



## BOARD OF DIRECTORS MEETING AGENDA

TVF&R Command and Business Operations Center

11945 SW 70<sup>th</sup> Avenue, Tigard, Oregon

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

Tuesday, August 26, 2025

### REGULAR SESSION

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- I. CALL TO ORDER
- II. CONSENT AGENDA \*  
**The items on the Consent Agenda are considered routine and will all be adopted in one motion unless a Board member or person in the audience requests, before the vote on the motion, to have the item considered separately. If any item is removed from the Consent Agenda, the Board President will indicate when it will be discussed in the regular agenda.**
  - A. Approval of Regular Board Meeting Minutes (July 22, 2025) 5
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- IV. PUBLIC PARTICIPATION
- V. STAFF PRESENTATION
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XI. DIRECTORS' REPORT

XII. ITEMS NOT LISTED IN THE AGENDA

\* Requires Action

# CALL TO ORDER

# CONSENT AGENDA



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

**Tuesday, July 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**

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Board Members: Justin Dillingham, Bob Wyffels, Clark Balfour, Randy Lauer, Roy Rogers – in person.

Others present: Valerie Colgrove, Patrick Fale, Chris Hamilton, Alex Haven, Kristen Henderson, Heidi Hicks, Laura Jenkins, Laura Hitt, Victoria Jimenez, Eric Kennedy, Chad Liggett, Ryan Robinson, Lucy Shipley, Andy Smusz, Marissa Taylor, Deric Weiss, James Whyte – TVF&R; Bob Blackmore – Attorney; Bruce Baldwin – AKS Engineering.

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### **REGULAR SESSION**

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

#### **OATH OF OFFICE**

President Dillingham administered the Oath of Office for Directors Clark Balfour, Bob Wyffels and Roy Rogers.

#### **ELECTION OF OFFICERS**

**Director Lauer moved, seconded by Director Rogers, to retain the current officers in the same positions for one more year: Justin Dillingham for the office of president, Director Wyffels for the office of vice president, and Director Balfour for the office of secretary/treasurer of the board of directors.**

**The motion passed with yes votes by President Dillingham, Director Lauer, Director Balfour, Director Wyffels and Director Rogers.**

#### **CONSENT AGENDA**

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

#### **RECOGNITION**

Chief Weiss recognized President Dillingham for five years of service with a commemorative pin.

## PUBLIC PARTICIPATION

None.

## STAFF PRESENTATION

None.

## FINANCE REPORT

Finance Report (Preliminary June 2025) Chief Financial Officer (CFO) Valerie Colgrove reviewed the preliminary finance report for the period ending June 30, 2025. Activity of note includes:

- **The General Fund** ending fund balance is approximately \$62.3 million with a 3.7% growth in property tax revenue.
  - The District is off by less than 1 percent from the projected ending fund balance, but has sufficient cash flow to cover us until we get our first property tax in November of 2025, right now projecting about 4.2 months of cash flow.
  - We are trending at 95.3% property tax collections (budget 95.4% collection rate). Projecting receipt of 99.8% of budgeted property tax revenue for FY25.
  - Expenditures were under budget across all directorates; no budget adjustments needed.
  - Personnel services at 95.6% of budget, with materials and services at 84%.
  - FTE counts at 593 vs. budgeted 618, reflecting levy gearing-up phase.
- **Apparatus and Vehicle Fund 21:** \$2.3 million spent primarily on hazmat rig, training engines, and service trucks.
- **Capital Improvement Fund 22:** Majority of budget spent on deferred maintenance and facility repairs.
- **Mercc Fund 23:** Communications improvements, expenditure of about \$83,000.
- **Grants Fund 25:** Spending \$161,000 on advanced resource medic unit grant from the state of Oregon.
- **Debt Service Fund 30:** \$250,000 short in collections but cushioned by fund balance.
- **Insurance Fund 45:** Minor activity including water line repairs and radio repairs, with reimbursements received.
- **Property and Building Fund 51:** Reserved for land purchases including the upcoming Station 22 rural Newberg acquisition.
- **Capital Projects Fund 52:** Nearly \$3 million spent, including projects on Stations 20 and 35 and new apparatus.
- **Pension and Custodian Funds 61:** managed appropriately with full funding and transactional activity. This fund has one beneficiary.
- **LOSAP Fund 62:** our defined benefit plan for our volunteers held at Fidelity has four participants receiving benefits. Six are not yet 62 years old, so they are not eligible. The ending balance was just over \$463,000 for the year.
- **Custodial Fund 65:** funds that we hold for various groups, for instance, our volunteers, and you will see just over \$45,000 of activity this last year.

## FINANCE REPORT (continued)

That is primarily related to the Newberg Toy and Joy drive.

Discussion was had on a variety of questions; however, no impact on or changes to the financial statements presented.

Quarterly Investment Report CFO Colgrove reported the 2024-2025 investments earnings of \$152.38 million with 4.8% return last year. Interest earnings exceeded budgets; noted slight decline in interest rates this year. Issues noted in obtaining Fidelity's investment reports, with ongoing resolution efforts.

## CORRESPONDENCE

Highlighted third duck rescue of the year, noting potential for a future board presentation on community risk reduction efforts.

## OLD BUSINESS

None.

## LOCAL CONTRACT REVIEW BOARD (LCRB)

**Director Wyffels moved, seconded by Director Lauer, to recess from the regular session and reconvened as the Local Contract Review Board. The motion passed unanimously.**

President Dillingham convened the Local Contract Review Board (LCRB) at 3:25 PM

LCRB Resolution 2025-06 To Approve Special Procurement Director of Logistics Heidi Hicks and Controller Andy Smusz presented Resolution 2025-06 to authorize special procurement of two customized manufactured homes for temporary housing of personnel at Station 20 during the rebuild. The dimensions of the homes are approximately 70 x 20 feet, and they can house 6 personnel each. The estimated cost in total is around \$400,000. Staff communicated that there were no competitive bids received. Future plans for the homes include reuse or sale to local districts.

**Director Rogers moved, seconded by Director Balfour, to approve LCRB Resolution 2025-06 to approve special procurement as recommended by staff. The motion passed unanimously.**

**Director Wyffels moved, seconded by Director Lauer, to adjourn the Local Contract Review Board and reconvene in regular session. The motion passed unanimously.**

President Dillingham reconvened the regular sessions at 3:30 PM.

## NEW BUSINESS

Board Policy Section 4 (Personnel Policy) Director of Organizational Health Lucy Shipley said consistent with practice, staff and legal counsel reviewed Board Policy Section 4 (Personnel Policy) and recommended minor changes to the policy as reflected in the draft. The policy was presented for approval and first reading.

Discussion was had on the District's tuition reimbursement program and our process of collecting confirmations that personnel received updates to changes to our policies.

**Director Balfour moved, seconded by Director Lauer, to approve the first reading of Board Policy 4, Personnel Policy, by title only. The motion passed unanimously.**

Victoria Jimenez gave the first reading of Board Policy 4, Personnel Policy by title only.

Property Purchase of Newberg Rural Fire Station Director of Logistics Heidi Hicks presented a proposal to approve the purchase of property at 15900 Northeast Dopp Rd, Newberg, OR for \$1.3 million, subject to successful completion of due diligence. The property includes a four bedroom, three bath residence with multiple garages on 3+ acres. This property was presented for its ability to convert the structure into a fire station with renovations to meet commercial standards.

Discussion ensued addressing zoning, land use approvals, infrastructure, environmental assessments, and security plans. The board recognized that this was a significant step towards fulfilling the District's promises related to providing fire services to rural residents.

**Director Wyffels moved, seconded by Director Lauer, to approve the purchase of the property located at 15900 NE Dopp Road, Newberg for \$1,300,000.00 (one million three hundred thousand dollars), upon successful completion of all due diligence items, and authorize the Fire Chief or designee to execute all necessary documents to complete the transaction and initiate planning for the renovation and conversion of the structure into a fire station. The motion passed unanimously.**

Civil Engineering Services for Station 35 Director of Logistics Heidi Hicks presented to the board a proposal to approve a contract amendment for AKS Engineering for additional civil engineering work totaling \$197,000 at Station 35. The work includes preparation related to temporary station placement and permanent station requirements such as ODOT and clean water service permitting.

**Director Rogers moved, seconded by Director Wyffels, to approve the contract amendment for the additional civil engineering services as outlined above in the amount of \$197,000.00 and authorize the Fire Chief or designee to execute the contract and any related documents. The motion passed unanimously.**

## CHIEF'S REPORT

Capital Projects Update and Expenditure Summary CFO 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:** Land use submittal targeted by end of July; temporary housing plans underway. A community meeting was conducted and went well.
  - Year to Date: we have spent \$900,000 primarily on architectural services.
- **Station 35 in King City:** Fiber work completed; land prep beginning; demolition targeted for late October.
  - Year to Date: we have spent \$1.2 million on architectural and professional services.
- **Station 62 in Aloha:** Permits submitted; planning early groundwork in dry season; purchasing long-lead items early to mitigate price increases.
  - Year to Date: we have spent \$211,000 primarily on architectural services.
- **Training Center Administration Building in Sherwood:** Design layout at 80% completion; civil studies progressing.
  - Year to Date: we have spent \$167,000 on project management services.
- **Station 67:** RFP closed with five applicants; award decision pending.
  - Year to Date: \$0

Promotions Announcements Chief Weiss congratulated the following individuals for their recent promotions:

- Alex Haven was promoted to Deputy Chief of Operations effective on June 16, 2025.
- Robert Petracca was promoted to District Chief of Operations effective on June 16, 2025.
- Dan Mitchael was promoted to Battalion Chief effective June 16, 2025.
- Michael Balfour was promoted to Captain effective June 16, 2025.
- Daniel Boyle was promoted to Training Officer effective June 1, 2025.

Retirement Announcements Chief Weiss thanked the following individuals for their years of service as he announced their retirements:

- Aaron Baker retired from the Lieutenant position on June 30, 2025. He served TVF&R for 23 years!
- Craig Lyon retired from the Captain position on June 30, 2025. He served TVF&R for 23 years!
- Bryan Jackson retired from the Firefighter position on June 30, 2025. He served TVF&R for 23 years!
- Derek Compton retired from the Senior HRIS Analyst position on June 30, 2025. He served TVF&R for 25 years!

Fireworks Activity Summary Chief Weiss noted the District's fireworks activity July 4 – 5, 2025. Chief Weiss reported that calls were up 10%; fires increased by 475%, including 39 fires and 4 structure fires causing ~\$110,000 damage. Chief Weiss acknowledged staff for their public education efforts through social media on fireworks safety.

## CHIEF'S REPORT (continued)

Nike Donations Chief Weiss acknowledged Nike for their donated emergency supplies including drinking water, MREs, and emergency shelters. The board expressed their gratitude for this donation.

Conflagration Update Chief Weiss providing an update on the Districts conflagration. So far, we have had five conflagrations since June 11th with personnel and apparatus deployed statewide. Notable fires include Rowena, Alder Springs, Cold Springs, Elk, and Cram fire with all personnel returned safely.

Reschedule Request October Board Meeting Chief Weiss proposed moving the October Board meeting from October 28, 2025, to October 21, 2025, due to a scheduling conflict with the media team. The Board approved the change.

District Events Chief Weiss provided the following updates:

- Portland Metro Fire Camp occurred with strong participation despite rainy weather June 20 – 22, 2025 encouraging young women into the fire service. This year we had a record number of applicants with 144 applications.
- The July Community Events Report was presented.

## DIRECTORS' REPORT

The District's newest Director Roy Rogers expressed eagerness to contribute and appreciate staff support. Director Balfour recognized staff for a well-organized promotion ceremony he attended earlier in the month and commended staff for their team efforts in guiding personnel.

## ITEMS NOT LISTED ON THE AGENDA

None.

## EXECUTIVE SESSION

**Director Balfour moved, seconded by Director Lauer, to recess the regular meeting and convene in executive session for the reasons stated on the agenda. Motion carried unanimously.**

President Dillingham adjourned the regular meeting at 4:15 PM.

## CALL TO ORDER

President Dillingham called the regular session back to order at 5:12 PM.

## NEW BUSINESS

Comments, and Possible Action to Address Legal Issues with an Executive Officer's Contract President Dillingham opened the floor for discussion. No comments were made.

