officer will work with the Board-designated auditor (Section 2.9) each year to accomplish the objective of the annual audit.
- B. The Chief Financial Officer shall be responsible for filing the audit report with the Secretary of State and shall be authorized to disburse from District funds all filing fees prescribed.
- C. The Chief Financial Officer shall be responsible to ensure the auditor presents the audit report to the Board of Directors.

### LEGAL REFERENCE

ORS 297.425

ORS 297.465

ORS 297.466

ORS 297.485

DATE: September 24, 1996

REVIEWED: May 27, 2025

## SECTION 3.12 PROPERTY INVENTORY

- A. The District shall maintain a formalized program of accountability and controls over all inventory of furniture, fixtures, and equipment. The purpose of the inventory will be to satisfy reporting requirements for insurance coverage, to aid the administration in the management of equipment, to assist in budgeting for replacement, and to affix the control of responsibility for the custody of equipment.
- B. The District shall conduct an annual inventory of all assets capitalized under general accepted accounting principles, currently \$5,000 or more per asset. Such inventory shall be reviewed annually by the Finance Division as part of preparation for the annual audit.
- C. The District shall also maintain and conduct inventories of equipment as required to meet established safety standards.

DATE: September 24, 1996

REVISED: June 25, 2013

REVIEWED: May 27, 2025

## SECTION 3.13 PROPERTY APPRAISAL

- A. To ensure an adequate level of insurance, the District shall maintain an appraisal of all buildings including improvements, fixtures, and fixed contents.
- B. A physical re-appraisal of replacement values on property and improvements shall be conducted no less than each ten years. The values of all buildings shall be updated annually for insurance purposes.
- C. The appraisal shall be conducted by an appraiser who is certified or has a history of successful experience in the field. This appraisal may be performed by the District's insurance agent of record or insurance company.

DATE: September 24, 1996

REVISED: May 26, 2015

REVIEWED: May 27, 2025

## SECTION 3.14 DISPOSAL OF SURPLUS PROPERTY

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

- A. The District will dispose of surplus property in such a manner that will not invite criticism.
- B. The District will dispose of surplus or non-usable property in such a manner that would net the most revenue (or least amount of cost) for the District for the time involved. The District shall consider expected revenue per type of sale in comparison with estimated staff time to prepare items for sale in determining the methodology of disposal of surplus. Methods of disposal for items determined as surplus property may include, but are not limited to trade-in, auction, selling as scrap, advertising for sale, third-party liquidator, and/or donation as provided in D and E below.
- C. The District may sell an item of surplus property with an estimated value of \$5,000 or less without a competitive process if the District determines that such a process will result in the most net revenue. The District may establish a selling price, schedule and advertise a sale date, and sell to the first qualified buyer meeting the sale terms.
- D. The District may transfer surplus property to another fire department, consistent with the requirements of ORS 279A.190.
- E. The District may donate or sell surplus property to another public agency or nonprofit organization provided that is the most efficient and cost-effective method of disposing of the property.
- F. The District shall maintain records of surplus transactions and notify the insurance company as needed of deletions.
- G. The District will evaluate the source of funding for property to be disposed to ensure compliance with any grant or bonded debt requirements arising from the initial purchase.

DATE: September 24, 1996

REVISED: May 23, 2017

REVIEWED: May 27, 2025

## SECTION 3.15 RISK MANAGEMENT AND INSURANCE PROGRAM

- A. The District shall provide for a program of risk management consistent with legal requirements and the limited financial resources of the District.
- B. The District shall purchase insurance or set aside reserves to self-insure. Coverage shall meet legal requirements or exceed those minimum requirements at the discretion of the Board as necessary to protect:
  - 1. The District as a corporate body
  - 2. The District's Board of Directors
  - 3. The District's individual members
  - 4. The District's appointed officers
  - 5. District employees
- C. The District shall, subject to meeting legal requirements and the discretion of the Board, purchase insurance to cover or self-insure:
  - 1. All real and personal property of the District
  - 2. Losses due to employee dishonesty, injury, or death
  - 3. Losses due to cyber related attacks
  - 4. Reimbursement of attorney fees and costs for employees performing Incident Command Staff duties or fire prevention inspections who are charged with a criminal offense in accordance with Sections "E" and "F" (below)
  - 5. A program of benefits for employees to the limits established from time to time by the Fire Chief
- D. Prior to the commencement of any work or services secured by contract with the District, the contractor shall procure and thereafter during the term of the contract continue to carry public liability and property damage insurance with a company or companies authorized to issue insurance in the State of Oregon, with limits provided

by the contract. Such insurance shall cover all risks arising directly or indirectly out of the contractor's activities or performance. Certificates evidencing such insurance, and bearing endorsements naming the District as an insured on such policy or policies of insurance shall be delivered to the District.

