



BOARD OF DIRECTORS MEETING AGENDA

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

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

Tuesday, February 25, 2025
3:00 P.M.

REGULAR SESSION

I. CALL TO ORDER

II. CONSENT AGENDA *

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

A. Approval of Regular Board Meeting Minutes (January 28, 2025)	5
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III. RECOGNITION

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VI. FINANCE REPORT

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VIII. OLD BUSINESS

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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, January 28, 2025

TVF&R Command and Business Operations Center

11945 SW 70th Avenue, Tigard OR 97223

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

ATTENDANCE

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

Others present: Valerie Colgrove, Patrick Fale, Steve Forster, Kenny Frentress, Chris Hamilton, Kristen Henderson, Heidi Hicks, Laura Hitt, Laura Jenkins, Victoria Jimenez, Eric Kennedy, Ryan Robinson, Lucy Shipley, Andy Smusz, Marissa Taylor, Deric Weiss, James Whyte – TVF&R; Bob Blackmore – Attorney; Liani Reeves, Christine Slattery – Miller Nash, LLP

REGULAR SESSION

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

CONSENT AGENDA

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

RECOGNITION

None.

PUBLIC PARTICIPATION

None.

STAFF PRESENTATION

Popular Annual Financial Report Controller Andy Smusz provided a brief background, and overview of the report, which is used to communicate District information to communities and residents in a transparent, easy to understand format. The Directors commended staff on the report, and the information it provided.

FINANCE REPORT

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

FINANCE REPORT (continued)

- The General Fund ending fund balance is approximately \$127.3 million, primarily driven by beginning fund balance and property tax revenue up 3.7% over the previous year
- All directorates were under the expenditure benchmark through December 2024.
- Year to Date expenditures are at 46% of our budgeted amounts which is under our benchmark of 50%.
- Personnel Services are at 47%, slightly under target. The overall budgeted FTE for union and non-union this year is 617. Currently, at 580 FTE and planning to build up towards our target with the upcoming recruit academies.
- Materials and Services are at 42% of the total budgeted amount with no concerning trends.
- Apparatus & Vehicle Fund 21 has expended \$1.5 million YTD with the purchase of a Hazmat rig earlier this year and two additional training vehicles.
- Capital Improvement Fund 22 has expended \$850,000 on differed maintenance items such as new MDCs, a new generator at Station 52, and some laryngoscope replacements.
- MERC Fund 23, spending was around purchasing cellular upgrade testing equipment to help improve communications throughout the community.
- Grants Fund 25, had minimal activity this year with one noteworthy activity which was the deferred revenue reversal of \$30,000 in the last quarter.
- Debt Services Fund 30, property taxes are coming in as expected which allowed us to make our first interest payment in December. We will make our principal and remaining interest payment in June.
- Insurance Fund 45, had minimal activity through the first two quarters of FY25.
- Property & Building Fund 51, had some budgeted property improvements, but funds are to be used for land purchase for Station 22 Rural Newberg, Station 31 King City, and Station 63. There is some land feasibility work being done and a couple opportunities in Newberg, OR. More to come on that.
- Capital Projects Fund 52, investment earnings have outpaced our budget and our spending. Expending ~ \$800,000, including medic remounts and Board approved work at Station 35 and Station 20.
- Pension Fund 61, has two closed pension accounts and one remaining beneficiary.
- LOSAP Fund 63, defined benefit plan for volunteers, has 4 participants receiving benefits, and 6 participants are not yet eligible until they reach the age of 62.
- Custodial Fund 65, largest expenditures in this fund have been for the Newberg Toy & Joy Drive.

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

- Summary of investments across all our funds is \$222.4 million.
- All funds combined earned \$1.7 million in interest last quarter, and \$3.3 million year to date with a return of 4.5%. The District budgeted for \$1.2 million in interest earnings, and we have already exceeded that in the first 6 months of the year.

FINANCE REPORT (continued)

- Staff is working with the District's investment advisors on investment options for the remainder of the year. The expectation is the investments will continue to yield good returns for the remainder of the year.
- The LOSAP Fund 63 balance is just under \$500,000 with a return of 6%.

Director Wyffels inquired if the District has been reimbursed for the deployments from last year's incidents. CFO Colgrove has confirmed that those funds have been received for those incidents; however, we have not received reimbursement for the fires in California as of the meeting date.

CORRESPONDENCE

Noted.

OLD BUSINESS

None.

NEW BUSINESS

Board Policy Section 1 (District Board Operations) Chief Weiss stated consistent with practice, staff has reviewed Board Policy Section 1 – District Board Operations and does not recommend changes to the current policy as it had been reviewed extensively a couple months ago. The policy was presented for Board approval and first reading.

President Dillingham moved, seconded by Director Lauer, to approve the first reading of Board Policy 1, District Board Operations, by title only. The motion passed with yes votes from President Dillingham, Director Lauer, Director Wyffels, Director Balfour. Director Hovies voted yes, but expressed disagreement with parts of the policy.

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

Investigation Report on Conduct of Director Hovies Liani Reeves and Christine Slattery, Miller Nash, LLP., presented to the Board their findings on an investigation conducted on one of the District's board members, Director Gordon Hovies.

The investigation originated with a report submitted by a TVF&R Lieutenant related to alleged inappropriate comments made by Director Hovies during a station visit on October 11, 2024. Allegations were made by staff that Director Hovies made comments on individual bunk rooms potentially "having a negative effect on the fire service, because it would open the door for transgender firefighters to enter the service."

NEW BUSINESS (continued)

The District hired Miller Nash, LLP to conduct an impartial fact-finding investigation as to whether the allegations could be substantiated. As part of the investigation, Miller Nash reviewed the expectations outlined in a June 2022 private letter of censure to Director Hovies and interviewed two witnesses. Director Hovies did not agree to be interviewed. Instead, his attorney provided several emails outlining arguments on behalf of Director Hovies. After reviewing all the findings, the investigation substantiated the allegations, citing violations of the District's policy regarding discrimination and harassment.

Director Hovies responded by disputing the findings, claiming his rights to due process and free speech were violated, and arguing that the Letter of Censure from June 2022 was politically motivated. Director Hovies stated he wanted to put a letter from his attorney, along with email exchanges, in the record to explain his position.

Board members discussed the findings and expressed disappointment in Director Hovies behavior. Director Lauer addressed Director Hovies' comments on the findings citing the June 2022 letter of censure was discussed and negotiated at an executive session stating that Director Hovies had made two requests that day to keep this letter private and to remain on the Metropolitan Policy Advisory Committee (MPAC). Director Wyffels recalls the executive session in which Director Hovies verbally agreed to the letter of censure which is on the record. Director Wyffels recommended moving forward with a public letter of censure.

Original Motion: Director Wyffels moved, seconded by Director Lauer for discussion to issue a formal public censure to Director Hovies. This motion provided that the letter of censure should last through the end of Director Hovies' elected term and should state he not represent TVF&R in public unless he has permission from the Board President. His role should be limited to attending public meetings, voting on matters of board policy and district budget. During the discussion the motion was amended by Director Wyffels, seconded by Director Lauer to add an apology from Director Hovies for the incident. Following discussion, Director Wyffels sought to withdraw the motion, but a motion to call the question was made by Director Hovies and he argued that the board was required to vote. Attorney Blackmore opined that the board was not required to go forward with a vote under the rules of the District or Robert's Rules of Order, but the board expressed a concern that Director Hovies would legally challenge the process, so the Board decided to effect withdrawal by voting no on the motion and then proceed with a new motion. A vote was held with no votes from President Dillingham, Director Lauer, Director Wyffels, Director Balfour. Director Hovies abstained.

Discussion was had about having a public verbal censure or a written censure. Board Attorney Blackmore stated he had no concerns with anything Director Wyffels put forth as he understood and interpreted it. None of it was directed at prohibiting Director Hovies from free speech and reiterated that Director Hovies does not have the right to engage in

NEW BUSINESS (continued)

inappropriate conduct in front of employees and that this District has a legal obligation to provide a safe workplace free from harassment and inappropriate behavior. Attorney Blackmore recommended moving forward with a verbal censure as a motion and not prolong the matter.

Director Balfour asked clarifying questions and requested to have a draft of the written censure before it is approved. Attorney Blackmore acknowledged Director Balfour's request for having the censure in writing and offered the possibility of referencing the terms and conditions from a previous letter of censure that was given to Director Hovies privately in 2022. Board members consulted with Attorney Blackmore on formulating a new motion and decided to propose a new motion as follows.

Motion: With regards to the current conduct and the findings that have been presented to the Board, Director Wyffels moved, and Director Lauer seconded, to have a public letter of censure issued to Director Hovies consistent with the terms of the prior letter of censure in 2022, with the exception of the specific reference to MPAC, and authorize the Board President to sign the letter, if the council agreed. Board President Dillingham clarified that the letter would not need to come back to the Board for approval. Director Wyffels moved, seconded by Director Lauer. The motion passed with yes votes from President Dillingham, Director Lauer, Director Wyffels, Director Balfour. Director Hovies voted no.

Attorney Blackmore clarified questions Director Hovies asked about his status as a board member.

CHIEF'S REPORT

Capital Projects Expenditure Summary CFO Colgrove reported progress on four of the Districts bond projects including Station 20, Station 35, Station 62 and the Training Center. Areas of note included:

- Station 35 moving through the design phase and will get a temporary station build on the property soon.
- Staff is working with the city on pre-application meetings for Station 20.
- Station 62 was on pause for a little bit, hoping to get that restarted
- For the training center, we are planning to have a contract for the design build ready by our next board meeting.