**Director Balfour moved, seconded by Director Wyffels, to amend the Fire Chief's contract based upon the staff proposal discussed and Chief Weiss's agreement to address limits on VEBA-allowed contributions and reinstating provisions of the original contract due to changes in legislation and authorize the board president to sign if it meets the criteria agreed to in concurrence with legal counsel.**

## ADJOURNMENT

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

There being no further business to come before the Board, President Dillingham adjourned the meeting at 5:14 p.m.

**APPROVED** on August 26, 2025

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Clark I. Balfour, Secretary/Treasurer

Minutes recorded & prepared by Victoria Jimenez

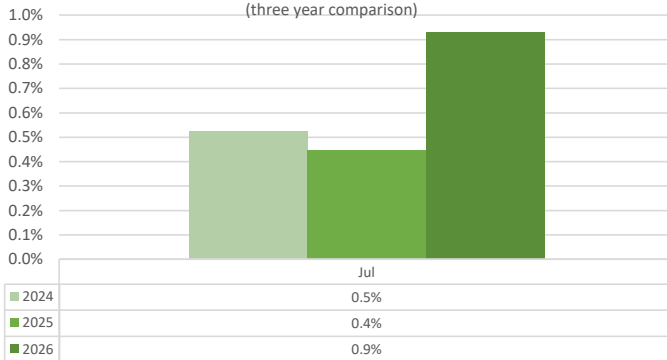
# RECOGNITION

# PUBLIC PARTICIPATION

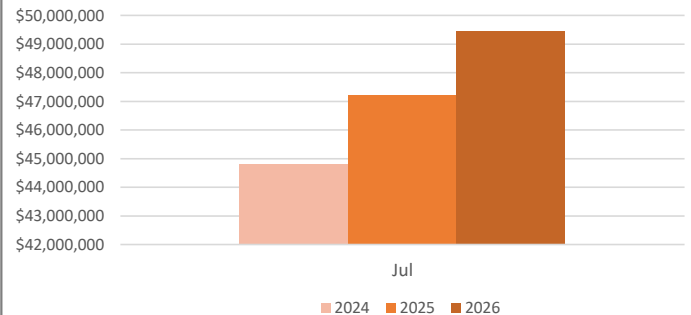
# STAFF PRESENTATION

# FINANCE REPORT

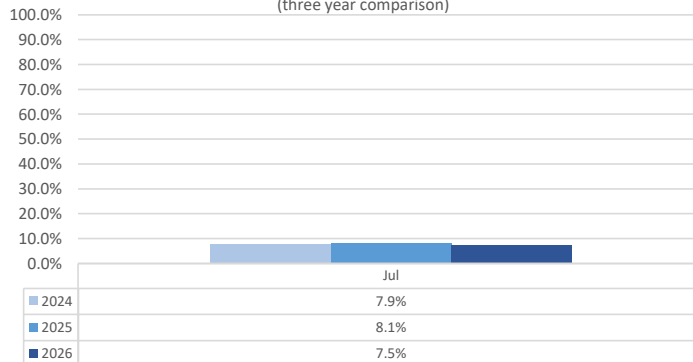
**Percent Revenue to Budget by Month**  
General Fund  
(three year comparison)



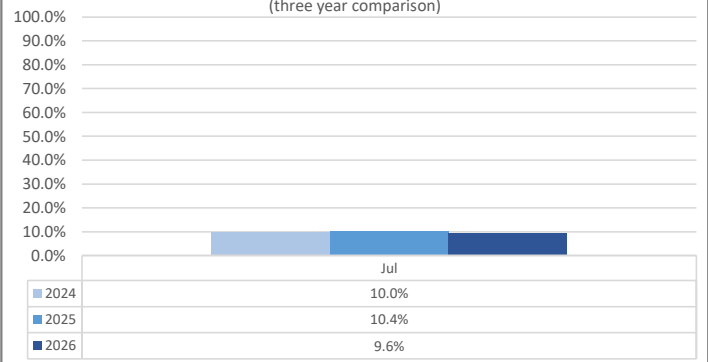
**Ending Fund Balance by Month**  
General Fund  
(three year comparison)



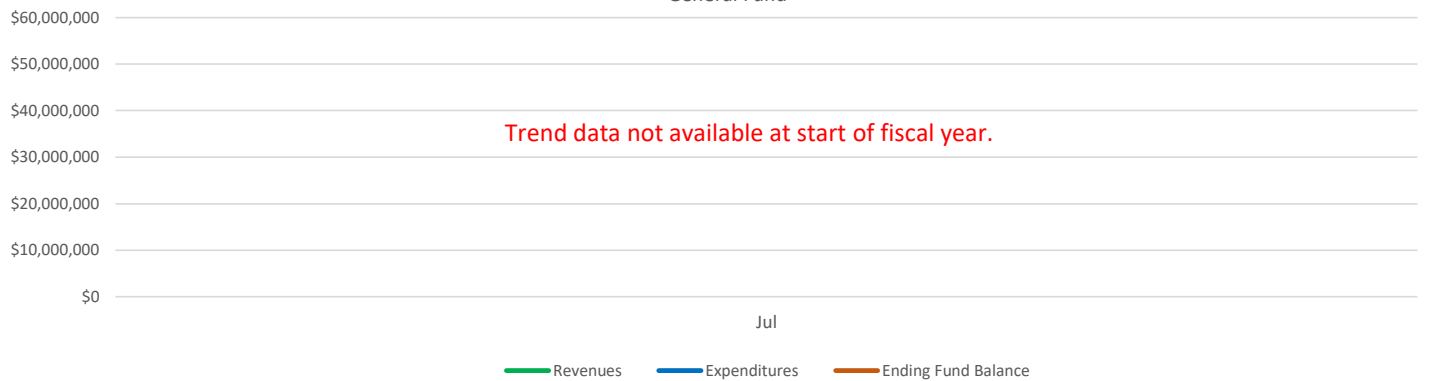
**Percent Personnel Services to Budget by Month**  
General Fund  
(three year comparison)



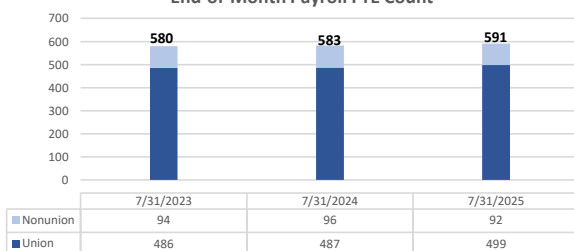
**Percent Materials and Services to Budget by Month**  
General Fund  
(three year comparison)



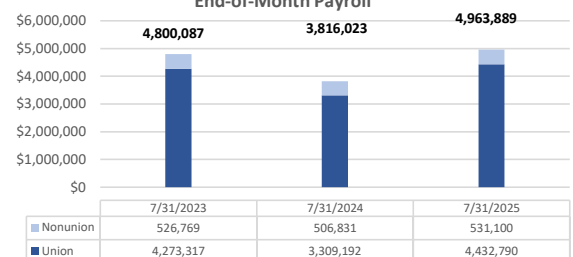
**2024-25 Revenues, Expenditures and Ending Fund Balance by Month**  
General Fund



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



**End-of-Month Payroll**





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

GENERAL  
FUND 10

Benchmark: 8.33%

	2025-26				2024-25	
	Original Budget	Y-T-D Actual	Variance with Budget Positive (Negative)	Actual as % of Budget	Y-T-D Actual	Actual as % of Budget
<b>GENERAL FUND</b>						
<b>Sources of Funds</b>						
Beginning Fund Balance	\$ 62,854,823	\$ 62,301,681 *	\$ (553,142)	99.12%	\$ 60,434,290	113.24%
Property Tax Current	171,619,422	-	(171,619,422)	0.00%	-	0.00%
Property Tax-Prior Years	1,068,000	-	(1,068,000)	0.00%	-	0.00%
Tax In Lieu Of Property Tax	120,000	-	(120,000)	0.00%	-	0.00%
Forest Revenue	200,000	-	(200,000)	0.00%	-	0.00%
Investment Earnings	2,533,000	266,653	(2,266,347)	10.53%	300,502	15.49%
Charges for Services	4,935,096	1,332,732 <sup>(1)</sup>	(3,602,364)	27.01%	356,550	7.09%
Rental Revenue	77,900	10,077	(67,823)	12.94%	14,912	19.14%
Insurance Refunds	500,000	57,369	(442,631)	11.47%	31,522	6.30%
Other Revenue	417,500	22,618	(394,882)	5.42%	2,486	0.76%
Total Revenues	181,470,918	1,689,448	(179,781,470)	0.93%	705,972	0.45%
<b>Total Available Resources</b>	<b>\$ 244,325,741</b>	<b>\$ 63,991,129</b>	<b>\$ (180,334,612)</b>	<b>26.19%</b>	<b>\$ 61,140,262</b>	<b>29.03%</b>
<b>Uses of Funds</b>						
Personnel Services	\$ 167,213,268	\$ 12,485,417	\$ 154,727,851	7.47%	\$ 12,052,314	8.06%
Materials & Services	20,893,773	1,994,379	18,899,394	9.55%	1,852,059	10.43%
Transfer To Other Funds	4,011,000	862	4,010,138	0.02%	829	0.04%
Contingency	2,000,000	-	2,000,000	0.00%	-	0.00%
Total Expenditures	194,118,041	14,480,659	179,637,382	7.46%	13,905,202	8.03%
<b>Ending Fund Balance</b>	<b>\$ 50,207,700</b>	<b>\$ 49,510,470 <sup>(2)</sup></b>	<b>\$ (697,230)</b>	<b>98.61%</b>	<b>\$ 47,235,060</b>	<b>126.60%</b>

\* Preliminary, unaudited

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

	2025-26	2024-25
Newberg Transport:	\$253K	\$261K
Other Medical Transport:	\$13K	\$91K
Conflagration & Deployment Claims:	\$1,019K	-

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



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

GENERAL  
FUND 10

Benchmark: 8.33%

	2025-26			2024-25	
	Original Budget	Y-T-D Actual	Actual as % of Budget	Y-T-D Actual	Actual as % of Budget
<b>GENERAL FUND</b>					
<b>Command Directorate</b>					
Personnel Services					
Board of Directors	\$ -	\$ -	0.00%	\$ -	0.00%
Civil Service	324,917	3,116	0.96%	10,002	2.87%
Fire Chief's Office	3,111,996	202,207	6.50%	200,733	6.78%
Total Personnel Services	3,436,913	205,323	5.97%	210,735	6.37%
Materials and Services					
Board of Directors	75,450	3,053	4.05%	1,232	0.81%
Civil Service	97,143	244	0.25%	7,450	10.94%
Fire Chief's Office	856,290	31,471	3.68%	34,314	4.13%
Total Materials and Services	1,028,883	34,768	3.38%	42,996	4.09%
<b>Total Command Directorate</b>	<b>\$ 4,465,796</b>	<b>\$ 240,091</b>	<b>5.38%</b>	<b>\$ 253,731</b>	<b>5.82%</b>
<b>Business Directorate</b>					
Personnel Services					
Logistics	\$ 1,642,778	\$ 68,474	4.17%	\$ 66,833	5.27%
Supply	1,511,118	121,847	8.06%	116,072	8.02%
Organizational Health	2,480,934	161,571	6.51%	150,740	3.30%
Occupational Health and Wellness	1,188,551	77,133	6.49%	71,452	6.48%
Business Strategy	1,587,019	108,169	6.82%	90,131	8.04%
Fleet Maintenance	2,345,633	186,236	7.94%	136,530	7.00%
Facilities Maintenance	1,508,582	140,961 <sup>(1)</sup>	9.34%	115,109	7.75%
Total Personnel Services	12,264,615	864,390	7.05%	746,867	5.77%
Materials and Services					
Logistics	1,820,076	98,498	5.41%	102,105	7.49%
Supply	2,944,962	246,211 <sup>(2)</sup>	8.36%	225,191	9.19%
Organizational Health	651,057	31,641	4.86%	26,196	2.69%
Occupational Health and Wellness	744,636	33,248	4.46%	15,710	2.17%
Business Strategy	111,025	1,997	1.80%	1,718	1.59%
Fleet Maintenance	1,175,572	82,570	7.02%	66,346	5.93%
Facilities Maintenance	1,253,945	103,281	8.24%	110,286	12.69%
Total Materials and Services	8,701,273	597,445	6.87%	547,552	7.20%
<b>Total Business Directorate</b>	<b>\$ 20,965,888</b>	<b>\$ 1,461,834</b>	<b>6.97%</b>	<b>\$ 1,294,420</b>	<b>6.30%</b>
<b>Finance Directorate</b>					
Personnel Services					
Finance	\$ 2,527,260	\$ 178,126	7.05%	\$ 181,435	7.82%
Information Technology	2,346,066	159,197	6.79%	145,712	7.71%
Communications	603,399	48,415	8.02%	45,647	7.92%
Total Personnel Services	5,476,725	385,738	7.04%	372,794	7.79%
Materials and Services					
Finance	1,210,260	2,834	0.23%	2,698	0.22%
Information Technology	3,259,014	415,313 <sup>(3)</sup>	12.74%	376,253	14.69%
Communications	3,249,362	760,186 <sup>(4)</sup>	23.39%	683,347	22.72%
Total Materials and Services	7,718,636	1,178,332	15.27%	1,062,298	15.67%
<b>Total Finance Directorate</b>	<b>\$ 13,195,361</b>	<b>\$ 1,564,070</b>	<b>11.85%</b>	<b>\$ 1,435,092</b>	<b>12.41%</b>

<sup>(1)</sup> Overage due to overtime and vacation sold at retirement.