Additionally, contracts shall contain a provision by which the contractor shall indemnify and hold harmless the District from any claim, loss, or liability arising out of or related to any activity, performance, or non-performance of the contractor in connection with said contract.

- E. It is understood that employees who perform Incident Command Staff duties during emergencies are required to make strategic and tactical decisions while attempting to mitigate the incident. These events are dynamic and complex, and decisions have to be made without time for a complete risk-benefit analysis, therefore, undesirable outcomes are possible. In the event an employee performing Incident Command Staff duties is charged with a criminal offense for his or her actions during or related to an emergency event, and the cost of defense of the criminal action is not paid by insurance, the District may reimburse such employee for attorney fees and costs, subject to the following (such reimbursement is referred to herein as "Reimbursement"):
  1. To qualify for Reimbursement, the employee must obtain the District's prior approval of the employee's criminal defense attorney and the fee agreement with the attorney.
  2. Any agreement or contract for legal services will be solely between the employee and the attorney. The District will not guarantee payment for such services and will have no liability to the attorney for the payment of such services.
  3. To qualify for Reimbursement, the employee must have been acting within the scope of their duties and employment, as determined by the District in its sole discretion.
  4. If the employee qualifies for Reimbursement, the District may provide Reimbursement, in its sole discretion; provided, however, all Reimbursement is subject to the following:
    - a. If the employee is found guilty of the charges (including submitting a plea of no contest or guilty), the District may, in its sole discretion, require the employee to repay the District for the Reimbursement.
    - b. Reimbursement shall immediately terminate if the District determines, in its sole discretion, that the employee lied during any part of the investigation, discovery, or trial process.

- c. Reimbursement may be denied or terminated if the District determines, in its sole discretion, that the employee's actions constituted willful or wanton misconduct.
- d. Reimbursement shall immediately terminate if the District determines, in its sole discretion that the employee has refused or refuses to fully cooperate with any post-incident investigations.
- e. The District shall not provide Reimbursement for attorney's fees and costs incurred in an appeal unless specifically authorized by the Board of Directors.
- f. In order to receive Reimbursement, the employee shall provide the District with a statement of the attorney fees and costs incurred to date and proof of payment of such fees and costs. The District shall then determine, in its sole discretion, what fees and costs shall be reimbursed.

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

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

DATE: September 24, 1996

REVISED: May 25, 2021

REVIEWED: May 27, 2025

## SECTION 3.16 AGENT OF RECORD

- A. The District may retain agents of record for the purpose of purchasing insurance for employee benefits, workers' compensation, and property and casualty insurance.
- B. District staff shall ensure the District maintains a sound risk management program. Agents may assist in writing and servicing all necessary policies and statutory bonds.
- C. The means of selection, the minimum qualifications and responsibilities of an agent of record are to be developed and evaluated by District management.

DATE: September 24, 1996

REVIEWED: May 27, 2025

## SECTION 3.17 CREDIT CARDS

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

DATE: September 24, 1996

REVIEWED: May 27, 2025

SECTION 3.18 BUSINESS TRAVEL

- A. District employees shall be authorized to travel to activities that are of direct benefit to the Fire District.
- B. The Fire Chief shall notify the Board President or designee when his business travel will exceed three or more days absence from the District.
- C. The Fire Chief or designee shall approve business travel outside the states of Washington and Oregon for all other employees.
- D. The Fire Chief shall be responsible for administrative procedures relating to travel policies.

DATE: September 24, 1996

REVISED: September 23, 2008

REVIEWED: May 27, 2025

## SECTION 3.19

## PENSION PLAN ADMINISTRATION

- A. The District shall maintain a pension plan for personnel retired prior to integration in the Oregon Public Employees Retirement System on July 1, 1981, or their beneficiaries.
- B. The District's pension plan shall be administered by the District management who will be responsible to monitor the plan for compliance with all laws and regulations and who will also ensure appropriate tax filings are made. The Fire Chief/Administrator will ensure that the necessary annual adjustments are made to retirees' pensions as required.
- C. The Board of Directors will serve as trustees of the pension plan.
- D. The pension plan shall be reviewed actuarially on a periodic basis to ensure funding levels are appropriate.