Promotions Announcements Chief Weiss congratulated the following personnel who were promoted effective December 1, 2024:

- Alfonso Pimentel was promoted to Captain.
- Beau Allen was promoted to Lieutenant.
- John Sconce was promoted to Lieutenant.
- Joseph Rogerson was promoted to Training Officer.
- Megan Rye was promoted to Training Officer.

CHIEF'S REPORT (continued)

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

- Effective December 19, 2024
 - Ryan Delashmutt retired from the Lieutenant position, Served 24 years.
- Effective December 31, 2024
 - Eric Bokovoy retired from the Captain position, Served 28 years.
 - Michael (Mick) Carey retired from the Captain position, Served 25 years.
 - Darrin Culp retired from the Firefighter position, Served 18 years.
 - Julie Ellenson retired from the Training Officer position, Served 26 years.
 - Daniel Hastie retired from the Firefighter position, Served 24 years.
 - Danielle Joe retired from the Apparatus Operator position, Served 26 years.
 - Brian Johnson retired from the Lieutenant position, Served 25 years.
 - Andrew Klein retired from the Captain position, Served 25 years.
 - Kevin Linehan retired from the Firefighter position, served 28 years.
 - Ronnie Mason retired from the Lieutenant position, served 26 years.
 - David Milburn retired from the Training Officer position, served 10 years.
 - Scott Steiner retired from the Firefighter position, Served 25 years.
 - Robert Watson retired from the Lieutenant position, served 26 years.

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

Deployments to California Fires Through EMAC Chief Weiss provided an update on the latest deployments to California which including the following:

- Crews left on January 8, 2025 to California and had been there for 18 days before returning on January 25, 2025.
- Crews are healthy and well. Our apparatuses are in the shop getting maintained.
- Total of 13 personnel were deployed including 1 Oregon EMAC, 3 engines from the Washington County Strike Team including Engine 56 and Engine 58, one task leader. Yamhill County sent 3 brush rigs, and we sent 1 heavy brush rig.

District Events Chief Weiss provided the following updates:

- The Newberg Toy & Joy event happened on Saturday, December 21, 2024 at the Newberg School District building from 10:00 am – 2:00 pm where families picked up Christmas toys for their children. This year we served 282 families with a total of 659 kids who received gifts. Images from the event were projected.
- The January Community Events Report was presented.

DIRECTORS' REPORT

Director Wyffels reported on a WCCCA emergency meeting that took place last week and a recognition event for Commissioner Roy Rogers earlier this month.

ITEMS NOT LISTED ON THE AGENDA

None.

ADJOURNMENT

Director Wyffels moved, seconded by Director Lauer, to adjourn 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 4:44 PM.

CALL TO ORDER

President Dillingham called the regular session back to order at 5:04 PM.

NEW BUSINESS

Consideration and Possible Action Regarding Newberg Property Acquisition CFO Valerie Colgrove provided background on the possible acquisition of a property in Newberg, OR during executive session. The board reviewed the information and reconvened the regular session to make a decision. The board agreed to move forward with the purchase of the property located on 312 East Second Street, Newberg, Oregon.

Director Balfour addressed a potential conflict of interest on this matter and has decided to abstain his vote.

Director Lauer moved, seconded Director Wyffels by to approve the purchase of property located at 312 East Second Street, Newberg, Oregon, subject to final negotiation of price and authorize the Fire Chief or his designee to execute all documents necessary to complete this transaction. The motion passed with yes votes from President Dillingham, Director Lauer, Director Wyffels, Director Hovies. Director Balfour abstained.

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 5:06 PM.

APPROVED on February 25, 2025

RECOGNITION

PUBLIC PARTICIPATION

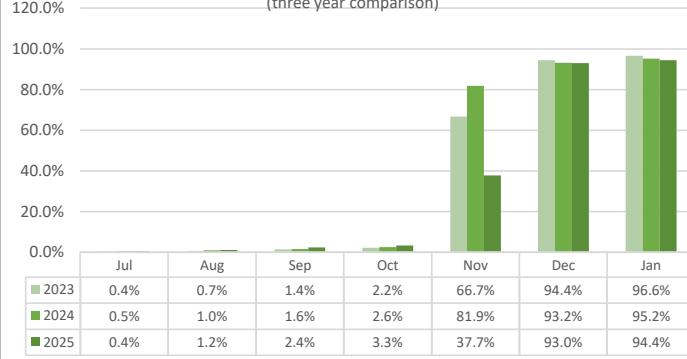
STAFF PRESENTATION

FINANCE REPORT

Percent Revenue to Budget by Month

General Fund

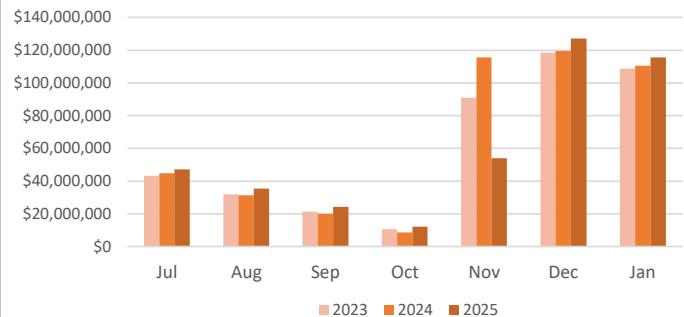
(three year comparison)



Ending Fund Balance by Month

General Fund

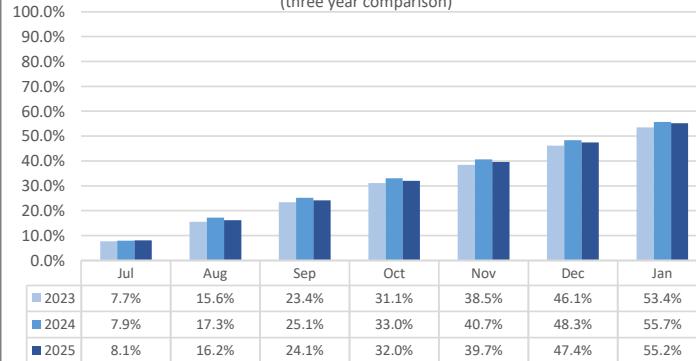
(three year comparison)



Percent Personnel Services to Budget by Month

General Fund

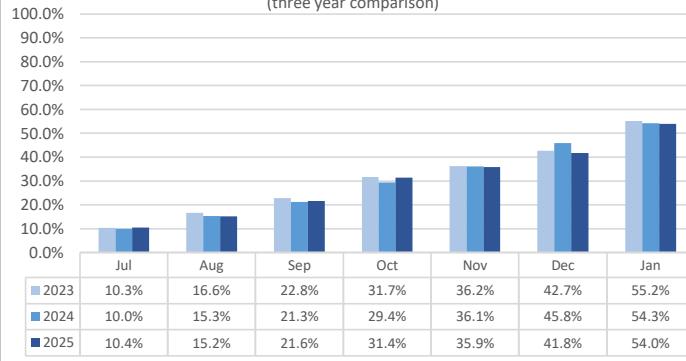
(three year comparison)



Percent Materials and Services to Budget by Month

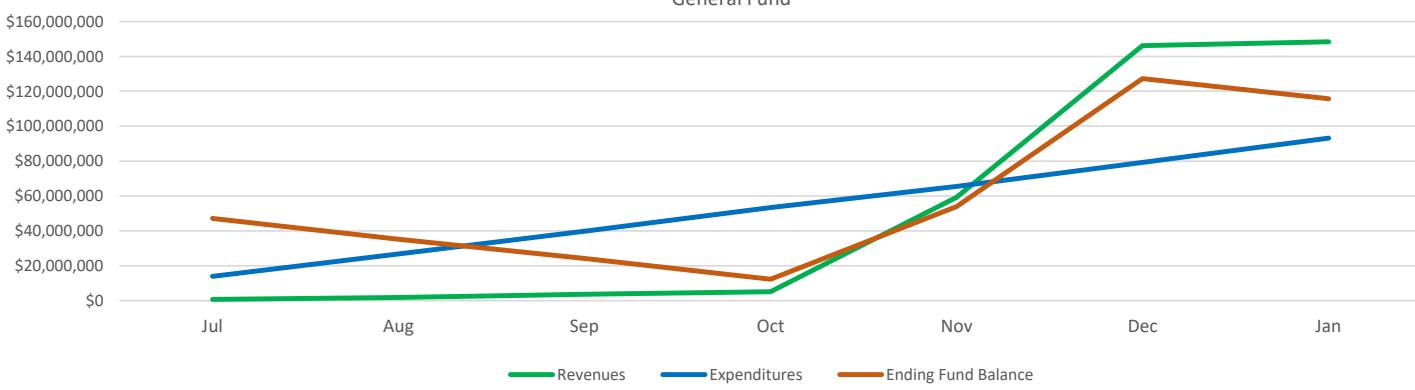
General Fund

(three year comparison)