<sup>(2)</sup> Overage due to timing of turnout expenses.

<sup>(3)</sup> Overage due to annual software license renewals in July.

<sup>(4)</sup> Overage due to quarterly WCCCA membership fee.



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

GENERAL  
FUND 10

Benchmark: 8.33%

GENERAL FUND	2025-26			2024-25	
	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	\$ 7,065,047	\$ 730,362 <sup>(1)</sup>	10.34%	\$ 966,793	18.57%
Relief Pool Personnel	22,334,260	1,372,029	6.14%	1,204,343	7.74%
Stations / Specialty Teams	98,739,917	7,854,806	7.96%	7,604,448	8.21%
Emergency Management	246,650	18,197	7.38%	16,093	7.05%
Incident Management Team	223,378	12,711	5.69%	8,778	4.13%
EMS	2,056,947	138,011	6.71%	145,729	7.24%
Training	3,629,561	208,607	5.75%	178,516	5.31%
Recruits	3,788,422	137,578	3.63%	108,365	2.35%
Volunteers / Chaplains	46,200	188	0.41%	162	0.32%
Total Personnel Services	138,130,382	10,472,490	7.58%	10,233,226	8.26%
Materials and Services					
Operations Admin	142,816	14,519 <sup>(2)</sup>	10.17%	14,753	16.01%
Relief Pool Personnel	575	-	0.00%	120	21.51%
Stations / Specialty Teams	1,741,612	115,357	6.62%	118,483	9.38%
Emergency Management	38,204	475	1.24%	-	0.00%
Incident Management Team	3,160	-	0.00%	-	0.00%
EMS	435,645	7,045	1.62%	7,395	1.91%
Training	402,165	11,905	2.96%	9,787	3.12%
Recruits	127,828	5,121	4.01%	9,853	8.12%
Volunteers / Chaplains	99,980	5,934	5.94%	18,699	11.96%
Total Materials and Services	2,991,985	160,356	5.36%	179,090	7.54%
<b>Total Operations Directorate</b>	<b>\$ 141,122,367</b>	<b>\$ 10,632,845</b>	<b>7.53%</b>	<b>\$ 10,412,316</b>	<b>8.24%</b>
<b>Strategic Services Directorate</b>					
Personnel Services					
Fire and Life Safety	\$ 4,865,819	\$ 357,487	7.35%	\$ 322,148	7.26%
Government Affairs	1,896,730	110,459	5.82%	137,794	6.90%
Community Risk Reduction	735,688	57,768	7.85%	-	0.00%
Media Services	406,396	31,764	7.82%	28,716	7.58%
Total Personnel Services	7,904,633	557,478	7.05%	488,657	7.17%
Materials and Services					
Fire and Life Safety	90,081	2,335	2.59%	7,780	8.68%
Government Affairs	242,641	5,237	2.16%	8,138	2.87%
Community Risk Reduction	46,954	8,833 <sup>(3)</sup>	18.81%	-	0.00%
Media Services	73,320	7,074 <sup>(4)</sup>	9.65%	4,205	9.60%
Total Materials and Services	452,996	23,479	5.18%	20,123	4.82%
<b>Total Community Services Directorate</b>	<b>\$ 8,357,629</b>	<b>\$ 580,956</b>	<b>6.95%</b>	<b>\$ 508,781</b>	<b>7.04%</b>
<b>District Non-Organizational</b>					
Transfers	\$ 4,011,000	\$ 862	0.02%	\$ 829	0.04%
Contingency	2,000,000	-	0.00%	-	0.00%
Total	\$ 6,011,000	\$ 862	0.01%	\$ 829	0.01%

<sup>(1)</sup> Includes \$250k of conflagration deployment costs.

<sup>(2)</sup> Overage due to dues & subscription renewals.

<sup>(3)</sup> Overage due to timing of purchase of community education materials.

<sup>(4)</sup> Overage due to UAS license renewal and annual maintenance.



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

CAPITAL PROJECTS  
FUND 52

Benchmark: 8.33%

	2025-26				2024-25	
	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	\$ 55,490,350	\$ 56,666,676 *	\$ 1,176,326	102.12%	\$ 57,031,437	100.00%
Investment Earnings	1,000,000	201,476	(798,524)	20.15%	251,274	0.00%
Miscellaneous Revenue	-	-	-	0.00%	-	0.00%
Total Revenues	1,000,000	201,476	(798,524)	20.15%	251,274	0.00%
<b>Total Available Resources</b>	<b>\$ 56,490,350</b>	<b>\$ 56,868,152</b>	<b>\$ 377,802</b>	<b>100.67%</b>	<b>\$ 57,282,711</b>	<b>0.00%</b>
<b>Uses of Funds</b>						
Personnel Services	\$ -	\$ -	-	0.00%	\$ -	0.00%
Materials & Services	505,000	46,501 <sup>(1)</sup>	458,499	9.21%	38,626	0.00%
Capital Outlay	50,807,000	166,965	50,640,035	0.33%	-	0.00%
Contingency	2,750,000	-	2,750,000	0.00%	-	0.00%
Total Expenditures	54,062,000	213,465	53,848,535	0.39%	38,626	0.07%
<b>Ending Fund Balance</b>	<b>\$ 2,428,350</b>	<b>\$ 56,654,687</b>	<b>\$ 54,226,337</b>	<b>2333.05%</b>	<b>\$ 57,244,085</b>	<b>0.00%</b>

\* Preliminary, unaudited

<sup>(1)</sup> Budget is in compliance; appropriated at Fund level. Includes costs for Capital Projects Coordinator, Management, and Committees

2022 Bond Issuance Expenditures Include:

	Project-to-Date
2022 Bond Program General	\$ 334,553
Station 19 Midway	\$ 92,687
Station 20 Newberg	\$ 969,264
Station 21 Newberg	\$ 57,103
Station 35 King City	\$ 1,553,413
Station 62 Aloha	\$ 1,278,336
Station 67 Beaverton	\$ 13,286
Training Center	\$ 397,321
Bond Apparatus	\$ 5,781,891

# CORRESPONDENCE

Oaks

PORTLAND OR RPDC 972

28 JUL 2025 PM 6 L

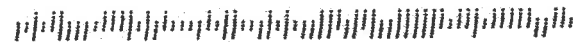


1775



Fire Dept  
22 Grand St.  
Newberg, OR 97132

97132-299199



**THANKS**  

  **THANK YOU** ::::

::::      

**THANKS SO MUCH**

 **THANKS A LOT** 

**THANKS AGAIN**

**THANK YOU VERY MUCH** ::::

**THANKS A MILLION**

 ::::   ::::   :::: 

**I JUST CAN'T  
THANK  
YOU  
★ ENOUGH.**

**Former Mayor Bob Stewart  
and I wish to thank you for  
the kindness bestowed  
upon us at the Parade. You  
guys are the BEST!!  
Lee C and Bob S**

## **Responding Unit**

Engine 50: LT. Turner, FF. Scott, AO. Witkowski, FF. Walker

Received: Thu 7/31/2025 3:55 PM

My wife and I are grateful beyond words for the rapid response from station 50 crew exactly 1 year ago today. The sudden stroke and injuries suffered were attended to while I was still on the phone with 911 that day. Caring, professional and informative was what I witnessed that day. A somber anniversary tonight for us...thanks to the response, we are having it. Our thanks,

1 Year Ago Today, Six 1st  
Responders From This Station  
Arrived To Help My Wife Who  
Suffered A Stroke. They Were  
At Our Door While I Was Still  
Talking To 911...My Wife Is  
Great Now And These Are Our  
Heros!



## Letters of Appreciation

### **Engine 59 LT Whitmire, AO Roley, FF Dubler, FF Duffield,**

A message of appreciation from citizen Matthew Vaughan was received for the response to Inc# 2025-0084756, a bark dust fire that occurred at his home on 7/20/2025.

He stated your crew responded to a small mulch fire at my home last night. My address is 21469 Waterford Place.

The crew was great and quickly took care of the problem. I'm so grateful. What a great team you have and the Vaughan family thanks you all!

---

# OLD BUSINESS

## AGENDA ITEM

### Tualatin Valley Fire & Rescue Tigard, Oregon

SUBJECT: Board Policy Section 4 – Personnel Policy      FOR AGENDA OF: August 26, 2025

APPROVED FOR AGENDA: Fire Chief Deric Weiss

DEPARTMENT OF ORIGIN: Organizational Health

PROCEEDING: Second Reading and Discussion      DATE SUBMITTED: August 19, 2025

EXHIBITS: Board Policy Section 4 – Personnel Policy      CLEARANCES: Fire Chief's Office

#### BUDGET IMPACT

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

#### BACKGROUND:

Staff presented Board Policy Section 4 – Personnel Policy, for the first reading at the July 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 4 – Personnel Policy.

#### PROPOSED MOTION:

*"I move to approve the second reading of Board Policy Section 4 – Personnel Policy by title only."*

# TUALATIN VALLEY FIRE AND RESCUE

## PERSONNEL POLICY

### SECTION 4

<u>SECTION</u>	<u>PAGE</u>
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4.6	Professional Growth ..... 7
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4.17	Off Duty Use of District Equipment and Facilities by Employees ..... 18
4.18	Approval ..... 19

## SECTION 4.1      EQUAL EMPLOYMENT

- A.     The District is committed to equal employment opportunity, inclusion and diversity in the workplace. All employment decisions to recruit, employ, train, transfer, promote, pay, discipline, lay off, and terminate employees are based solely on the basis of individual qualifications and merit and/or according to employment laws and the standards and policies outlined in its personnel and related policies.
- B.     Decisions involving any aspect of the employment relationship must be made without regard to an employee's protected class status as identified in federal or state law.
- C.     Unlawful discrimination or harassment based on any protected class status violates the Board's policies. Reports of discrimination and harassment will be investigated and subject to disciplinary procedures under Section 4.7.

DATE: August 27, 1996

REVISED: September 24, 2019

REVIEWED: August 26, 2025 July 15, 2025 August 22, 2023

## SECTION 4.2

## ASSIGNMENT AND TRANSFER; TRIAL PROGRAMS

- A. Personnel policies apply to all employees unless they are exempted from coverage due to prevailing Civil Service rules or the current labor agreement.
- B. The assignment of employees, the delegation of duties, the determination and duration of hours of work, including the assignment of overtime, the location of work assignments, and other matters related to the direction of the work force shall be determined by the Fire Chief, or a designee.
- C. The Fire Chief shall have exclusive authority to determine whether an employee should be promoted, transferred, or reassigned and to determine how job openings should be filled. The Fire Chief's determination on these matters, consistent with Civil Service rules and regulations, employment laws, and District policies as expressed elsewhere, is final and binding.
- D. Requests for transfer may be initiated by an employee in accordance with the procedures established by the Fire Chief and/or current labor agreements.
- E. The Fire Chief or designee(s) will establish and coordinate trial service programs for all District positions and employees hired or promoted into them.