DATE: September 24, 1996

REVISED: June 25, 2013

REVIEWED: May 27, 2025

SECTION 3.20

VOLUNTEER LOSAP ADMINISTRATION

- A. The District shall maintain a Length of Service Award Plan (LOSAP) for its Firefighter and Incident Support volunteers with one full calendar year or more of service to the District.
- B. The Fire Chief shall be designated as Administrator and Trustee of the Plan.

REFERENCE: Resolution 2012-06

DATE: November 16, 2004

REVISED: July 23, 2019

REVIEWED: May 27, 2025

## SECTION 3.21 DEFERRED COMPENSATION ADMINISTRATION

- A. The Board authorizes deferred compensation plans for employees under Internal Revenue Code sections 457(b) and 401(a).
- B. The Chief Financial Officer will be responsible to administer the plans to ensure tax law compliance, and periodically adopt any carrier amendments or revisions to the carrier agreements and investment selections necessary to update matching contributions, investment selections or perform other administrative functions.
- C. Employee hardship withdrawal requests and investment and performance carrier reviews shall be administered by a three-person committee comprised of an officer of Local 1660, the Director of Human Resources, and the Chief Financial Officer. A quorum is two.

### LEGAL REFERENCE

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

DATE: September 24, 1996

REVISED: June 25, 2013

REVIEWED: May 27, 2025

SECTION 3.22

REIMBURSEMENT PLAN AUTHORIZATION UNDER IRC SECTION  
125 PLAN

- A. The Board authorizes a Section 125 plan to include Section 129 benefits for all employees.
- B. Operations of the plan shall be administered by the Chief Financial Officer as plan administrator.
- C. The plan shall be structured and administered to comply with applicable sections of the Internal Revenue Code.

DATE: September 24, 1996

REVIEWED: May 27, 2025

SECTION 3.23        RIGHT TO DISCIPLINE ACTS OF FRAUD

- A. The Board and management are committed to the highest level of moral and ethical behavior. Breaches of this behavior, especially through acts involving fraudulent means erodes the public's trust and confidence in the integrity of the District.
- B. Management will be responsible to exercise a combination of preventative, detective and corrective controls to protect the assets of the District.
- C. Management will also be responsible to discipline, up to and including prosecution, of any and all personnel found guilty of fraudulent use of District assets.

DATE: May 26, 2015

REVIEWED: May 27, 2025

SECTION 3.24

POLICY APPROVAL

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

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Randy J. Lauer, President of the Board

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Robert C. Wyffels, Secretary of the Board

APPROVED: May 27, 2025

## AGENDA ITEM

### Tualatin Valley Fire & Rescue Tigard, Oregon

SUBJECT:	Medic Remount Proposal	FOR AGENDA OF:	May 27, 2025
		APPROVED FOR AGENDA:	Fire Chief Deric Weiss
		DEPARTMENT OF ORIGIN:	Logistics
PROCEEDING:	Discussion and Approval	DATE SUBMITTED:	May 20, 2025
EXHIBITS:	Braun NW Medic Remount Proposal	CLEARANCES:	Fire Chief's Office

#### BUDGET IMPACT

EXPENDITURE REQUIRED: \$738,102.00	AMOUNT BUDGETED: \$834,000.00	APPROPRIATION REQUIRED: \$0
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#### BACKGROUND:

The District plans to remount three existing medic units with a new Ford F450 4x4 cab and chassis and refurbish the existing medic modules to current transport vehicle standards through Braun Northwest as the District's medic vehicle manufacturer.

Opting to remount the existing modules onto new 2025/2026 Ford F450 4x4 cab and chassis presents a significant cost-saving opportunity compared to purchasing entirely new medic units. This approach allows the District to fully utilize the remaining lifespan of the modules.

The District is utilizing a Houston Galveston Area Council cooperative contract, number AM10-23, awarded to Braun Northwest to refurbish the medic units.

The remount of three medic units has been approved through the FY26 Capital Additions Request process.