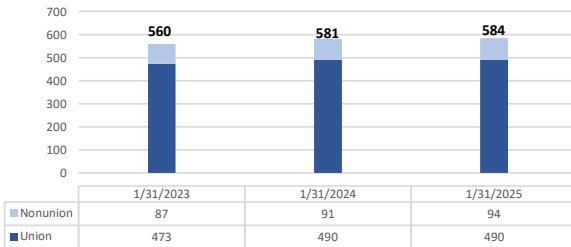


2023-24 Revenues, Expenditures and Ending Fund Balance by Month

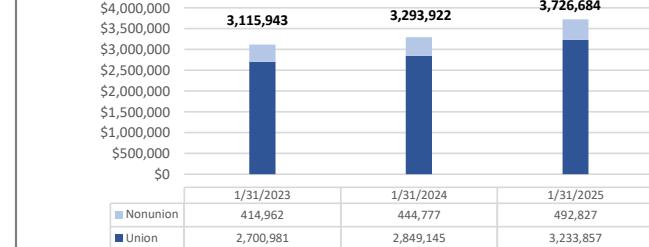
General Fund



End-of-Month Payroll FTE Count



End-of-Month Payroll





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

GENERAL
FUND 10

Benchmark: 58.33%

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
Sources of Funds						
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	139,595,095	(8,220,442)	94.44%	135,397,780	96.47%
Property Tax-Prior Years	1,200,000	857,031	(342,969)	71.42%	678,651	50.76%
Tax In Lieu Of Property Tax	117,504	64,654	(52,850)	55.02%	63,594	54.12%
Forest Revenue	200,000	45,768	(154,232)	22.88%	63,944	16.03%
Investment Earnings	1,940,000	2,285,128	345,128	117.79%	2,196,902	165.09%
Charges for Services	5,027,326	4,137,265	(890,061)	82.30%	3,437,105	68.50%
Rental Revenue	77,900	47,212	(30,688)	60.61%	43,963	56.43%
Insurance Refunds	500,000	667,852	167,852	133.57%	724,142	144.83%
Other Revenue	326,800	725,901	399,101	222.12%	270,062	83.53%
Total Revenues	<u>157,205,067</u>	<u>148,425,906</u>	<u>(8,779,161)</u>	<u>94.42%</u>	<u>142,876,143</u>	<u>95.60%</u>
Total Available Resources	\$ 213,302,777	\$ 208,860,196	\$ (4,442,581)	97.92%	\$ 199,898,439	98.56%
Uses of Funds						
Personnel Services	\$ 149,495,519	\$ 82,567,266	\$ 66,928,253	55.23%	\$ 80,022,689	55.74%
Materials & Services	17,758,215	9,586,205	8,172,010	53.98%	8,842,519	54.26%
Transfer To Other Funds	2,011,000	1,006,762	1,004,238	50.06%	504,972	49.96%
Contingency	4,000,000	-	4,000,000	0.00%	-	0.00%
Total Expenditures	<u>173,264,734</u>	<u>93,160,233</u>	<u>80,104,501</u>	<u>53.77%</u>	<u>89,370,180</u>	<u>54.27%</u>
Ending Fund Balance	\$ 40,038,043	\$ 115,699,963	(2) \$ 75,661,920	288.98%	\$ 110,528,259	289.82%

⁽¹⁾ Includes:

	2024-25	2023-24
Newberg Transport:	\$1,903K	\$1,634K
Other Medical Transport:	\$530K	\$818K
Conflagration & Deployment Claims:	\$1,341K	\$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 January 31

GENERAL
FUND 10

Benchmark: 58.33%

GENERAL FUND	2024-25			2023-24	
	Original Budget	Y-T-D Actual	Actual as % of Budget	Y-T-D Actual	Actual as % of Budget
Command Directorate					
Personnel Services					
Board of Directors	\$ 510	\$ -	0.00%	\$ -	0.00%
Civil Service	348,423	104,090	29.87%	133,233	44.59%
Fire Chief's Office	2,959,292	1,454,675	49.16%	1,630,498	52.88%
Total Personnel Services	3,308,225	1,558,765	47.12%	1,763,731	52.14%
Materials and Services					
Board of Directors	151,645	27,960	18.44%	41,308	22.78%
Civil Service	68,117	43,582	(1) 63.98%	17,783	19.65%
Fire Chief's Office	831,732	343,219	41.27%	289,145	34.57%
Total Materials and Services	1,051,494	414,761	39.44%	348,236	31.42%
Total Command Directorate	\$ 4,359,719	\$ 1,973,526	45.27%	\$ 2,111,968	47.03%
Business Directorate					
Personnel Services					
Logistics	\$ 1,269,366	\$ 503,713	39.68%	\$ 353,046	41.24%
Supply	1,446,798	744,620	51.47%	510,769	53.32%
Organizational Health	2,283,936	1,020,550	44.68%	1,072,263	25.17%
Occupational Health and Wellness	1,102,982	482,677	43.76%	448,415	45.22%
Business Strategy	1,120,778	639,422	57.05%	566,621	57.02%
Fleet Maintenance	1,949,453	1,008,705	51.74%	1,038,557	46.66%
Facilities Maintenance	1,484,620	845,943	56.98%	894,969	58.30%
Total Personnel Services	10,657,933	5,245,630	49.22%	4,884,639	41.33%
Materials and Services					
Logistics	1,363,786	664,006	48.69%	110,299	31.68%
Supply	2,449,276	1,195,342	48.80%	101,359	45.91%
Organizational Health	487,600	161,716	33.17%	210,363	13.46%
Occupational Health and Wellness	722,679	314,821	43.56%	290,021	49.73%
Business Strategy	108,220	8,272	7.64%	30,948	28.60%
Fleet Maintenance	1,119,344	548,672	49.02%	560,438	47.57%
Facilities Maintenance	869,039	541,463	(2) 62.31%	597,777	55.13%
Total Materials and Services	7,119,943	3,434,291	48.23%	1,901,206	37.38%
Total Business Directorate	\$ 17,777,876	\$ 8,679,922	48.82%	\$ 6,785,845	40.14%
Finance Directorate					
Personnel Services					
Finance	\$ 2,320,923	\$ 1,274,529	54.91%	\$ 1,189,189	53.14%
Information Technology	1,888,780	1,033,266	54.71%	994,713	55.14%
Communications	576,109	321,123	55.74%	307,032	55.45%
Total Personnel Services	4,785,812	2,628,918	54.93%	2,490,933	54.21%
Materials and Services					
Finance	1,209,945	776,609	(3) 64.19%	863,681	73.17%
Information Technology	2,560,547	1,482,779	57.91%	1,401,001	59.66%
Communications	3,007,732	2,101,814	(4) 69.88%	2,050,347	74.22%
Total Materials and Services	6,778,224	4,361,202	64.34%	4,315,028	68.59%
Total Finance Directorate	\$ 11,564,036	\$ 6,990,120	60.45%	\$ 6,805,961	62.52%

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

(2) Overage due to increased cost and timing of annual generator testing and timing of annual floor cleaning and fire life safety inspections.

(3) Overage due to timing of insurance premium payment.

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



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

**GENERAL
FUND 10**

Benchmark: 58.33%

GENERAL FUND	2024-25			2023-24	
	Original Budget	Y-T-D Actual	Actual as % of Budget	Y-T-D Actual	Actual as % of Budget
Operations Directorate					
Personnel Services					
Operations Admin	\$ 5,204,865	\$ 4,568,013 ⁽¹⁾	87.76%	\$ 3,308,541	65.94%
Relief Pool Personnel	15,568,750	8,403,831	53.98%	8,460,662	54.96%
Stations / Specialty Teams	92,685,664	52,138,761	56.25%	51,844,880	56.82%
Emergency Management	228,197	116,846	51.20%	106,836	49.42%
Incident Management Team	212,437	107,765	50.73%	105,474	51.26%
EMS	2,012,266	1,066,523	53.00%	1,064,214	56.15%
Training	3,359,735	1,552,453	46.21%	1,442,507	48.11%
Recruits	4,608,653	1,629,380	35.35%	1,262,815	51.31%
Volunteers / Chaplains	51,300	1,301	2.54%	5,040	8.81%
Total Personnel Services	<u>123,931,867</u>	<u>69,584,873</u>	<u>56.15%</u>	<u>67,600,969</u>	<u>56.57%</u>
Materials and Services					
Operations Admin	92,124	51,898	56.34%	134,689	32.77%
Relief Pool Personnel	558	380 ⁽²⁾	68.10%	9,361	27.73%
Stations / Specialty Teams	1,279,243	800,823 ⁽³⁾	62.60%	1,425,120	61.74%
Emergency Management	36,332	21,395 ⁽⁴⁾	58.89%	19,700	53.84%
Incident Management Team	4,589	464	10.10%	63	1.20%
EMS	387,182	141,900	36.65%	145,116	31.05%
Training	313,659	102,581	32.70%	115,999	32.79%
Recruits	121,315	76,174 ⁽⁵⁾	62.79%	198,730	56.62%
Volunteers / Chaplains	156,394	79,402	50.77%	82,060	46.39%
Total Materials and Services	<u>2,391,396</u>	<u>1,275,017</u>	<u>53.32%</u>	<u>2,130,838</u>	<u>51.42%</u>
Total Operations Directorate	\$ 126,323,263	\$ 70,859,889	56.09%	\$ 69,731,807	56.40%
Community Services Directorate					
Personnel Services					
Fire and Life Safety	\$ 4,435,112	\$ 2,260,522	50.97%	\$ 2,154,668	50.07%
Government Affairs	1,997,638	1,084,045	54.27%	933,224	53.91%
Media Services	378,932	204,512	53.97%	194,524	53.56%
Total Personnel Services	<u>6,811,682</u>	<u>3,549,080</u>	<u>52.10%</u>	<u>3,282,416</u>	<u>51.31%</u>
Materials and Services					
Fire and Life Safety	89,681	29,975	33.42%	42,665	32.02%
Government Affairs	283,676	46,459	16.38%	84,255	30.23%
Media Services	43,801	24,500	55.93%	20,291	55.74%
Total Materials and Services	<u>417,158</u>	<u>100,934</u>	<u>24.20%</u>	<u>147,211</u>	<u>32.83%</u>
Total Community Services Directorate	\$ 7,228,840	\$ 3,650,014	50.49%	\$ 3,429,627	50.10%
District Non-Organizational					
Transfers	\$ 2,011,000	\$ 1,006,762	50.06%	\$ 504,972	49.96%
Contingency	4,000,000	-	0.00%	-	0.00%
Total	\$ 6,011,000	\$ 1,006,762	16.75%	\$ 504,972	10.46%

⁽¹⁾ Includes \$1,685k of conflagration deployment costs.