DATE: August 27, 1996

REVISED: September 24, 2019

REVIEWED: August 26, 2025 July 15, 2025 August 22, 2023

- A. The Board acknowledges that the manner in which employees conduct themselves has an impact on the community in general and on the District, on and off the job.
- B. It is expected that employees exhibit a high degree of responsibility and conduct themselves in a professional manner at all times.
- C. Employees shall also be expected to:
  - 1. Use time during working hours, and time on authorized leave, for the purposes intended.
  - 2. Maintain relationships with the community and not use such relationships for private advantage.
  - 3. Avoid off-duty behavior that will negatively affect public perception of the organization.
  - 4. Distinguish between personal views and those of the District to avoid misrepresentation of the District.
  - 5. Perform in accordance with the employee's current job description and directives from supervisory authority to achieve performance goals.
  - 6. Refrain from disseminating or disclosing confidential, proprietary, or sensitive information received in the course of duty. For purposes of this provision, confidential, proprietary, or sensitive information does not include:
    - a. Conduct that constitutes discrimination prohibited by ORS 659A030, including conduct that constitutes sexual assault.
    - b. Conduct that constitutes discrimination prohibited by ORS 659A082 or 659A.112.
  - 7. Employees will arrive at work fit for duty, free from the influence of drugs and alcohol, refrain from any use of drugs or alcohol during the work day, and operate under provisions detailed in the District's fit for duty and Drug & Alcohol Free Workplace policies.
- D. If the Oregon Government Ethics Commission finds that an appointed public official, i.e., manager or employee, has violated any provision of ORS Ch. 244, Government Ethics, or has violated any provision of ORS 192.610 to ORS 192.690, Public Meetings, with intentional disregard of the law or willful misconduct, the finding is prima facie evidence of unfitness where removal is authorized for cause.

SECTION 4.3 EMPLOYEE CONDUCT AND RESPONSIBILITY (continued)

LEGAL REFERENCE: ORS 244.270 (1); HB 2805 2023

DATE: November 26, 1996

REVISED: October 22, 2024

REVIEWED: August 26, 2025 July 15, 2025 ~~October 22, 2024~~

## SECTION 4.4

## PERSONNEL PERFORMANCE MANAGEMENT

- A. The District will provide guidelines and instruction to supervisors and employees in the use and application of tools that support performance management, including the District's employee performance evaluation system. Performance management is a continuous, year-round process to improve and sustain job performance.
- B. Evaluations shall be based upon criteria developed by the Fire Chief and/or designee.
- C. Evaluations will contain a goals section, where the employee and their supervisor may agree on performance goals for the upcoming review period, preferably tied to the District's Strategic Plan.
- D. Evaluations must be signed by the ~~by the employee and the~~ employee's supervisor(s) and acknowledged by the employee and will include a specific section intended for employee comments.
- E. The evaluation process shall follow procedures outlined by the District's Standard Operating Guidelines.

DATE: August 27, 1996

REVISED: August 26, 2025 ~~July 15, 2025~~ ~~July 28, 2015~~

REVIEWED: August 26, 2025 ~~July 15, 2025~~ ~~August 22, 2023~~

- A. Organizational Health staff shall be responsible for maintaining personnel records (hard copy and/or electronic) for each employee. Those records shall include evaluation reports and other job-related materials as directed by the Fire Chief in accordance with District policies and state/federal laws.
- B. The following District personnel may inspect such files by requesting access:
  - 1. The employee and those persons whom the employee has designated in writing.
  - 2. The employee's immediate management chain.
  - 3. Employees assigned to work in the Organizational Health Department.
  - 4. The District's legal counsel.
  - 5. Others as designated in writing by the Fire Chief.
- C. All non-job-related information pertaining to sensitive issues that the District is required to maintain (e.g., medical records, family/spouse records [beneficiary, benefits information, etc.] and other sensitive information) shall be kept in a separate file from that used to record job-related information.
- D. The Fire Chief reserves the right to use job-related records (~~e.g.,~~ performance reviews, letters, etc.) when making decisions regarding hiring, promotion, termination, transfer, demotion, and all other aspects of the employment process.

DATE: August 27, 1996

REVISED: July 27, 2021

REVIEWED: ~~August 26, 2025~~ ~~July 15, 2025~~ ~~August 22, 2023~~

## SECTION 4.6 PROFESSIONAL GROWTH

A. The Board supports and encourages employees to continue their professional development. Therefore, the Fire Chief's Office shall develop and administer an educational reimbursement program that assists and encourages employees to pursue advanced education.

DATE: August 27, 1996

REVISED: September 26, 2017

REVIEWED: August 26, 2025 July 15, 2025 August 22, 2023

## SECTION 4.7

## DISCIPLINARY PROCEDURES - RULES AND REGULATIONS

- A. The Fire Chief shall develop standardized written rules and regulations, which shall serve as a guideline for the administration of corrective and disciplinary actions.
- B. Any disciplinary or corrective action will be based on job related criteria and will not be based on any protected class as identified in federal or state law.

DATE: August 27, 1996

REVISED: September 24, 2019

REVIEWED: August 26, 2025 ~~July 15, 2025~~ ~~August 22, 2023~~

- A. Position descriptions are developed for each job classification in both the classified (Civil Service) and unclassified service. Organizational Health staff will be responsible for working with department managers to assure these are maintained for accuracy and completeness on a regular basis.
- B. Each non-bargaining unit position will be assigned within the compensation structure in accordance with Oregon Administrative Rule Chapter 839, Division 8, and the Oregon Equal Pay Act (ORS 652.220). -Annually, Finance staff budget and recommends a salary grade structure adjustment to the Fire Chief, for proposed use in the fiscal year commencing July 1.
- C. Labor union members shall follow the current labor agreement for classification and wage determination, provided that the labor agreement also complies with the Oregon Equal Pay Act.

DATE: August 27, 1996

REVISED: ~~August 22, 2023~~

REVIEWED: ~~August 26, 2025~~ ~~July 15, 2025~~ ~~August 22, 2023~~

- A. District employees shall not use their official position or office to obtain financial gain or avoidance of financial detriment for the employee, a relative or member of the household of the employee, or any business with which the employee or a relative or member of the household of the employee is associated, if the financial gain or avoidance would not otherwise be available but for the employee holding of the employment position or office, or use their official position or office to gain a private nonpecuniary advantage with business firms, the community, or other public agencies.
- B. Prohibited activities include, but are not limited to, those contained in:
  - 1. Board Policy Section 4.3
  - 2. Board Policy Section 12.4
  - 3. ORS Chapter 244 (Government Ethics) and related administrative rules
  - 4. Appropriate Standard Operating Guidelines

DATE: August 27, 1996

REVISED: August 22, 2023

REVIEWED: ~~August 26, 2025~~ ~~July 15, 2025~~ ~~August 22, 2023~~

## SECTION 4.10 SAFETY AND ACCIDENT PREVENTION

- A. The Board recognizes and supports the need to provide a safe environment for employees and members of the community who utilize the facilities, services, and equipment of the District.
- B. A District Safety Program shall be maintained.
- C. The District Safety Program shall include, but not be limited to:
  - 1. Administrative supervision and inspection of facilities to assure compliance with federal, state, and local statutes as well as District regulations.
  - 2. Safety training for employees to promote safe working practices.
  - 3. Training in CPR, first aid and emergency care of injured persons at District work sites.
- D. Administration shall take prompt action to correct any unsafe condition or circumstance brought to its attention.

DATE: August 27, 1996

REVISED: July 28, 2015

REVIEWED: ~~August 26, 2025~~ ~~July 15, 2025~~ ~~August 22, 2023~~

A. The Board is committed to maintaining a respectful working environment that is free from unlawful harassment, discrimination, and retaliation including sexual harassment, in violation of state and federal employment laws. Workplace conduct that is coercive, bullying, intimidating, threatening, abusive, harassing, or is intended to or does materially and negatively affect the workplace is prohibited by this policy, even if the conduct is not unlawful. This policy may be further developed by Standard Operating Guidelines adopted by the Fire Chief.

A.

B. The Fire Chief and/or designee shall develop standardized written rules and procedures, which shall serve as a guideline for investigating and addressing any reported issues of harassment, discrimination, or retaliation.

DATE: August 27, 1996

REVISED: August 26, 2025 ~~July 15, 2025~~ ~~July 27, 2021~~

REVIEWED: August 26, 2025 ~~July 15, 2025~~ ~~August 22, 2023~~

## SECTION 4.12 RESOLUTION OF MATTERS OF CONCERN

- A. The District believes in fair and equitable application of Board policies and administrative regulations.
- B. The District also believes in keeping channels of communication open between the Board and the Fire Chief's Office, and the Fire Chief's Office and staff.
- C. To facilitate the attainment of these two objectives, it shall be the policy of the Board to provide channels of communication for the purpose of discussing matters of concern relating to the operation of the District with all employees.
- D. Matters covered under the terms of negotiated agreements are excluded from these discussions, since matters of contract interpretation are properly resolved via the procedures provided by law and in the agreements for this purpose.

DATE: August 27, 1996

REVISED: July 28, 2015

REVIEWED: August 26, 2025 July 15, 2025 August 22, 2023

## SECTION 4.13 WORKERS' COMPENSATION

- A. The District will provide workers' compensation insurance coverage for all employees and volunteers.
- B. The District and its workers' compensation insurer will partner together to assist injured personnel in obtaining appropriate medical treatment and rehabilitation; with the goal of returning injured personnel back to ~~modified~~light duty and ultimately to full duty as soon as they are medically cleared.
- C. The District will maintain an injury and accident prevention program designed to ~~ensure~~promote a safe working environment and ~~promote~~ a safety conscious work force.

DATE: August 27, 1996

REVISED: ~~August 26, 2025~~ ~~July 15, 2025~~ ~~July 28, 2015~~

REVIEWED: ~~August 26, 2025~~ ~~July 15, 2025~~ ~~August 22, 2023~~

## SECTION 4.14 HEALTH INSURANCE FOR RETIREES

District retirees (those receiving PERS or OPSRP retirement benefits for service or disability) may elect, within 60 days after the effective date of retirement, to continue on the District's or the Union Health Trust's medical and dental group coverage on a self-paying basis until reaching Medicare eligibility per ORS 243.303.

### LEGAL REFERENCE ORS 243.303

DATE: August 27, 1996

REVISED: August 22, 2023

REVIEWED: ~~August 26, 2025~~ ~~July 15, 2025~~ ~~August 22, 2023~~

## SECTION 4.15 REGULAR EMPLOYEES AS INDEPENDENT CONTRACTORS

A District employee may be allowed to work as an independent contractor for the District, when the following criteria are met:

- A. The employee meets the definition of an independent contractor as defined by statute and regulations (see ORS 670.600).
- B. The service provided is not related to functions/responsibilities covered by the employee's current work classification, except in rare circumstances and approved by Organizational Health.
- C. The employee competes for or bids the work to the District as required under Board Policy Section 9.3.
- D. In absolutely no case shall a District employee be entitled to a contract awarded under any exception to the usual rule requiring an award to the low bidder.
- E. The work is performed outside the employee's regularly scheduled hours of work and will have no adverse impact upon the individual's employment effectiveness.
- F. The employee signs a District contract and follows all the same rules as required by District policy for independent contractors and the employee maintains the insurance(s) as required by the District contract.
- G. The employee shall have an affirmative obligation to disclose any potential or actual conflict of interest, or the appearance of a conflict of interest, between the status of independent contractor and employee.
- H. The employee shall not be in collusion with any other District employee or Board member, and shall not use any knowledge of any information not readily available to the public at large that would give the employee an advantage over a person without that information.
- I. Authorization:
  - 1. Employee shall receive the approval of the employee's manager, and
  - 2. The employee shall receive the approval of Finance and Organizational Health, and
  - 3. The employee shall contact the Finance Department to be considered as an independent contractor, and to bid on the work, and
  - 4. All contracts will be signed by the Chief Financial Officer.