#### RECOMMENDED ACTION:

Board of Directors to authorize the Fire Chief or designee to enter into a purchase contract with Braun Northwest to refurbish three medic units for the total amount of \$738,102.00.

#### PROPOSED MOTION:

*"I move to authorize the Fire Chief or designee to purchase the vehicles as recommended."*



150 North Star Drive / PO Box 1204 / Chehalis, WA 98532 / 360.748.0195 / 800.245.6303 / fax 360.748.0256

### HGAC REMOUNT PROPOSAL

February 21, 2025

Tualatin Valley Fire & Rescue  
Attn: Chad Liggett  
9991 SW Svery Street  
Tualatin, OR 97062  
[Chad.liggett@tvfr.com](mailto:Chad.liggett@tvfr.com)

#### RE: Remount/Refurbish three (3) North Star modules

Braun Northwest is pleased to offer the following proposal which is based upon HGAC contract AM10-23:

**Remount/Refurbish three (3) North Star modules onto a 2025 Ford F-450 4x4 ambulance prep diesel chassis per enclosed specifications dated 2/21/2025.**

Base price HGAC AM23CE03 .....	\$138,950.00
Published/Customization options taken .....	\$108,384.00
HGAC Buy discount .....	<u>&lt;\$ 1,500.00&gt;</u>
Total for Remount #1381-1 .....	\$245,834.00

Base price HGAC AM23CE03 .....	\$138,950.00
Published/Customization options taken .....	\$108,384.00
HGAC Buy discount .....	<u>&lt;\$ 1,500.00&gt;</u>
Total for Remount #2048-1 .....	\$245,834.00

Base price HGAC AM23CE03 .....	\$138,950.00
Published/Customization options taken .....	\$108,384.00
HGAC Buy discount .....	<u>&lt;\$ 1,500.00&gt;</u>
Total for Remount #2050-1 .....	\$245,834.00

Sub-total for three (3) Remounts as Listed and Described above.....	\$737,502.00
HGAC Fee .....	<u>\$ 600.00</u>
Total F.O.B. Chehalis, WA .....	<u><b>\$738,102.00*</b></u>

Sales tax not included

**F.O.B.:** Chehalis, Washington

**Delivery:** Remount/refurbish to be completed within ninety (90) days after receipt of new chassis and existing vehicle. Start of process to be scheduled based upon new chassis delivery, agency's operational schedule and Braun NW manufacturing plan.

**Terms:** Ninety percent (90%) payment due upon receipt of vehicle. Balance due in thirty (30) days.





150 North Star Drive / PO Box 1204 / Chehalis, WA 98532 / 360.748.0195 / 800.245.6303 / fax 360.748.0256

**It is understood that the used chassis is not road legal due to the transfer of such items as lights and mud flaps to new chassis. Transportation of used chassis remains the responsibility of agency unless chassis is traded-in. Any parts or pieces not transferred to the new chassis or reused, unless specifically noted, shall be included in trade-in value of chassis to reduce overall cost of this project.**

*\*The above pricing is based upon the availability of the current model year chassis. Should the model year no longer be available at the time the order is placed, a newer model year will be offered with an adjustment in price.*

*(Note: This bid is contingent on use of customer's Government Ford Fleet Identification Number.) Failure to secure a FIN will increase the price by the amount of the GPC chassis discount.*

*Braun Northwest, Inc. is an Oregon dealer (#8475873) with insurance information available upon request.*

Respectfully Submitted by:  
Braun Northwest, Inc.

Tami McCallum  
Tami McCallum, V.P. of Sales

Date: 2/21/25

TM  
cc CB  
Enclosures: Specifications.

We agree to accept the above proposal:  
Tualatin Valley Fire & Rescue

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



## AGENDA ITEM

### Tualatin Valley Fire & Rescue Tigard, Oregon

SUBJECT:	Budget Committee Member Reappointments: Mike Smith and Michael Mudrow	FOR AGENDA OF:	May 27, 2025
		APPROVED FOR AGENDA:	Fire Chief Deric Weiss
		DEPARTMENT OF ORIGIN:	Fire Chief's Office
PROCEEDING:	Discussion and Approval	DATE SUBMITTED:	May 16, 2025
EXHIBITS:	None	CLEARANCES:	Fire Chief's Office

#### BUDGET IMPACT

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

Mr. Mike Smith and Mr. Michael Mudrow's Budget Committee terms end on June 30, 2025. They would both like to continue service to the District. District staff recommend they be appointed for another three-year term, ending on June 30, 2028.