⁽²⁾ Overage due to timing of membership renewals.

⁽³⁾ Overage due to utilities.

⁽⁴⁾ Overage due to timing of EMC Partner annual billing.

⁽⁵⁾ Overage due to radio repairs.



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

CAPITAL PROJECTS
FUND 52

Benchmark: 58.33%

	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
CAPITAL PROJECTS FUND						
Sources of Funds						
Beginning Fund Balance	\$ 56,325,000	\$ 57,031,437	\$ 706,437	101.25%	\$ 55,193,368	100.00%
Investment Earnings	1,000,000	1,608,464	608,464	160.85%	1,708,244	0.00%
Miscellaneous Revenue	-	2,500	2,500	100.00%	-	0.00%
Total Revenues	1,000,000	1,610,964	610,964	161.10%	1,708,244	0.00%
Total Available Resources	\$ 57,325,000	\$ 58,642,401	\$ 1,317,401	102.30%	\$ 56,901,612	0.00%
Uses of Funds						
Personnel Services	\$ -	\$ 93	(93)	100.00%	\$ -	0.00%
Materials & Services	505,000	89,520	415,480	17.73%	123,339	0.00%
Capital Outlay	54,098,500	1,378,763	52,719,737	2.55%	107,027	0.00%
Contingency	2,721,500	-	2,721,500	0.00%	-	0.00%
Total Expenditures	57,325,000	1,468,376	55,856,624	2.56%	230,366	0.44%
Ending Fund Balance	\$ -	\$ 57,174,025	\$ 57,174,025	100.00%	\$ 56,671,246	0.00%

2022 Bond Issuance Expenditures include:

	Project-to-Date
2022 Bond Program General	\$ 320,690
Station 19 Midway	\$ 91,121
Station 20 Newberg	\$ 354,949
Station 21 Newberg	\$ 57,103
Station 35 King City	\$ 892,343
Station 62 Aloha	\$ 947,267
Training Center	\$ 117,308
Bond Apparatus	\$ 5,781,891

CORRESPONDENCE

Station 61 LT Fritzke, AO Hupe, FF Suing, and FF Bocchetti

Passing along a huge THANK YOU to Brent, Brad, Ben, and Jack for visiting Agia Sophia Academy (ASA) today!! The students had a blast and we are so grateful for their service to the community. I've attached a couple photos from that morning.

Sincerely,
Elizabeth, ASA School Secretary





OLD BUSINESS

AGENDA ITEM

Tualatin Valley Fire & Rescue Tigard, Oregon

SUBJECT:	Board Policy Section 1 – District Board Operations	FOR AGENDA OF:	February 25, 2025
		APPROVED FOR AGENDA:	Fire Chief Deric Weiss
		DEPARTMENT OF ORIGIN:	Fire Chief's Office
PROCEEDING:	Second Reading and Discussion	DATE SUBMITTED:	February 18, 2025
EXHIBITS:	Board Policy Section 1 – District Board Operations	CLEARANCES:	Fire Chief's Office

BUDGET IMPACT

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

Staff presented Board Policy Section 1 – District Board Operations, for the first reading at the January 28, 2025 Board of Directors' meeting. At that time, no further revisions were suggested, and the policy is now presented for second reading and Board approval.

RECOMMENDED ACTION:

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

PROPOSED MOTION:

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

TUALATIN VALLEY FIRE AND RESCUE

DISTRICT BOARD OPERATIONS

SECTION 1

<u>SECTION</u>		<u>PAGE</u>
1.1	Definitions	2
1.2	Powers of the Board	3
1.3	Functions of the Board	4
1.4	Orientation	6
1.5	Board Educational Reimbursement.....	7
1.6	Reimbursement for Expenses.....	8
1.7	Formulation of Policies	10
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1.10	Preparation for Board Meetings	18
1.11	Procedures During Board Meetings	19
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SECTION 1.1

DEFINITIONS

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

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

DATE ORIGINATED: May 28, 1996

REVIEWED: ~~January 28, 2025~~ February 25, 2025

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

LEGAL REFERENCES

ORS 192

ORS 198

ORS 478

DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

| REVIEWED: January 28, 2025February 25, 2025

Board policy is to recognize two functional activities:

A. Policy Making

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

B. Executive

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

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

LEGAL REFERENCES

ORS 279A.060
ORS 242.704
ORS 243.650 to 243.806

DATE ORIGINATED: August 11, 1997

REVISED: February 27, 2024

REVIEWED: January 28, 2025February 25, 2025

A. Cooperating With Board Candidates

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

B. Orientation of New Board Members

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

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

DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

REVIEWED: January 28, 2025February 25, 2025

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

DATE ORIGINATED: May 28, 1996

REVISED: January 26, 2021

REVIEWED: January 28, 2025February 25, 2025

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

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

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

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

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

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

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

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

DATE ORIGINATED: May 28, 1996

REVISED: September 26, 2023

REVIEWED: January 28, 2025February 25, 2025

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

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

DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

REVIEWED: January 25, 2025February 25, 2025

ORS 478.250

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

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

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

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

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

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

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

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

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

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

SECTION 1.8

MEETINGS (continued)

LEGAL REFERENCES

ORS 192

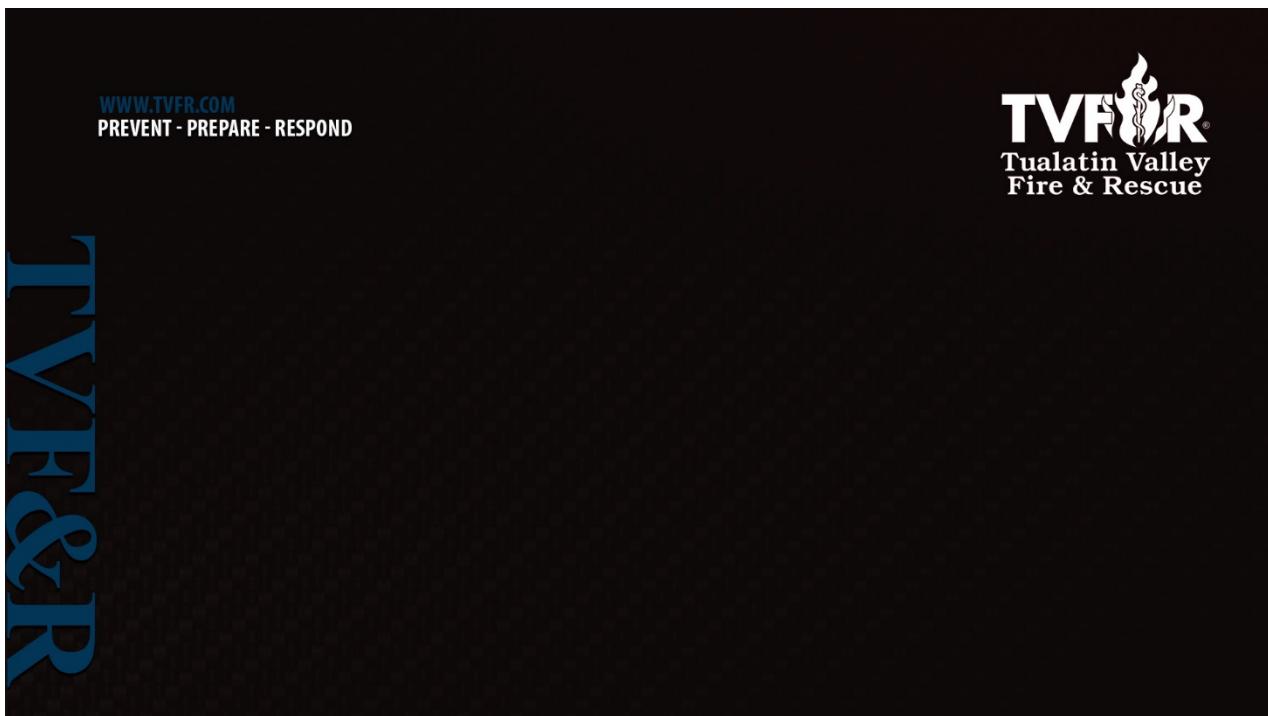
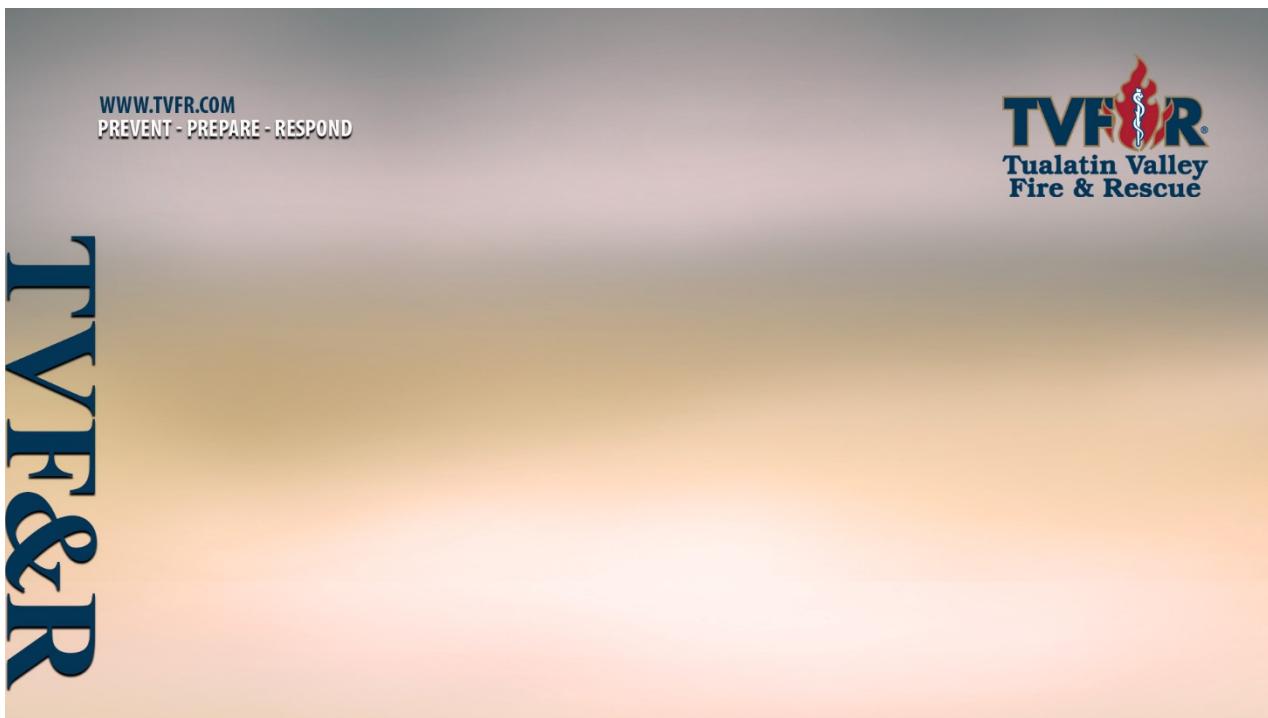
ORS 478