DATE: February 25, 1997

REVISED: July 27, 2021

REVIEWED: ~~August 26, 2025~~ ~~July 15, 2025~~ ~~August 22, 2023~~

- A. Payroll will maintain sick leave accruals and usage reporting for all employees of the District. These records will be managed consistently with terms outlined in the applicable contract for bargaining unit employees, the Standard Operating Guidelines for non-bargaining employees, and be consistent with PERS procedures detailed in ORS 238.350.
- B. These payroll records will be judged to be the official record of the District.
- C. District staff will maintain guidelines that define what absences may be charged to sick leave. These guidelines will take into consideration applicable state and federal employment laws, and the District's historical contractual and policy treatment of family leave, bereavement leave, on the job injury, ~~emergency leave~~, disability leave, and other related absences.
- D. For most employees, semi-monthly payroll advice sick leave accruals are equal to their sick leave accruals reportable to PERS for retirement purposes. For those employees whose sick leave accruals on their payroll advice are different from their PERS reportable accruals, an annual accounting of their unused sick leave accruals reportable to PERS for retirement purposes will be provided for the previous calendar year by February 15 of each year.
- E. For employees receiving an annual accounting, any questions or concerns regarding PERS reportable accruals should be submitted in writing to the Chief Financial Officer within 30 days of receipt of the annual accounting. All other employees are expected to review their semi-monthly pay stubs for accuracy in the reporting of sick leave accruals and utilization.

DATE: August 27, 1996

REVISED: ~~August 26, 2025~~ ~~July 15, 2025~~ ~~September 24, 2019~~

REVIEWED: ~~August 26, 2025~~ ~~July 15, 2025~~ ~~August 22, 2023~~

## SECTION 4.17 OFF-DUTY USE OF DISTRICT EQUIPMENT AND FACILITIES BY EMPLOYEES

Compensation of employees includes limited personal use of District equipment and facilities, both on and off-duty. The purpose of this policy is to clarify permitted uses while off-duty.

District employees shall not utilize District equipment and facilities during their off-duty hours unless they first obtain prior approval as set forth below. District equipment shall not be used off-site under any conditions. Off-duty use of District equipment and facilities is subject to the following conditions:

- A. Limitations on Use of District Equipment and Facilities. Use of District equipment and facilities shall not interfere with the operations of the District. District equipment and facilities shall not be used to promote political agendas or to obtain any financial gain or avoid financial detriment that would otherwise not be available but for the employee's public employment position.
- B. Reimbursement of Expenses. To the extent that expenses are incurred by the District for personal use, the District shall be promptly reimbursed by the employee for such expenses at the rate such services are generally available to the public, regardless of the actual cost to the District. For example, charges for use of copy machines, printers, or unintended use of a District wireless device.
- C. Prior Approval Not Required. Prior approval shall not be required if the employee's use is instrumental to fulfillment of District programs and objectives (e.g., use of exercise equipment and weights to promote physical fitness).
- D. Prior Approval Required. Any use of District equipment not readily fulfilling District programs and objectives will require prior approval of the Fire Chief's Office or the employee's Division Chief/Manager.

DATE: February 25, 1997

REVISED: July 28, 2015

REVIEWED: August 26, 2025 July 15, 2025 August 22, 2023

## SECTION 4.18      POLICY APPROVAL

This is to certify that Personnel Policy, Section 4, policies 4.1 – 4.17, were duly adopted and approved by Board action on:

\_\_\_\_\_  
Justin J. Dillingham, President of the Board

\_\_\_\_\_  
Clark I. Balfour, Secretary of the Board

|      APPROVED: August 26, 2025 ~~October 22, 2024~~

# TUALATIN VALLEY FIRE AND RESCUE

## PERSONNEL POLICY

### SECTION 4

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DATE: August 27, 1996

REVISED: September 24, 2019

REVIEWED: August 26, 2025

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DATE: August 27, 1996

REVISED: September 24, 2019

REVIEWED: August 26, 2025

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    - b. Conduct that constitutes discrimination prohibited by ORS 659A082 or 659A.112.
  - 7. Employees will arrive at work fit for duty, free from the influence of drugs and alcohol, refrain from any use of drugs or alcohol during the work day, and operate under provisions detailed in the District's fit for duty and Drug & Alcohol Free Workplace policies.
- D. If the Oregon Government Ethics Commission finds that an appointed public official, i.e, manager or employee, has violated any provision of ORS Ch. 244, Government Ethics, or has violated any provision of ORS 192.610 to ORS 192.690, Public Meetings, with intentional disregard of the law or willful misconduct, the finding is prima facie evidence of unfitness where removal is authorized for cause.

SECTION 4.3           EMPLOYEE CONDUCT AND RESPONSIBILITY (continued)

LEGAL REFERENCE: ORS 244.270 (1); HB 2805 2023

DATE: November 26, 1996

REVISED: October 22, 2024

REVIEWED: August 26, 2025

#### SECTION 4.4 PERSONNEL PERFORMANCE MANAGEMENT

- A. The District will provide guidelines and instruction to supervisors and employees in the use and application of tools that support performance management, including the District's employee performance evaluation system. Performance management is a continuous, year-round process to improve and sustain job performance.
- B. Evaluations shall be based upon criteria developed by the Fire Chief and/or designee.
- C. Evaluations will contain a goals section, where the employee and their supervisor may agree on performance goals for the upcoming review period, preferably tied to the District's Strategic Plan.
- D. Evaluations must be signed by the employee's supervisor(s) and acknowledged by the employee and will include a specific section intended for employee comments.
- E. The evaluation process shall follow procedures outlined by the District's Standard Operating Guidelines.

DATE: August 27, 1996

REVISED: August 26, 2025

REVIEWED: August 26, 2025

- A. Organizational Health staff shall be responsible for maintaining personnel records (hard copy and/or electronic) for each employee. Those records shall include evaluation reports and other job-related materials as directed by the Fire Chief in accordance with District policies and state/federal laws.
- B. The following District personnel may inspect such files by requesting access:
  - 1. The employee and those persons whom the employee has designated in writing.
  - 2. The employee's immediate management chain.
  - 3. Employees assigned to work in the Organizational Health Department.
  - 4. The District's legal counsel.
  - 5. Others as designated in writing by the Fire Chief.
- C. All non-job-related information pertaining to sensitive issues that the District is required to maintain (e.g., medical records, family/spouse records [beneficiary, benefits information, etc.] and other sensitive information) shall be kept in a separate file from that used to record job-related information.
- D. The Fire Chief reserves the right to use job-related records (e.g., performance reviews, letters, etc.) when making decisions regarding hiring, promotion, termination, transfer, demotion, and all other aspects of the employment process.

DATE: August 27, 1996

REVISED: July 27, 2021

REVIEWED: August 26, 2025

## SECTION 4.6            PROFESSIONAL GROWTH

The Board supports and encourages employees to continue their professional development. Therefore, the Fire Chief's Office shall develop and administer an educational reimbursement program that assists and encourages employees to pursue advanced education.

DATE: August 27, 1996

REVISED: September 26, 2017

REVIEWED: August 26, 2025

## SECTION 4.7

## DISCIPLINARY PROCEDURES - RULES AND REGULATIONS

- A. The Fire Chief shall develop standardized written rules and regulations, which shall serve as a guideline for the administration of corrective and disciplinary actions.
- B. Any disciplinary or corrective action will be based on job related criteria and will not be based on any protected class as identified in federal or state law.

DATE: August 27, 1996

REVISED: September 24, 2019

REVIEWED: August 26, 2025

- A. Position descriptions are developed for each job classification in both the classified (Civil Service) and unclassified service. Organizational Health staff will be responsible for working with department managers to assure these are maintained for accuracy and completeness on a regular basis.
- B. Each non-bargaining unit position will be assigned within the compensation structure in accordance with Oregon Administrative Rule Chapter 839, Division 8, and the Oregon Equal Pay Act (ORS 652.220). Annually, Finance staff budget and recommends a salary grade structure adjustment to the Fire Chief, for proposed use in the fiscal year commencing July 1.
- C. Labor union members shall follow the current labor agreement for classification and wage determination, provided that the labor agreement also complies with the Oregon Equal Pay Act.

DATE: August 27, 1996

REVISED: August 22, 2023

REVIEWED: August 26, 2025

- A. District employees shall not use their official position or office to obtain financial gain or avoidance of financial detriment for the employee, a relative or member of the household of the employee, or any business with which the employee or a relative or member of the household of the employee is associated, if the financial gain or avoidance would not otherwise be available but for the employee holding of the employment position or office, or use their official position or office to gain a private nonpecuniary advantage with business firms, the community, or other public agencies.
- B. Prohibited activities include, but are not limited to, those contained in:
  - 1. Board Policy Section 4.3
  - 2. Board Policy Section 12.4
  - 3. ORS Chapter 244 (Government Ethics) and related administrative rules
  - 4. Appropriate Standard Operating Guidelines

DATE: August 27, 1996

REVISED: August 22, 2023

REVIEWED: August 26, 2025

#### SECTION 4.10 SAFETY AND ACCIDENT PREVENTION

- A. The Board recognizes and supports the need to provide a safe environment for employees and members of the community who utilize the facilities, services, and equipment of the District.
- B. A District Safety Program shall be maintained.
- C. The District Safety Program shall include, but not be limited to:
  - 1. Administrative supervision and inspection of facilities to assure compliance with federal, state, and local statutes as well as District regulations.
  - 2. Safety training for employees to promote safe working practices.
  - 3. Training in CPR, first aid and emergency care of injured persons at District work sites.
- D. Administration shall take prompt action to correct any unsafe condition or circumstance brought to its attention.

DATE: August 27, 1996

REVISED: July 28, 2015

REVIEWED: August 26, 2025

- A. The Board is committed to maintaining a respectful working environment that is free from unlawful harassment, discrimination, and retaliation including sexual harassment, in violation of state and federal employment laws. Workplace conduct that is coercive, bullying, intimidating, threatening, abusive, harassing, or is intended to or does materially and negatively affect the workplace is prohibited by this policy, even if the conduct is not unlawful. This policy may be further developed by Standard Operating Guidelines adopted by the Fire Chief.
- B. The Fire Chief and/or designee shall develop standardized written rules and procedures, which shall serve as a guideline for investigating and addressing any reported issues of harassment, discrimination, or retaliation.

DATE: August 27, 1996

REVISED: August 26, 2025

REVIEWED: August 26, 2025

- A. The District believes in fair and equitable application of Board policies and administrative regulations.
- B. The District also believes in keeping channels of communication open between the Board and the Fire Chief's Office, and the Fire Chief's Office and staff.
- C. To facilitate the attainment of these two objectives, it shall be the policy of the Board to provide channels of communication for the purpose of discussing matters of concern relating to the operation of the District with all employees.
- D. Matters covered under the terms of negotiated agreements are excluded from these discussions, since matters of contract interpretation are properly resolved via the procedures provided by law and in the agreements for this purpose.

DATE: August 27, 1996

REVISED: July 28, 2015

REVIEWED: August 26, 2025

## SECTION 4.13      WORKERS' COMPENSATION

- A.     The District will provide workers' compensation insurance coverage for all employees and volunteers.
- B.     The District and its workers' compensation insurer will partner together to assist injured personnel in obtaining appropriate medical treatment and rehabilitation; with the goal of returning injured personnel back to modified duty and ultimately to full duty as soon as they are medically cleared.
- C.     The District will maintain an injury and accident prevention program designed to promote a safe working environment and a safety conscious work force.

DATE: August 27, 1996

REVISED: August 26, 2025

REVIEWED: August 26, 2025

## SECTION 4.14 HEALTH INSURANCE FOR RETIREES

District retirees (those receiving PERS or OPSRP retirement benefits for service or disability) may elect, within 60 days after the effective date of retirement, to continue on the District's or the Union Health Trust's medical and dental group coverage on a self-paying basis until reaching Medicare eligibility per ORS 243.303.