#### RECOMMENDED ACTION:

Approve reappointment of Mr. Mike Smith and Mr. Michael Mudrow to the District's Budget Committee.

#### PROPOSED MOTION:

*"I move to reappoint Mr. Mike Smith and Mr. Michael Mudrow to the Tualatin Valley Fire & Rescue Budget Committee with a term expiring on June 30, 2028."*

# CHIEF'S REPORT

- A. Capital Projects Update and Capital Projects Expenditure Summary
- B. New Hire Announcements
- C. Promotion Announcements
- D. Employee of the Quarter – Q1 2025
- E. District Events
  - OFCA Spring Conference Recap
  - Budget Committee Meeting Recap
  - Meritorious Awards Recap
  - Community Academy Recap
  - May Community Events Report

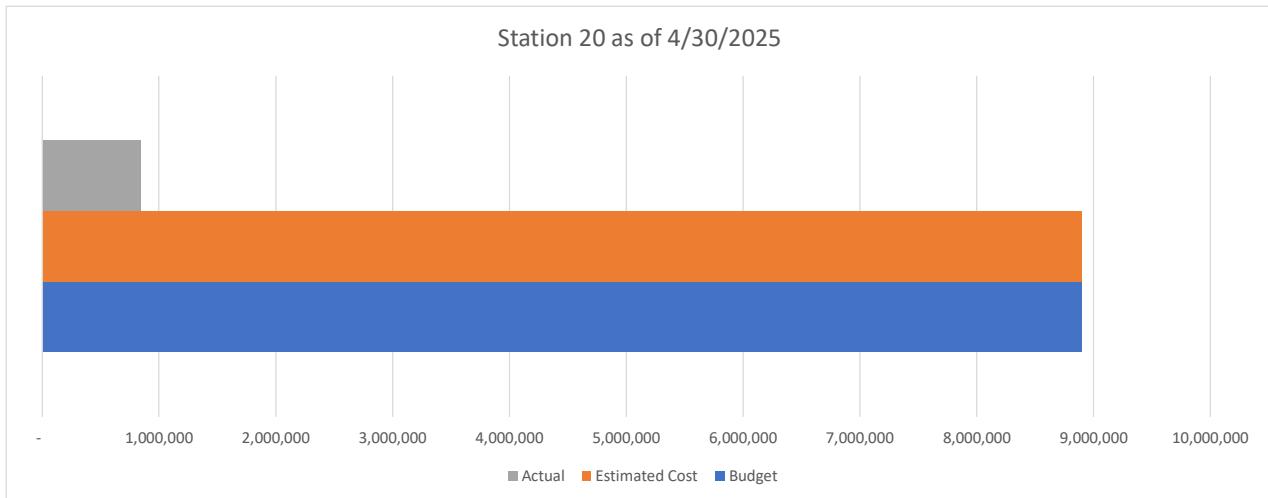


## CAPITAL PROJECTS



### 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	39,399	42,660
03 Attorney Fees	54,399	-	-	-
04 Permits and Fees	336,599	-	-	-
05 Architectural Services	442,296	-	311,318	311,318
06 Project Management	489,176	60,361	83,001	143,362
07 Temporary Quarters	-	-	-	-
09 Demolition	-	-	-	-
Unclassified	-	-	-	-
<b>Total Fund 52</b>	<b>8,900,000</b>	<b>63,623</b>	<b>782,964</b>	<b>846,587</b>
Other/Start-up costs (Fund 10/22)	-	-	-	-
<b>Total</b>	<b>\$8,900,000</b>	<b>\$63,623</b>	<b>\$782,964</b>	<b>\$846,587</b>

Totals may not foot due to rounding.