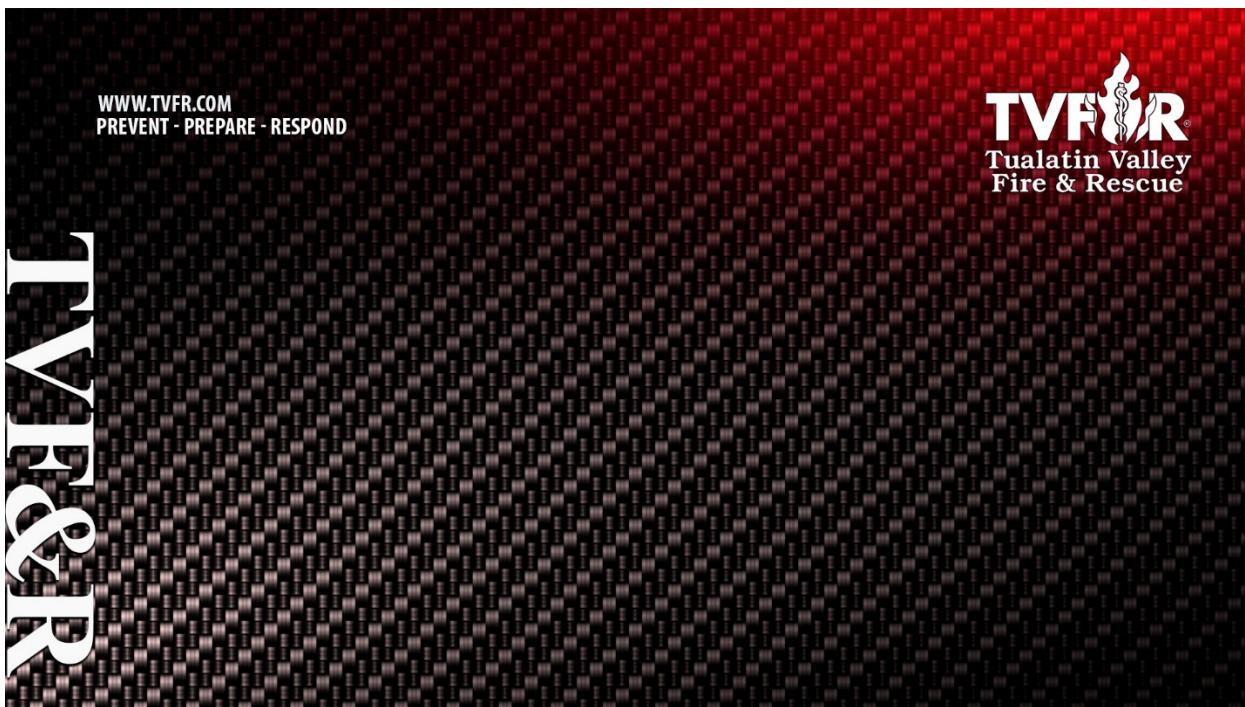
DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

| REVIEWED: January 28, 2025February 25, 2025

Exhibit 1, Standard Backgrounds for Virtual Meetings





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

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

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

DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

REVIEWED: January 28, 2025February 25, 2025

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

DATE ORIGINATED: May 28, 1996

REVISED: January 26, 2021

REVIEWED: January 28, 2025February 25, 2025

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

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

LEGAL REFERENCE

ORS 192.650

ORS 244

DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

REVIEWED: January 28, 2025February 25, 2025

SECTION 1.12

MEMBERSHIP IN FIRE ASSOCIATIONS

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

DATE ORIGINATED: May 28, 1996

REVISED: January 26, 2021

REVIEWED: January 28, 2025February 25, 2025

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

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

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

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

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

LEGAL REFERENCE

ORS 195

DATE ORIGINATED: May 28, 1996

REVISED: December 20, 2011

REVIEWED: January 28, 2025February 25, 2025

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

LEGAL REFERENCE

ORS 478.310

DATE ORIGINATED: May 28, 1996

REVISED: January 26, 2021

| REVIEWED: January 28, 2025February 25, 2025

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

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

LEGAL REFERENCE

ORS 457.089

DATE ORIGINATED: May 28, 2002

REVISED: July 27, 2021

| REVIEWED: January 28, 2025February 25, 2025

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

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

LEGAL REFERENCE

ORS 260.432

DATE ORIGINATED: September 24, 2002

REVISED: February 27, 2024

| REVIEWED: January 25, 2025February 25, 2025

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

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

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

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

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

LEGAL REFERENCE

ORS 307.540 to 307.548

DATE ORIGINATED: August 23, 2016

REVISED: February 27, 2024

REVIEWED: January 28, 2025February 25, 2025

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

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

LEGAL REFERENCE: ORS 192.700; HB 2805 2023

DATE ORIGINATED: March 17, 2015

REVISED: October 22, 2024

REVIEWED: January 28, 2025February 25, 2025

SECTION 1.19

POLICY APPROVAL

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

Justin J. Dillingham, President of the Board

Clark I. Balfour, Secretary of the Board

APPROVED: January 25, 2025February 25, 2025

TUALATIN VALLEY FIRE AND RESCUE

DISTRICT BOARD OPERATIONS

SECTION 1

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SECTION 1.1

DEFINITIONS

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

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

DATE ORIGINATED: May 28, 1996

REVIEWED: February 25, 2025

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

LEGAL REFERENCES

ORS 192

ORS 198

ORS 478

DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

REVIEWED: February 25, 2025

Board policy is to recognize two functional activities:

A. Policy Making

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

B. Executive

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

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

LEGAL REFERENCES

ORS 279A.060
ORS 242.704
ORS 243.650 to 243.806

DATE ORIGINATED: August 11, 1997

REVISED: February 27, 2024

REVIEWED: February 25, 2025

A. Cooperating With Board Candidates

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

B. Orientation of New Board Members

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

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

DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

REVIEWED: February 25, 2025

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

DATE ORIGINATED: May 28, 1996

REVISED: January 26, 2021

REVIEWED: February 25, 2025

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

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

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

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

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

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

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

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

DATE ORIGINATED: May 28, 1996

REVISED: September 26, 2023

REVIEWED: February 25, 2025

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

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

DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

REVIEWED: February 25, 2025

ORS 478.250

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

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

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

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

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

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

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

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

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

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

SECTION 1.8

MEETINGS (continued)