### LEGAL REFERENCE ORS 243.303

DATE: August 27, 1996

REVISED: August 22, 2023

REVIEWED: August 26, 2025

## SECTION 4.15      REGULAR EMPLOYEES AS INDEPENDENT CONTRACTORS

A District employee may be allowed to work as an independent contractor for the District, when the following criteria are met:

- A. The employee meets the definition of an independent contractor as defined by statute and regulations (see ORS 670.600).
- B. The service provided is not related to functions/responsibilities covered by the employee's current work classification, except in rare circumstances and approved by Organizational Health.
- C. The employee competes for or bids the work to the District as required under Board Policy Section 9.3.
- D. In absolutely no case shall a District employee be entitled to a contract awarded under any exception to the usual rule requiring an award to the low bidder.
- E. The work is performed outside the employee's regularly scheduled hours of work and will have no adverse impact upon the individual's employment effectiveness.
- F. The employee signs a District contract and follows all the same rules as required by District policy for independent contractors and the employee maintains the insurance(s) as required by the District contract.
- G. The employee shall have an affirmative obligation to disclose any potential or actual conflict of interest, or the appearance of a conflict of interest, between the status of independent contractor and employee.
- H. The employee shall not be in collusion with any other District employee or Board member, and shall not use any knowledge of any information not readily available to the public at large that would give the employee an advantage over a person without that information.
- I. Authorization:
  - 1. Employee shall receive the approval of the employee's manager, and
  - 2. The employee shall receive the approval of Finance and Organizational Health, and
  - 3. The employee shall contact the Finance Department to be considered as an independent contractor, and to bid on the work, and
  - 4. All contracts will be signed by the Chief Financial Officer.

DATE: February 25, 1997

REVISED: July 27, 2021

REVIEWED: August 26, 2025

- A. Payroll will maintain sick leave accruals and usage reporting for all employees of the District. These records will be managed consistently with terms outlined in the applicable contract for bargaining unit employees, the Standard Operating Guidelines for non-bargaining employees, and be consistent with PERS procedures detailed in ORS 238.350.
- B. These payroll records will be judged to be the official record of the District.
- C. District staff will maintain guidelines that define what absences may be charged to sick leave. These guidelines will take into consideration applicable state and federal employment laws, and the District's historical contractual and policy treatment of family leave, bereavement leave, on the job injury, disability leave, and other related absences.
- D. For most employees, semi-monthly payroll advice sick leave accruals are equal to their sick leave accruals reportable to PERS for retirement purposes. For those employees whose sick leave accruals on their payroll advice are different from their PERS reportable accruals, an annual accounting of their unused sick leave accruals reportable to PERS for retirement purposes will be provided for the previous calendar year by February 15 of each year.
- E. For employees receiving an annual accounting, any questions or concerns regarding PERS reportable accruals should be submitted in writing to the Chief Financial Officer within 30 days of receipt of the annual accounting. All other employees are expected to review their semi-monthly pay stubs for accuracy in the reporting of sick leave accruals and utilization.

DATE: August 27, 1996

REVISED: August 26, 2025

REVIEWED: August 26, 2025

## SECTION 4.17      OFF-DUTY USE OF DISTRICT EQUIPMENT AND FACILITIES BY EMPLOYEES

Compensation of employees includes limited personal use of District equipment and facilities, both on and off-duty. The purpose of this policy is to clarify permitted uses while off-duty.

District employees shall not utilize District equipment and facilities during their off-duty hours unless they first obtain prior approval as set forth below. District equipment shall not be used off-site under any conditions. Off-duty use of District equipment and facilities is subject to the following conditions:

- A.    Limitations on Use of District Equipment and Facilities. Use of District equipment and facilities shall not interfere with the operations of the District. District equipment and facilities shall not be used to promote political agendas or to obtain any financial gain or avoid financial detriment that would otherwise not be available but for the employee's public employment position.
- B.    Reimbursement of Expenses. To the extent that expenses are incurred by the District for personal use, the District shall be promptly reimbursed by the employee for such expenses at the rate such services are generally available to the public, regardless of the actual cost to the District. For example, charges for use of copy machines, printers, or unintended use of a District wireless device.
- C.    Prior Approval Not Required. Prior approval shall not be required if the employee's use is instrumental to fulfillment of District programs and objectives (e.g., use of exercise equipment and weights to promote physical fitness).
- D.    Prior Approval Required. Any use of District equipment not readily fulfilling District programs and objectives will require prior approval of the Fire Chief's Office or the employee's Division Chief/Manager.

DATE: February 25, 1997

REVISED: July 28, 2015

REVIEWED: August 26, 2025

## SECTION 4.18      POLICY APPROVAL

This is to certify that Personnel Policy, Section 4, policies 4.1 – 4.17, were duly adopted and approved by Board action on:

\_\_\_\_\_  
Justin J. Dillingham, President of the Board

\_\_\_\_\_  
Clark I. Balfour, Secretary of the Board

APPROVED: August 26, 2025

# NEW BUSINESS

## AGENDA ITEM

### Tualatin Valley Fire & Rescue Tigard, Oregon

SUBJECT: Removal of Co-Administrator of Length of Service Award Program      FOR AGENDA OF: August 26, 2025  
APPROVED FOR AGENDA: Fire Chief Deric Weiss  
DEPARTMENT OF ORIGIN: Finance

PROCEEDING: Discussion and Approval      DATE SUBMITTED: August 19, 2025

EXHIBITS: Resolution 2025-07 Removal of Co-Administrator of Length of Service Award Program      CLEARANCES: Fire Chief's Office

#### BUDGET IMPACT

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

The Board of Directors adopted a Length of Service Awards Program ("LOSAP") for volunteers in 1998. The Fire Chief is the Administrator/Trustee of the fund, currently held at Fidelity Investments. In July 2024, the Board of Directors approved adding Chief Financial Officer Valerie Colgrove as co-administrator and co-trustee for the District's LOSAP plan. The District has been informed by Fidelity that in order to process this request, the District needs to pass a resolution specifically naming the removal of former CFO Timothy Collier as co-administrator and co-trustee for the District's LOSAP plan. This action completes that process.

#### RECOMMENDED ACTION:

Approve Resolution 2025-07 to remove former Chief Financial Officer Timothy Collier as co-administrator of the Plan and Co-Trustee of the Trust.

#### PROPOSED MOTION:

*"I move to approve Resolution 2025-07 to remove former Chief Financial Officer Timothy Collier as co-administrator of the Plan and Co-Trustee of the Trust for the District's LOSAP plan."*

**RESOLUTION 2025-07**  
**TO REMOVE FORMER CHIEF FINANCIAL OFFICER TIMOTHY COLLIER AS CO-ADMINISTRATOR/TRUSTEE FOR TVF&R LENGTH OF SERVICE AWARD PROGRAM**

**TUALATIN VALLEY FIRE AND RESCUE,  
A RURAL FIRE PROTECTION DISTRICT OF  
WASHINGTON, CLACKAMAS, YAMHILL AND MULTNOMAH COUNTIES**

**WHEREAS**, the Board of Directors of Tualatin Valley Fire and Rescue (the “District”) established a Length of Service Award Plan (“Plan”) for volunteers, by Resolution 98-08 in June of 1998, to improve its public safety response, by adding in the recruitment, training, and retention of volunteers; and

**WHEREAS**, the Plan provides that the Fire Chief/Administrator of the District is the sole Trustee and Administrator of the Plan; and

**WHEREAS**, in order for the District’s Chief Financial Officer (“CFO”) to administer the Plan on a day-to-day basis, the District’s CFO was named as a Co-Administrator and Trustee of the plan in July of 2020; and

**WHEREAS**, the financial institution requires the Board to identify the Trustees by name; and

**WHEREAS**, the Board of Directors approved Chief Deric Weiss and CFO Valerie Colgrove as Co-Administrators of the Plan and Co-Trustees of the Trust on July 23, 2024; and

**WHEREAS**, former CFO Timothy Collier is no longer employed as CFO of the District as of May 15, 2024; and

**NOW THEREFORE BE IT**

Resolved that former CFO Timothy Collier is removed as Co-Administrator of the Plan and Co-Trustee of the Trust, and is not authorized to administer the Plan and/or Trust on a day-to-day basis.

**APPROVED AND ADOPTED**, on August 26, 2025

\_\_\_\_\_  
Justin J. Dillingham, President

**ATTEST:**

\_\_\_\_\_  
Clark I. Belfour, Secretary-Treasurer

## AGENDA ITEM

### Tualatin Valley Fire & Rescue Tigard, Oregon

SUBJECT:	Construction Management Services Contract Extension	FOR AGENDA OF:	August 26, 2025
		APPROVED FOR AGENDA:	Fire Chief Deric Weiss
		DEPARTMENT OF ORIGIN:	Fire Chief's Office
PROCEEDING:	Information only	DATE SUBMITTED:	August 19, 2025
EXHIBITS:	None	CLEARANCES:	Fire Chief's Office

#### BUDGET IMPACT

EXPENDITURE REQUIRED: \$276,522.88	AMOUNT BUDGETED: \$547,757.00	APPROPRIATION REQUIRED: \$0.00
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#### BACKGROUND:

Capital construction management services are required to support the Logistics Capital Projects Team for various construction projects under the bond fund program. Staff contracted with Turner & Townsend Heery ("T&TH") to provide construction management services under a national cooperative program called Purchasing Cooperative of America ("PCA"), contract #PCA-OD-336-21 Construction Management. PCA is a national purchasing cooperative with legally procured contracts available for public entities in all 50 states. District staff performed the necessary due diligence to utilize this contract in September 2024.

T&TH, with District staff, is working on the Training Center and Station 67 remodel bond projects. The initial contract began October 2, 2024 for a 12-month term for a total amount of \$162,650.88. The District would like to execute an extension of this contract through June 30, 2026 for a total net additional cost of \$276,522.88.

Board Policy 9, Section 9.3 *Purchasing Policy and Procedures* requires District staff to report to the Board whenever a contract amendment exceeds 25% cumulative over the original contract amount of any public contract previously approved by the Board.

#### RECOMMENDED ACTION:

None, information only.

#### PROPOSED MOTION:

*None.*

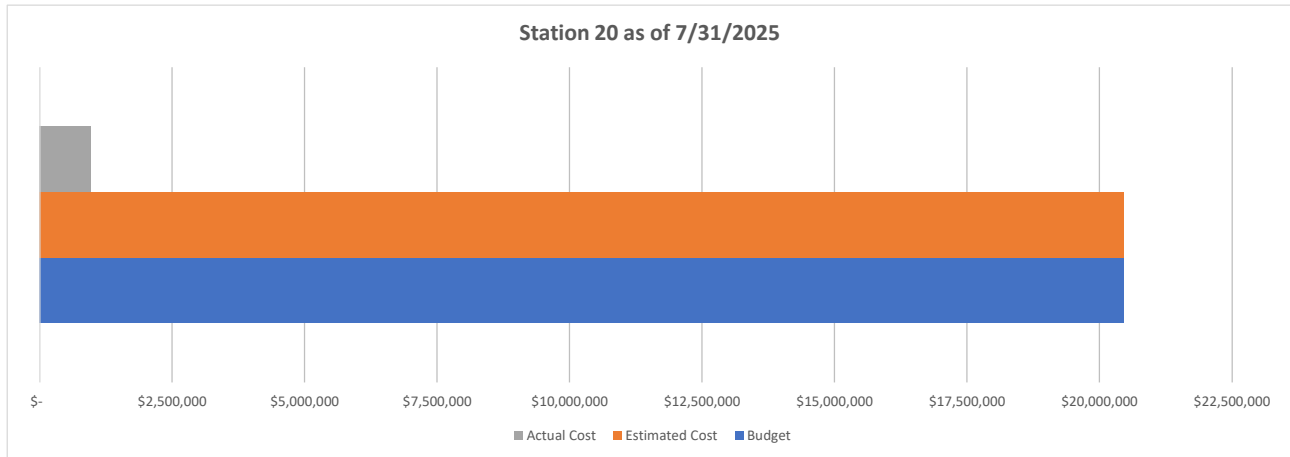
# CHIEF'S REPORT

- A. Capital Projects Update and Capital Projects Expenditure Summary
- B. Promotion Announcements
- C. Retirement Announcements
- D. Employee of the Quarter – 2<sup>nd</sup> Quarter 2025
- E. FRI Recap
- F. Recruit Academy 25-02
- G. District Events
  - August Community Events Report



**PROJECT INFORMATION**

Project Name	Station 20, Downtown Newberg - BOND
Project Description	Rebuild
Location	Newberg   414 East 2nd Street
Construction Manager	Kirby Nagelhout Construction Co.
Start Date	Fall 2024
Completion Date	Spring 2027