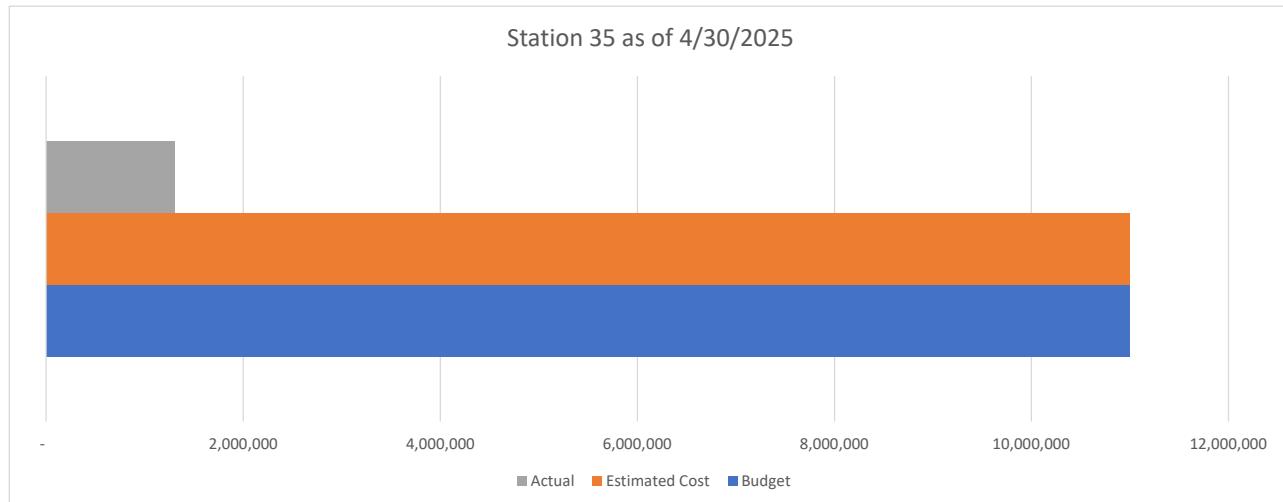


## CAPITAL PROJECTS



### 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	232,964	287,523
03 Attorney Fees	55,000	-	1,490	1,490
04 Permits and Fees	440,000	-	26,092	26,092
05 Architectural Services	660,000	135,198	468,190	603,387
06 Project Management	220,000	97,392	114,341	211,733
07 Temporary Quarters	220,000	-	175,574	175,574
09 Demolition	-	-	-	-
Unclassified	-	-	-	-
<b>Total Fund 52</b>	<b>11,000,000</b>	<b>287,149</b>	<b>1,018,651</b>	<b>1,305,799</b>
Other/Start-up costs (Fund 10/22)	-	-	-	-
<b>Total</b>	<b>\$11,000,000</b>	<b>\$287,149</b>	<b>1,018,651</b>	<b>\$ 1,305,799</b>

Totals may not foot due to rounding.

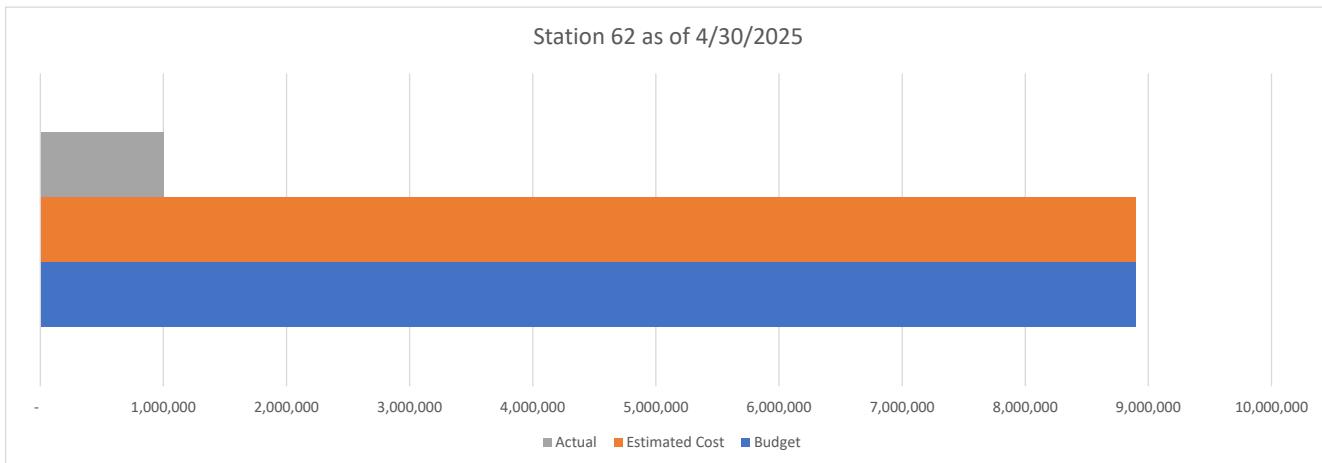


## CAPITAL PROJECTS



### 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	4,679
04 Permits and Fees	336,599	500	34,201	(332) <sup>(1)</sup>	-	34,369
05 Architectural Services	442,296	29,794	481,561	70,750	80,864	662,970
06 Project Management	489,176	-	5,500	30,890	42,353	78,744
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>221,501</b>	<b>123,606</b>	<b>\$ 1,005,899</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>\$221,501</b>	<b>\$123,606</b>	<b>\$ 1,005,899</b>