LEGAL REFERENCES

ORS 192

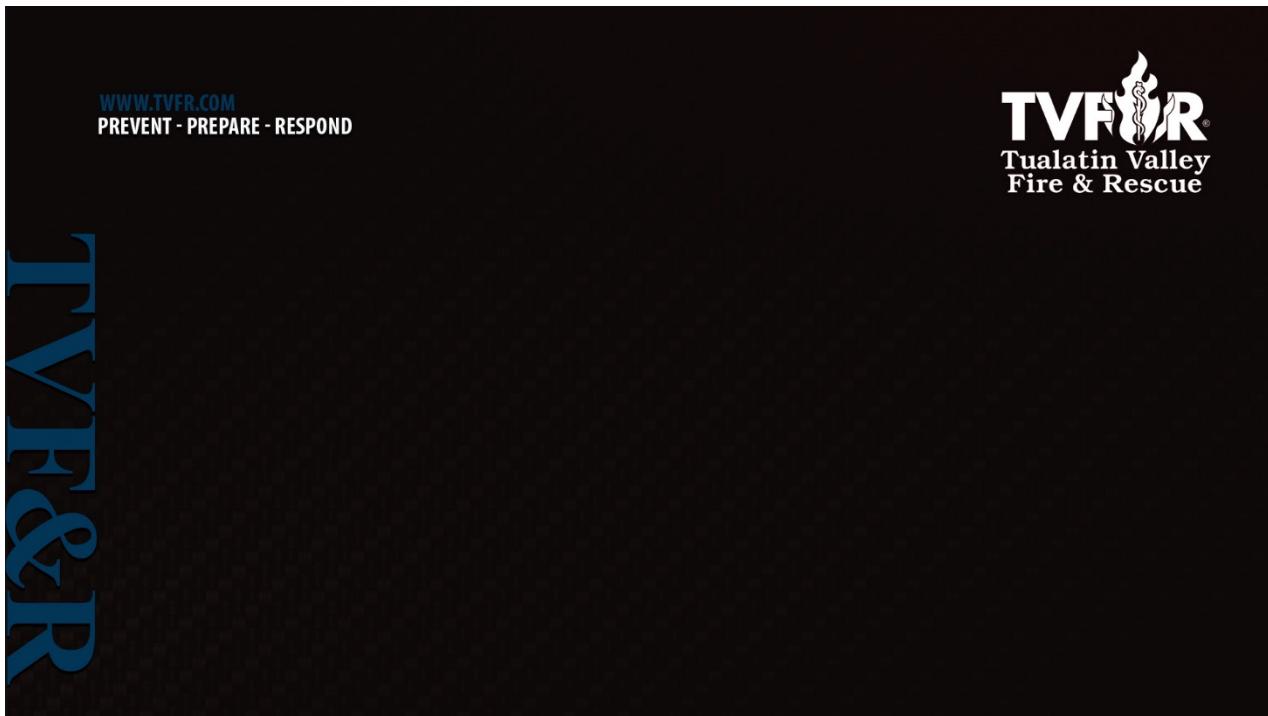
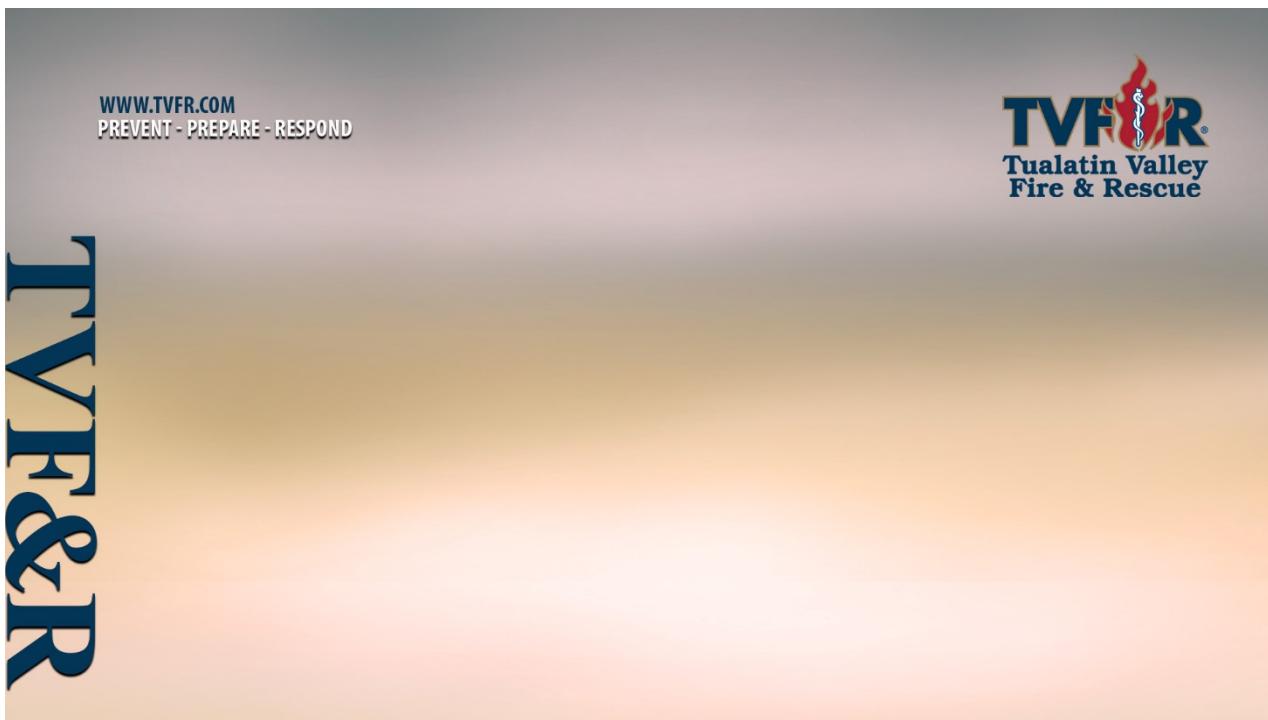
ORS 478

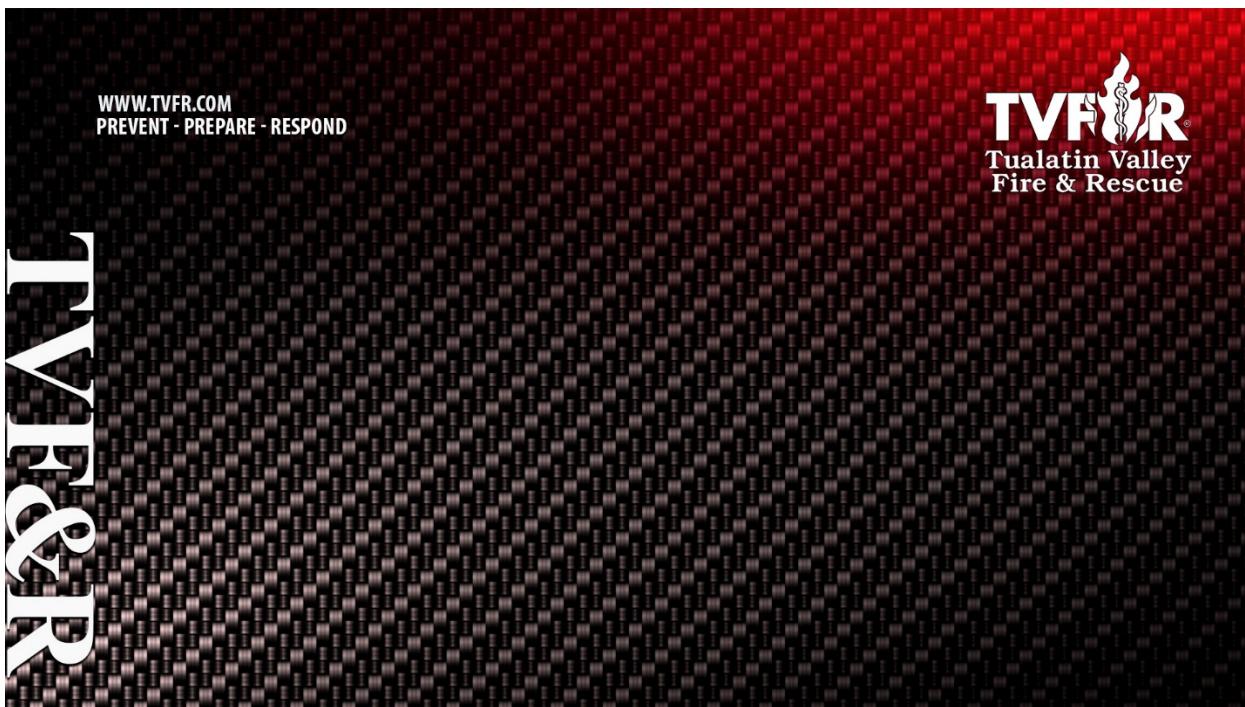
DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