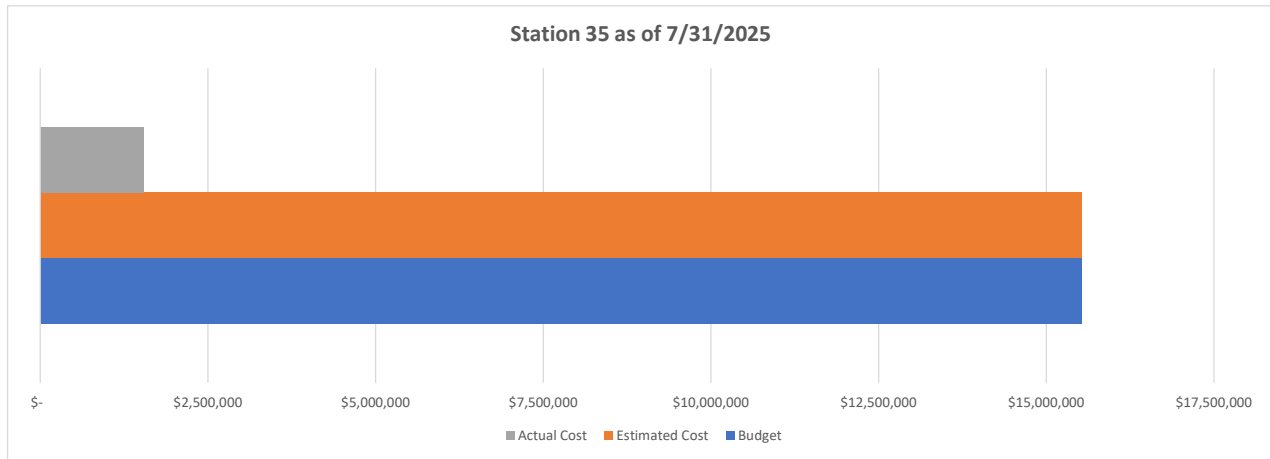
	Estimated Costs	FY2024	FY2025	FY2026	Total Actuals
01 Construction & Land	16,000,000	-	349,246	-	349,246
02 Professional and Tech Services	960,000	3,262	46,491	-	49,753
03 Attorney Fees	-	-	-	-	-
04 Permits and Fees	800,000	-	-	-	-
05 Architectural Services	1,280,000	-	396,788	-	396,788
06 Project Management	480,000	60,361	103,981	9,085	173,427
07 Temporary Quarters	540,000	-	-	50	50
09 Demolition	-	-	-	-	-
Unclassified	-	-	-	-	-
Total Fund 52	20,060,000	63,623	896,506	9,135	969,264
Other/Start-up costs (Fund 10/22)	400,000	-	-	-	-
<b>TOTAL</b>	<b>\$20,460,000</b>	<b>\$63,623</b>	<b>\$896,506</b>	<b>\$9,135</b>	<b>\$969,264</b>

Totals may not foot due to rounding.



**PROJECT INFORMATION**

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



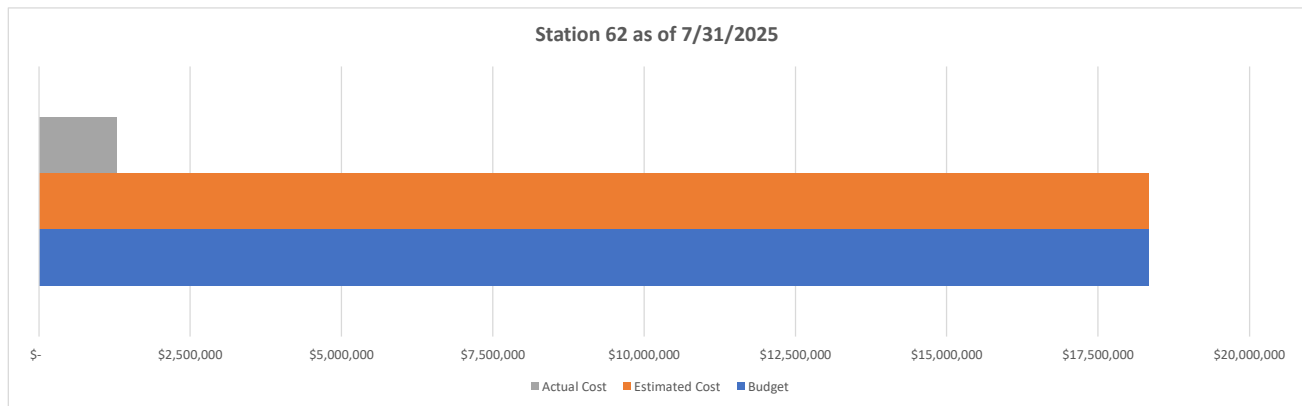
	Estimated Costs	FY2024	FY2025	FY2026	Total Actuals
01 Construction	12,200,000	-	-	-	-
02 Professional and Tech Services	732,000	54,559	264,659	-	319,218
03 Attorney Fees	-	-	2,721	-	2,721
04 Permits and Fees	610,000	-	98,125	20,588	118,712
05 Architectural Services	976,000	135,198	513,581	-	648,779
06 Project Management	366,000	97,392	133,643	7,268	238,303
07 Temporary Quarters	240,000	-	222,953	2,728	225,680
09 Demolition	-	-	-	-	-
Unclassified	-	-	-	-	-
Total Fund 52	15,124,000	287,149	1,235,682	30,583	1,553,413
Other/Start-up costs (Fund 10/22)	400,000	-	-	-	-
<b>Total</b>	<b>\$15,524,000</b>	<b>\$287,149</b>	<b>\$1,235,682</b>	<b>\$30,583</b>	<b>\$1,553,413</b>

Totals may not foot due to rounding.



**PROJECT INFORMATION**

Project Name	Station 62, Aloha - BOND
Project Description	New Station
Location	Aloha   185th & Pheasant
Construction Manager	P&C Construction
Start Date	Spring 2023
Completion Date	Spring 2027



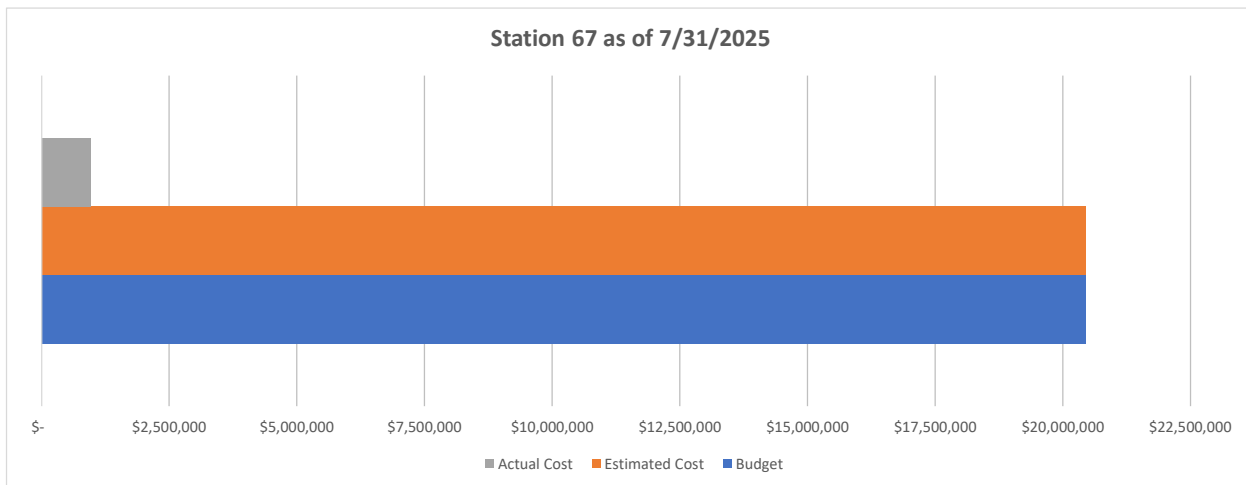
	Estimated Costs	FY2022	FY2023	FY2024	FY2025	FY2026	Total Actuals
01 Construction	14,700,000	-	-	-	27,156		27,156
02 Professional and Tech Services	882,000	44,083	60,860	120,193	-		225,136
03 Attorney Fees	-	291	4,000	-	389		4,679
04 Permits and Fees	735,000	500	34,201	(332) <sup>(1)</sup>	1,938	108,787	145,094
05 Architectural Services	1,176,000	29,794	481,561	70,750	188,161		770,267
06 Project Management	441,000	-	5,500	30,890	62,346	7,268	106,004
07 Temporary Quarters	-	-	-	-	-		-
09 Demolition	-	-	-	-	-		-
Unclassified	-	-	-	-	-		-
Total Fund 52	17,934,000	74,668	586,122	221,501	279,990	116,054	1,278,336
Other/Start-up costs (Fund 10/22)	400,000	-	-	-	-		-
<b>Total</b>	<b>\$18,334,000</b>	<b>\$74,668</b>	<b>\$586,122</b>	<b>\$221,501</b>	<b>\$279,990</b>	<b>\$116,054</b>	<b>\$1,278,336</b>

<sup>(1)</sup> Permit refund received Feb. 2024  
Totals may not foot due to rounding.



**PROJECT INFORMATION**

Project Name	Station 67, Beaverton Main - BOND
Project Description	Rebuild
Location	Farmington Road   13810 SW Farmington Road, Beaverton
Construction Manager	TBD
Start Date	TBD
Completion Date	TBD



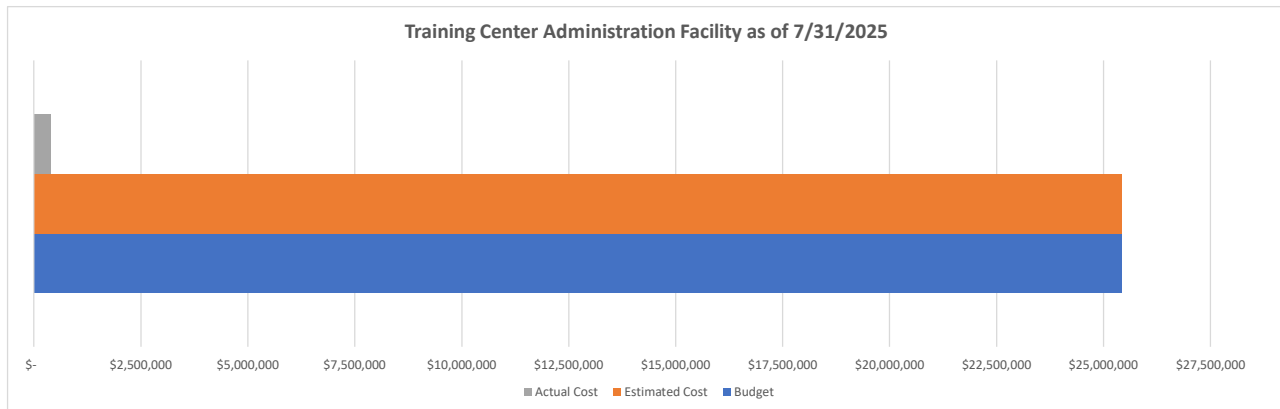
	Estimated Costs	FY2025	FY2026	Total Actuals
01 Construction & Land	16,000,000	-	-	-
02 Professional and Tech Services	960,000	-	-	-
03 Attorney Fees	-	-	-	-
04 Permits and Fees	800,000	-	-	-
05 Architectural Services	1,280,000	-	-	-
06 Project Management	480,000	10,379	2,907	13,286
07 Temporary Quarters	540,000	-	-	-
09 Demolition	-	-	-	-
Unclassified	-	-	-	-
Total Fund 52	20,060,000	10,379	2,907	13,286
Other/Start-up costs (Fund 10/22)	400,000	-	-	-
<b>TOTAL</b>	<b>\$20,460,000</b>	<b>\$10,379</b>	<b>\$2,907</b>	<b>\$13,286</b>

Totals may not foot due to rounding.