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

Totals may not foot due to rounding.



## PROJECT INFORMATION

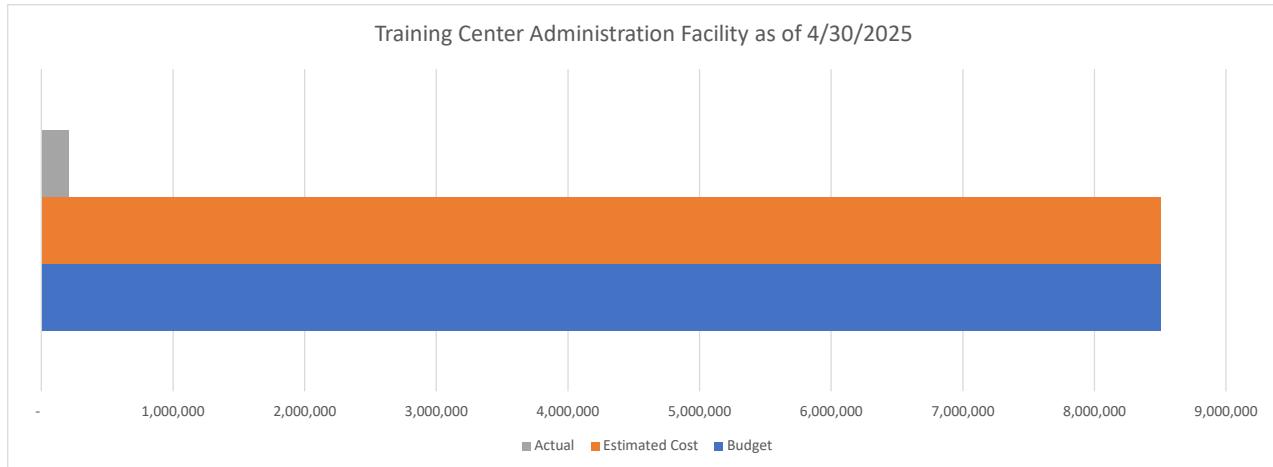
 Project Name **Training Center Administration Facility - BOND**

 Project Description **New Construction**

 Location **Sherwood | 12400 SW Tonquin Road**

 Construction Manager **Perlo Construction**

 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	8,390	8,468
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	-	-	142,982	142,982
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>151,372</b>	<b>208,754</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>\$151,372</b>	<b>\$ 208,754</b>

Totals may not foot due to rounding.

# New Hire Announcement



**JT Archuleta**

Hired for the  
Senior HRIS Analyst position on  
April 1, 2025.

# Promotion Announcement



**Ryan Robinson**

Promoted to District Chief of Operations  
Effective April 16, 2025.

# Employee of the Quarter

## Q1 2025



### **Michael Bjorn**

For his exceptional work developing comprehensive training resources that have strengthened firefighter readiness and performance across the District!