REVIEWED: February 25, 2025

Exhibit 1, Standard Backgrounds for Virtual Meetings





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

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

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

DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

REVIEWED: February 25, 2025

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

DATE ORIGINATED: May 28, 1996

REVISED: January 26, 2021

REVIEWED: February 25, 2025

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

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

LEGAL REFERENCE

ORS 192.650

ORS 244

DATE ORIGINATED: May 28, 1996

REVISED: February 27, 2024

REVIEWED: February 25, 2025

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

DATE ORIGINATED: May 28, 1996

REVISED: January 26, 2021

REVIEWED: February 25, 2025

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

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

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

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

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

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

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

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

LEGAL REFERENCE

ORS 195

DATE ORIGINATED: May 28, 1996

REVISED: December 20, 2011

REVIEWED: February 25, 2025

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

LEGAL REFERENCE

ORS 478.310

DATE ORIGINATED: May 28, 1996

REVISED: January 26, 2021

REVIEWED: February 25, 2025

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

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

LEGAL REFERENCE

ORS 457.089

DATE ORIGINATED: May 28, 2002

REVISED: July 27, 2021

REVIEWED: February 25, 2025

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

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

LEGAL REFERENCE

ORS 260.432

DATE ORIGINATED: September 24, 2002

REVISED: February 27, 2024

REVIEWED: February 25, 2025

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

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

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

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

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

LEGAL REFERENCE

ORS 307.540 to 307.548

DATE ORIGINATED: August 23, 2016

REVISED: February 27, 2024

REVIEWED: February 25, 2025

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

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

LEGAL REFERENCE: ORS 192.700; HB 2805 2023

DATE ORIGINATED: March 17, 2015

REVISED: October 22, 2024

REVIEWED: February 25, 2025

SECTION 1.19**POLICY APPROVAL**

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

Justin J. Dillingham, President of the Board

Clark I. Balfour, Secretary of the Board

APPROVED: February 25, 2025

NEW BUSINESS

AGENDA ITEM

Tualatin Valley Fire & Rescue Tigard, Oregon

SUBJECT:	Purchase Facilities Service Trucks	FOR AGENDA OF:	February 25, 2025
		APPROVED FOR AGENDA:	Fire Chief Deric Weiss
		DEPARTMENT OF ORIGIN:	Logistics
PROCEEDING:	Discussion and Approval	DATE SUBMITTED:	February 18, 2025
EXHIBITS:	2025 F-450 Quote/Specifications Knapheide Service Body Specifications	CLEARANCES:	Fire Chief's Office

BUDGET IMPACT

EXPENDITURE REQUIRED: \$220,000.00	AMOUNT BUDGETED: \$220,000.00	APPROPRIATION REQUIRED: N/A
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BACKGROUND:

The District intends to acquire two 2025 Ford F-450 service trucks to support Facilities Services operations. This purchase aligns with the long-term Fleet Capital Replacement Plan.

Both F450 chassis will be equipped with a service body for storing and transporting Facility Technician tools and equipment needed for maintaining District facilities.

The District will be utilizing the State of Oregon cooperative price agreement #1660 awarded to Landmark Ford for the chassis. For the service body, Capital Projects will work through the standard procurement process utilizing competitive bids.

The replacement of these two Facilities Service Trucks was approved, and funds allocated through the FY24-25 Capital Budget process.

RECOMMENDED ACTION:

Authorize the Fire Chief or designee to issue a purchase order to Landmark Ford for two 2025 F-450 for a total purchase amount of \$220,000.00 to support the facilities services operations of TVF&R.

PROPOSED MOTION:

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

2025 F-450 Chassis 4x4 SD Super Cab 192" WB DRW XLT (X4H)

Price Level: 520



Client Proposal

Prepared by:

Diane Pohl

Office: 503-639-1131

Date: 12/10/2024



Landmark Ford | 12000 S W 66th Ave, Tigard, Oregon, 972238599



Prepared by: Diane Pohl

12/10/2024

Landmark Ford | 12000 S W 66th Ave Tigard Oregon | 972238599

2025 F-450 Chassis 4x4 SD Super Cab 192" WB DRW XLT (X4H)

Price Level: 520

As Configured Vehicle

Code	Description	MSRP
Base Vehicle		
X4H	Base Vehicle Price (X4H)	\$63,140.00
Packages		
653A	Order Code 653A <i>Includes:</i> - Engine: 7.3L 2V DEVCT NA PFI V8 Gas - Transmission: TorqShift 10-Speed Automatic 10R140 with neutral idle. Includes SelectShift and selectable drive modes: normal, tow/haul, eco, slippery roads and off-road. - GVWR: 16,500 lb Payload Package - Tires: 225/70Rx19.5G BSW A/P - Wheels: 19.5" x 6" Argent Painted Steel Hub covers/center ornaments not included. - Cloth 40/20/40 Split Bench Seat Includes 20% center under-seat storage, center armrest, cupholder, storage, 2-way adjustable driver/passenger headrests and driver's side manual lumbar. - Radio: AM/FM Stereo w/MP3 Player Includes 6 speakers and auxiliary audio input jack. - SYNC 4 Communication & Entertainment System Includes enhanced voice recognition, 911 Assist, 8" LCD center stack screen, AppLink and 1 smart-charging USB port.	N/C
Powertrain		
99N	Engine: 7.3L 2V DEVCT NA PFI V8 Gas	Included
44G	Transmission: TorqShift 10-Speed Automatic 10R140 with neutral idle. Includes SelectShift and selectable drive modes: normal, tow/haul, eco, slippery roads and off-road.	Included
X8L	Limited Slip w/4.88 Axle Ratio	\$395.00
STDGV	GVWR: 16,500 lb Payload Package	Included
Wheels & Tires		
TGJ	Tires: 225/70Rx19.5G BSW A/P	Included
64Z	Wheels: 19.5" x 6" Argent Painted Steel Hub covers/center ornaments not included.	Included
Seats & Seat Trim		
3	Cloth 40/20/40 Split Bench Seat	Included

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Diane Pohl

12/10/2024

Landmark Ford | 12000 S W 66th Ave Tigard Oregon | 972238599

2025 F-450 Chassis 4x4 SD Super Cab 192" WB DRW XLT (X4H)

Price Level: 520

As Configured Vehicle (cont'd)

Code	Description	MSRP
<i>Includes 20% center under-seat storage, center armrest, cupholder, storage, 2-way adjustable driver/passenger headrests and driver's side manual lumbar.</i>		
Other Options		
PAINT	Monotone Paint Application	STD
192WB	192" Wheelbase	STD
STDRD	Radio: AM/FM Stereo w/MP3 Player <i>Includes 6 speakers and auxiliary audio input jack.</i>	Included
17V	<i>Includes:</i> - SYNC 4 Communication & Entertainment System <i>Includes enhanced voice recognition, 911 Assist, 8" LCD center stack screen, AppLink and 1 smart-charging USB port.</i>	\$2,155.00
67X	XLT Value Package <i>Includes:</i> - Autolock/Auto Unlock - Electrochromic Rear View Mirror - 8-Way Power Driver's Seat - Rear Under Seat Storage <i>Fixed/non-locking.</i> - Heated Driver's Seat - Rear Window Defroster - Remote Start - Power Adjustable Pedals	\$125.00
43K	Extra Heavy-Service Suspension Package <i>Includes pre-selected extra heavy-service front springs (see Order Guide Supplemental Reference for springs/FGAWR of specific vehicle configurations). Recommended only on vehicles which will permanently utilize aftermarket equipment such as heavy-duty winches, brush guards or other apparatus which loads the front axle to the specified Gross Axle Weight Rating (GAWR). Note 1: May result in a deterioration of ride quality. Note 2: Vehicle ride height will increase with the addition of this package.</i>	\$985.00
18B	Pro Power Onboard - 2kW <i>Includes dual alternators 12V 250 Amp + 24V 150 Amp. Placement and connection of the aux outlet is the responsibility of the final stage manufacturer.</i>	\$445.00
59H	Platform Running Boards	N/C
872	Center High-Mounted Stop Lamp (CHMSL)	
52S	Rear View Camera & Prep Kit <i>Pre-installed content includes cab wiring and frame wiring to the rear most cross member. Upfitters kit includes camera with mounting bracket, 20' jumper wire and camera mounting/aiming instructions.</i>	\$415.00
166	Interior Work Surface	\$140.00
	Carpet Delete	-\$50.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Diane Pohl

12/10/2024

Landmark Ford | 12000 S W 66th Ave Tigard Oregon | 972238599

2025 F-450 Chassis 4x4 SD Super Cab 192" WB DRW XLT (X4H)

Price Level: 520

As Configured Vehicle (cont'd)

Code	Description	MSRP
<i>Replaced with black flooring.</i>		
76C	Exterior Backup Alarm (Pre-Installed)	\$220.00
61L	Front Wheel Well Liners (Pre-Installed)	\$180.00

Fleet Options

WARANT	Fleet Customer Powertrain Limited Warranty	N/C
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Requires valid FIN code.

Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.