**PROJECT INFORMATION**

Project Name	Training Center Administration Facility - BOND
Project Description	Rebuild
Location	Sherwood   12400 SW Tonquin Road
Construction Manager	Perlo Construction
Start Date	Winter 2024
Completion Date	Winter 2027



	Estimated Costs	FY2023	FY2024	FY2025	FY2026	Total Actuals
01 Construction	20,000,000	48,705	-	-	-	48,705
02 Professional and Tech Services	1,200,000	-	78	11,369	1,555	13,002
03 Attorney Fees	-	-	-	2,721	-	2,721
04 Permits and Fees	1,000,000	-	-	578	917	1,495
05 Architectural Services	1,600,000	-	8,600	82,700	-	91,300
06 Project Management	600,000	-	-	190,287	49,811	240,098
07 Temporary Quarters	500,000	-	-	-	-	-
09 Demolition	-	-	-	-	-	-
Unclassified	-	-	-	-	-	-
Total Fund 52	24,900,000	48,705	8,678	287,656	52,284	397,321
Other/Start-up costs (Fund 10/22)	525,000	-	-	-	-	-
<b>Total</b>	<b>\$25,425,000</b>	<b>\$48,705</b>	<b>\$8,678</b>	<b>\$287,656</b>	<b>\$52,284</b>	<b>\$397,321</b>

Totals may not foot due to rounding.

# Promotion Announcements



**Aaron Zahrowski**

Promoted to Captain  
effective July 1, 2025.

## Promotion Announcements



**Jeramiah Richardson**

Promoted to Lieutenant  
effective July 16, 2025.



**Clete Schmitke**

Promoted to Lieutenant  
effective July 16, 2025.



**Timothy Beckman**

Promoted to Lieutenant  
effective July 16, 2025.

# Retirement Announcement



## **Mark Higley**

Retired from the Facilities  
Maintenance Technician LME  
position July 31, 2025.

**Served TVF&R for 25 years**

# Employee of the Quarter

## Q2 2025



**Laura Terry**



**Rachel Bancroft**



**Emily Klapp**



**Priscilla Taparra**



**Megan Rye**



**Beth Tint**

## **Laura Terry, Rachel Bancroft, Emily Klapp, Priscilla Taparra, Megan Rye, and Beth Tint**

Laura Terry, Organizational Health Liaison, and The Portland Metro Fire Camp Board of Directors for 2025 are being recognized for their efforts organizing this years' camp.

Together they all volunteered their time and talents to ensure every participant felt supported, capable, and encouraged. Their contributions extended beyond expectations, taking on active roles from leading physical drills to offering one-on-one mentorship. Their presence sent a strong message: women belong in the fire service and are powerful leaders.

What set this team apart was their willingness to step up in every situation. Whether staying late to prepare, jumping in wherever needed, or serving as positive role models, each member showed heart and unity. When thunderstorms and lightning disrupted the weekend, they quickly created a detailed backup plan, restructuring the schedule to keep camp running smoothly.

Laura Terry and the board's efforts directly supported Tualatin Valley Fire & Rescue's mission by providing a positive, inclusive experience grounded in the values of service, professionalism, and community engagement.

**Congratulations!**



# FF Recruit Academy 25-02



**Dylan Anderson**  
EMT



**Jack Bowman**  
PARAMEDIC



**Chase Coleman**  
EMT



**Logan Fry**  
EMT



**Suede Haven**  
EMT



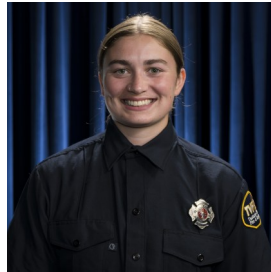
**Grant Henarie**  
EMT



**Anthony Hood**  
EMT



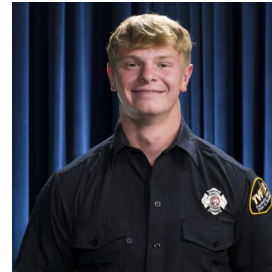
**Maggie Klein**  
EMT



**Sage Kugler**  
EMT



**Jerod Long**  
EMT



**Marcus Merritt**  
EMT



**Yuriy Misyuk**  
EMT-A



**Eric Morgan**  
PARAMEDIC



**Bryan Nuro**  
PARAMEDIC



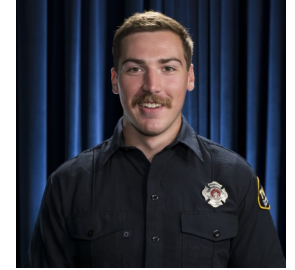
**Levi Orem**  
EMT



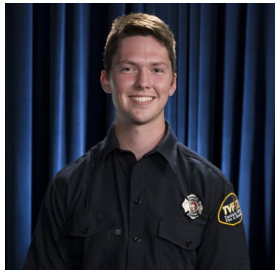
**Sebastian Rodriguez**  
EMT



**Jordon Taula'i**  
EMT



**Landon Thom**  
PARAMEDIC



**Samuel Toohey**  
EMT



## August Community Events

Start Time	Title	Estimated People Reached
8/2/2025	Vols Civic/Community THPRD Big Truck Day	300
8/2/2025	21/B Civic/Community A-dec	500
8/3/2025	67/C Civic/Community Our Lady of Peace BBQ	200
8/3/2025	SET/66C Booth/Community First Responder Night	200
8/4/2025	65 Washco Bikes Summer Bike Camp	0
8/4/2025	17/A Civic Event Book Moving - North Plains Library	10
8/4/2025	60/A School Visit Cedar Hills Kinder Care	80
8/4/2025	17/A NNO NW Padgett	20
8/5/2025	58/B Station Tour West Linn Summer Campers	30
8/5/2025	64/B NNO The Lakes Apts.	60
8/5/2025	35/B NNO 10800 block of SW Meadowbrook Dr. Tigard, OR	40
8/5/2025	35/B NNO Woodsprings Apts	100
8/5/2025	35/B NNO 15901 SW Bluewater Terr. Tigard, OR 97224	50
8/5/2025	52/B NNO Villebois	250
8/5/2025	35/B NNO 16100 block of SW 113th Ave. Tigard, OR	150
8/5/2025	51/B NNO 13600 block of SW Hall Blvd. Tigard, OR	20
8/5/2025	68/B NNO NW 126th Ave. and NW Lilywood Dr	90
8/5/2025	35/B NNO Summerfield	30
8/5/2025	69/B NNO 13100 SW River Terrace Blvd. Tigard, OR 97223	75
8/5/2025	50/B NNO SW 118th Terrace & SW North Dakota Street, Tigard, OR 97223	12
8/5/2025	35/B NNO 15800 SW Greens Way, Tigard, OR 97223	30
8/5/2025	51/B SW 100th Ave and SW Inez St. Tigard, OR 97223	40
8/5/2025	35/B NNO 9600 block of SW Brentwood Pl. Tigard, OR 97223	35
8/5/2025	51/B NNO SW Oaktree Lane, Tigard, OR 97223	50
8/5/2025	50/B NNO SW Raptor Pl. Tigard, OR 97223	50
8/5/2025	50/B NNO Parkdale and Sevilla aves	30
8/5/2025	56/B NNO Frog Pond, Morgan Farms	35
8/5/2025	56/B NNO Frog Pond Grange	50
8/5/2025	52/B Wilsonville Meadows- Lynnwood Ct	45
8/5/2025	61/B NNO Jenne Lake Park	50
8/5/2025	66/B NNO Murrayhill Rec Center	200
8/5/2025	67/B NNO City of Beaverton	100
8/5/2025	39/B NNO 7500 block of SW ONNAF COURT, Tigard, OR 97223	35
8/5/2025	35/B NNO 10400 block of SW Greenleaf Terr. Tigard, OR 97223	35
8/5/2025	51/B 15500 block of SW Applewood Lane, Tigard, OR	60
8/5/2025	52/B NNO Park at Merryfield	25
8/5/2025	56/B NNO Canyon Creek Estates	120
8/5/2025	54/B NNO Arbor Lake Town Home Association (ALTA)	100
8/5/2025	61/B NNO Cedar Mill Christ United Methodist Church	100
8/5/2025	56/B NNO SW Dogwood	30
8/5/2025	34/B NNO Jeffwood Estates	50
8/5/2025	35/B NNO SW Lucus Court	40
8/5/2025	51/B NNO SW Viola St. and SW 80th ave. Tigard, OR 97223	25
8/5/2025	35/B NNO 12500 block of SW Winterview Dr. Tigard, OR 97224	40
8/5/2025	51/B NNO 13900 block of SW 95th Avenue Tigard, OR 97223	21
8/5/2025	53/B NNO 10800block of SW 108th Ct. Tigard, OR 97223	20
8/5/2025	50/B NNO SW Katherine St. and SW 118th Ave. Tigard, OR	100

## August Community Events

Start Time	Title	Estimated People Reached
8/5/2025	53/B NNO 7200 block of SW Ash Creek Court, Tigard OR	50
8/5/2025	35/B NNO 10700 block of SW Kable St. Tigard, OR	50
8/5/2025	39/B NNO SW Bond St. Tigard, OR	40
8/5/2025	50/B 12800 block of SW 116th Ave. Tigard, OR 97223	30
8/5/2025	50/B NNO 11695 SW Manzanita St.	30
8/5/2025	54/B NNO Charbonneau - Country Club Estates	70
8/5/2025	51/B NNO SW Alderbrook Ct.	20
8/5/2025	35/B NNO 16600 block of SW Riverwood Pl. Tigard, OR	110
8/5/2025	50/B NNO 12200 of SW Marion St, Tigard, OR	30
8/5/2025	56/B NNO Frog Pond Grange	50
8/5/2025	53/B NNO SW Verde Terr. Tigard, OR 97223	30
8/5/2025	55/B NNO Riveredge Lane	30
8/6/2025	67/C Civic/Community Beaverton SD Summer Food Program	125
8/6/2025	34/C Station Tour Cultural Gateways Showa Shuei	40
8/7/2025	CAS Speaker Newberg Safety Town	90
8/7/2025	20/21A Site Visit Safety Town	90
8/7/2025	CRR/MSO/70 Civic Community RHBA	50
8/7/2025	65/A Station Tour Saddle Up Bike Campers	12
8/7/2025	62/A Civic/Community Aloha Farmers Market NNO	150
8/8/2025	61/B Civic/Community Disability Group	150
8/8/2025	SET/E67/T67/C5/A Site Visit Folds of Honor First Responder Appreciation Event	300
8/8/2025	35/B Civic Event Movie in the Park	100
8/9/2025	17/C & Vols Parade Garlic Festival	150
8/9/2025	17/SET/Vols Garlic Festival Fire Station Open House	300
8/10/2025	Vols E372/68 NNO Oak Hills Neighborhood Night Out Event	500
8/12/2025	62/C Civic/Community Camp Rivendale	30
8/12/2025	Aux's Civic/Community Antique Car Show	50
8/13/2025	CAS/61 Speaker Cedar Hills Safety Town	15
8/13/2025	SET/52A Booth WLWV Back to School Resource Fair	300
8/13/2025	66/A NNO Sterling Point Apts.	20
8/14/2025	51/B Station Tour Price Family	5
8/14/2025	66/B NNO Andover Park Apts.	20
8/16/2025	61 Civic/Community Tri Together Triathlon	500
8/16/2025	SET/52/A Gear up 4 School	450
8/16/2025	62/A Station Tour Almestica Family	2
8/16/2025	39/A Station Tour Cheng Family	8
8/16/2025	59/A Block Party 4174 Imperial Dr. West Linn, 97068	200
8/17/2025	58/B Civic Event West Linn's Sunset Neighborhood Association Gathering	100
8/17/2025	55/B Block Party Hidden Springs HOA	75
8/19/2025	58/A Station Tour West Linn Summer Campers	30
8/20/2025	CAS/SET Booth LAM RESEARCH	100
8/22/2025	69/A Station Tour Family/Friends Group	12
8/22/2025	33/A Station Tour Sorenson Group	3
8/24/2025	SET/53/C Booth Canine Community Carnival	100
8/24/2025	51/C Site Visit Mannahouse Church BBQ	300
8/24/2025	65/C Civic Event West Slope Neighborhood Picnic	80
8/27/2025	53/C Site Visit Hearthstone of Beaverton	25

## August Community Events

Start Time	Title	Estimated People Reached
8/27/2025	CRR/EMS/FLS/E35 Prestige Riverwood Care Facility Staff Training	30
8/28/2025	PLACEHOLDER 64/A Site Visit Alberta Kerr Inclusive Day Services	10
8/28/2025	CRR/EMS/FLS/60 Regency Park Care Facility Staff Training	30
8/29/2025	34/B/CAS Tualatin Chamber of Commerce Networking Event	30
8/29/2025	58/B Civic/Community Hammerle Park	75

# DIRECTORS' REPORT

# ITEMS NOT LISTED ON THE AGENDA