**Congratulations!**



# Meritorious Awards 2025



# Community Academy 2025



## May Community Events

Start Time	Title	Estimated Attendance
5/1/2025	20/B School Visit Red Bucket Preschool	15
5/1/2025	64/C School Visit Kids Incur. Preschool	10
5/1/2025	SET/67B Booth Aloha Farmers Market	200
5/1/2025	62 CPO 6 Meeting	0
5/2/2025	CAS/61C Booth Early Head Start Community Action	80
5/3/2025	34/A Station Tour Robertson Family	2
5/3/2025	51/A Civic/Community Home Depot Kids Workshop	200
5/4/2025	61/B RDO Community/Civic Home Depot Kids Workshop	300
5/4/2025	66/B Station Tour high schooler	5
5/5/2025	53/C Visit to Arco Iris	70
5/8/2025	61/C Station Tour Girl Scout Daisy Troop 81217	8
5/12/2025	62/A School Visit Kinnaman Elementary	36
5/12/2025	CAS/35A HO CPR/Senior Safety Pres Summerfield	20
5/12/2025	34/A Station Tour Mitch Charter School	55
5/12/2025	PIO CPO Update	50
5/13/2025	59/B School Visit to Southlake Preschool (1 of 2 days)	80
5/13/2025	CAS/35/B HO CPR/Senior Safety Pre Summerfield	32
5/14/2025	65/C Station Tour Hope Chinese Charter preschool	40
5/14/2025	59/C School Visit to Southlake Preschool (2 of 2 days)	80
5/14/2025	CAS Booth City of Wilsonville Employee Wellness Day	50
5/15/2025	53 CPO 3 Meeting	25
5/15/2025	17 CPO 8 Meeting	25
5/16/2025	59/A Riverside High School Visit	50
5/16/2025	52/B Station Tour Victory Academy	14
5/16/2025	SET/62B Booth/School Visit Kinnaman Elementary	600
5/16/2025	67/B/CAS Community Celebration Aloha Huber Park School	1,000
5/17/2025	FLS Forest Park Firewise Community Outreach	150
5/17/2025	66/C Station Tour Bennett Family	4
5/17/2025	34/C CIO Riverpark Fair	100
5/17/2025	SET/65C Booth Ridgewood Elementary	500
5/18/2025	33/A Station Tour Girl Scouts Troop 40126	8
5/18/2025	68/A Station Tour Scout visit	20
5/18/2025	66/A Station Tour Girl Scouts Troop 81424	13
5/19/2025	69/B Station Tour Wells Family	4
5/19/2025	52/B Station Tour Victory Academy	8
5/20/2025	58/C School Visit Atlas Immersion Academy of West Linn	60
5/20/2025	51/C Station Tour Tigard HS Life Skills program	20
5/20/2025	CAS/59 HO CPR/AED Athey Creek Afterschool Program	20
5/20/2025	52/C + C7 Community Event Boeckman Road Re-opening	75
5/21/2025	34/A Civic/Neighborhood Tualatin Big Truck Day	300
5/21/2025	CRR/EMS/PAO Beaverton Library Staff - HO CPR, AED, and Narcan Training	100
5/21/2025	33/A Station Tour Cub Scouts	22
5/22/2025	20/21B School Visit/Community Mt. View MS	150
5/22/2025	61/B Station Tour 3 year old	2
5/23/2025	17/C Station Tour North Plains Elementary	45
5/23/2025	58/C School Visit Bolton Primary School	12
5/23/2025	69/C Station Tour Small Family Group	2
5/24/2025	33/A Station Tour Cub Scouts	30
5/25/2025	53/B Station Tour Robertson Family	2
5/26/2025	52/C Civic/Community Oregon Korean War Memorial	150
5/26/2025	34/56C Civic/Community Tualatin Memorial Day Service	150

## May Community Events

Start Time	Title	Estimated Attendance
5/26/2025	17/C Community Memorial Day Event	150
5/26/2025	51/C Memorial Day Event Tigard American Legion	50
5/27/2025	50/A Station Tour Mary Woodward Elementary	25
5/27/2025	51/A Station Tour Tigard HS Life Skills program	20
5/28/2025	CRR/EMS/PAO/CAS Nike HO CPR Event	600
5/28/2025	50/B Station Tour Mary Woodward Elementary	45
5/28/2025	70 CPO 4M Meeting	12
5/29/2025	CAS/33&R54 School Visit/Speaker St. Francis	25
5/29/2025	20/C Station Tour Joan Austin Elementary	25
5/29/2025	52/C Station Tour Victory Academy	17
5/29/2025	51/C School Visit Templeton Elementary	75
5/30/2025	68ARDO/AMR Booth Stoller MS	300
5/30/2025	68/A RDO Civic/Community Findley Elementary School	300
5/30/2025	SET/62A Booth/Community Tobias Elementary	500
5/30/2025	E372/Vols Skyline School Carnival	200
5/31/2025	34/B CIO Martinazzi Woods Fair	100
5/31/2025	67/B School Visit Village Home Education Resource Center	200

# DIRECTORS' REPORT

# ITEMS NOT LISTED ON THE AGENDA