Emissions

425	50-State Emissions System	STD
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Exterior Color

Z1_01	Oxford White	N/C
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Interior Color

3S_02	Medium Dark Slate w/Cloth 40/20/40 Split Bench Seat	N/C
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SUBTOTAL	\$68,150.00
Destination Charge	\$1,995.00
TOTAL	\$70,145.00

Prepared by: Diane Pohl

12/10/2024

Landmark Ford | 12000 S W 66th Ave Tigard Oregon | 972238599

2025 F-450 Chassis 4x4 SD Super Cab 192" WB DRW XLT (X4H)

Price Level: 520

Pricing Summary - Single Vehicle

MSRP

Vehicle Pricing

	MSRP
Base Vehicle Price	\$63,140.00
Options	\$5,010.00
Colors	\$0.00
Upfitting	\$0.00
Fleet Discount	\$0.00
Fuel Charge	\$0.00
Destination Charge	\$1,995.00
Subtotal	\$70,145.00

Pre-Tax Adjustments

Code	Description	MSRP
1660	State Contract 1660 Discount	-\$6,541.00
2 Keys	2 OEM Keys cut and programmed	\$440.00
Subtotal		\$64,044.00

Sales Taxes

Code	Description	MSRP
CAT Tax	Oregon Corp Activity Tax	\$236.96
PT	Oregon Privilege Tax	\$320.22
Subtotal		\$64,601.18

Post-Tax Adjustments

Code	Description	MSRP
E-Plates 2	E-Plates MPG 0-19	\$167.00
<i>We are a licensing dealer. If you would like Oregon Exempt License Plates at the time of delivery add \$167.00. These will be the new fees as of January 1st, 2024.</i>		
Subtotal		\$64,768.18
Total		
\$64,768.18		



Prepared by: Diane Pohl

12/10/2024

Landmark Ford | 12000 S W 66th Ave Tigard Oregon | 972238599

2025 F-450 Chassis 4x4 SD Super Cab 192" WB DRW XLT (X4H)

Price Level: 520

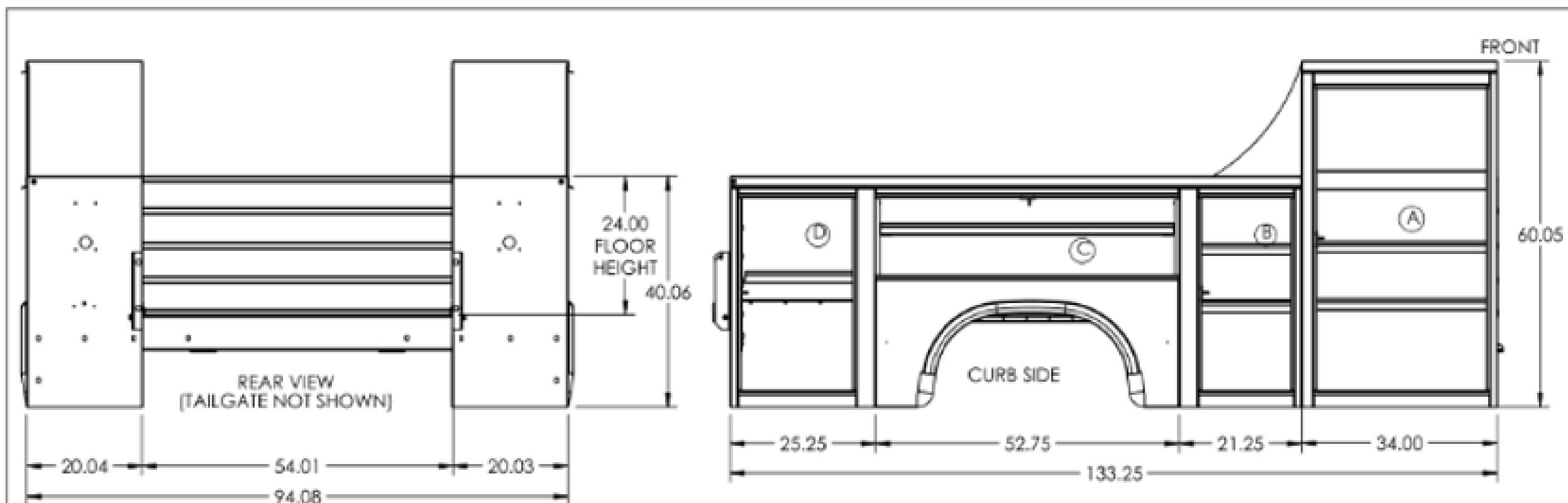
Pricing Summary - Single Vehicle

Customer Signature

Acceptance Date

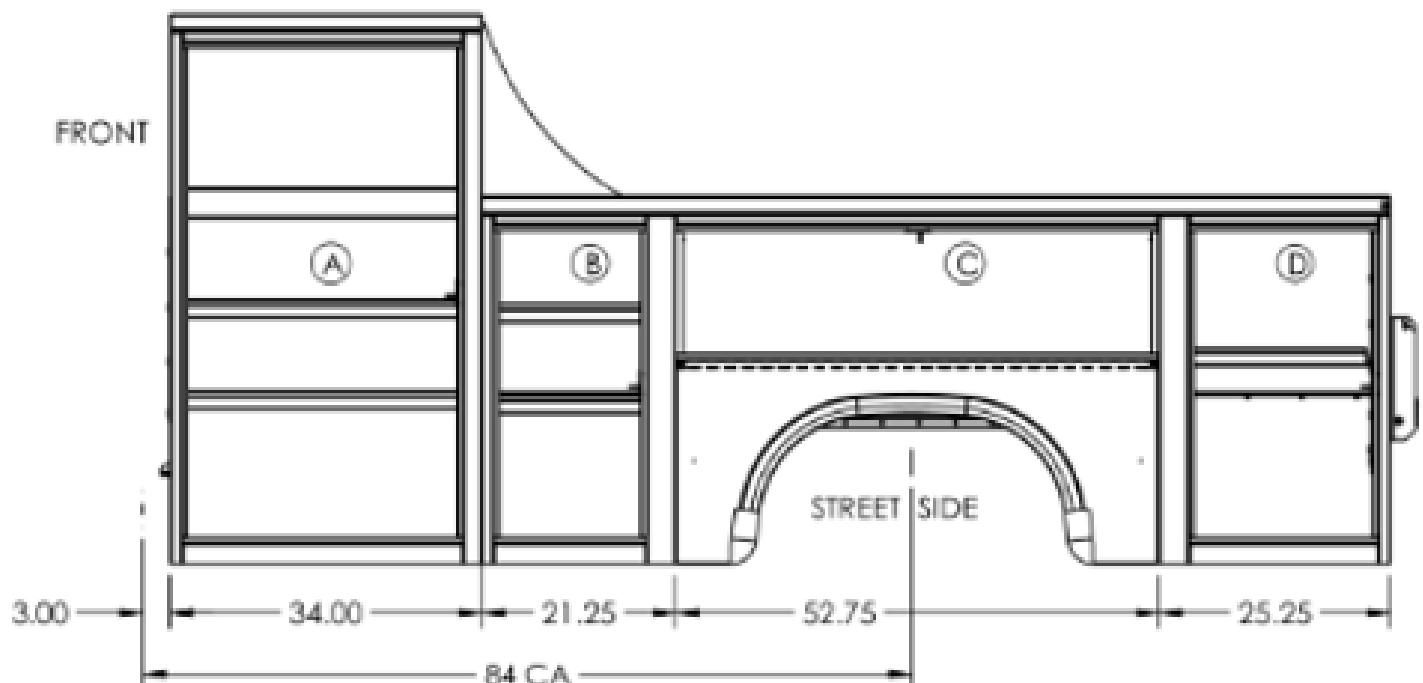
Knapheide

2500 NW Marine Drive
Troutdale, OR 97060
#503-265-8939
www.knapheide.com



CLEAR DOOR OPENINGS				
	A	B	C	D
WIDTH	29.50	15.50	51.50	19.50
HEIGHT (STD)	53.50	33.50	13.50	33.50

- AUTOMOTIVE STYLE 2-STAGE ROTARY PADDLE LATCHES
- E-COAT PRIME



RELEASED, VERSION: 20			
1	44357 #3489366 REPLACES #30173723	NLOHMEYER	01/10/2023
REV ECO	CHANGE DESCRIPTION	BY	DATE
REVISION STATUS			

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DRAWING TITLE:
BODY UTILITY 6132D5460-B W&GR
PART NUMBER:
REV:

CREATED BY:
JS
CREATED ON:
10/4/2019
REV: 1 OF 1
SCALE: 1:26
SHEET: 1
REFERENCE DRAWING: REV
PART NUMBER: 6132D5460-B 44357
WEIGHT: 1452.73 lbs
ECO NO:

AGENDA ITEM

Tualatin Valley Fire & Rescue Tigard, Oregon

SUBJECT:	Public Censure of Director Gordon Hovies	FOR AGENDA OF:	February 25, 2025
		APPROVED FOR AGENDA:	Fire Chief Deric Weiss
		DEPARTMENT OF ORIGIN:	Board of Directors
PROCEEDING:	Discussion and Approval	DATE SUBMITTED:	February 12, 2025
EXHIBITS:	Letter of Public Censure	CLEARANCES:	Board Chair

BUDGET IMPACT

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

During the January 28, 2025 Board of Director's meeting, Director Wyffels advised the Board that he would be preparing a Letter of Public Censure for consideration during the next board meeting. The letter of Public Censure is attached and Director Wyffels asks the Board to consider and approve.

RECOMMENDED ACTION:

This is a matter for the Board of Directors of Tualatin Valley Fire and Rescue.

PROPOSED MOTION:

I move to approve the Letter of Public Censure of Director Gordon Hovies.

February 25, 2025

Mr. Gordon Hovies, Director
Tualatin Valley Fire & Rescue

Re: Public Letter of Censure

Dear Director Hovies,

During the Board's regularly scheduled meeting on January 28, 2025, an outside investigator presented substantiated findings regarding your behavior at a Station on October 11, 2024, and concluded that you violated Board Policies 1.18, 4.1, 4.11, and District SOGs 8.7.1, 8.7.6, and 8.7.13. Your actions were also found to be inconsistent with the expectations outlined in a June 20, 2022, Private Letter of Censure for your prior conduct.

The District has a legal obligation to provide a work environment free from unlawful discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, expunged juvenile record, performance of duty in a uniformed service, or physical or mental disability, or any other characteristic protected by law. However, the law only sets the floor for the type of conduct prohibited in our workplaces. We aim for a higher standard in keeping with the District's vision and values.

Our 2023-2028 Strategic Plan, which you voted to adopt, includes Professionalism and Inclusion as one of our three core principles. Under this principle, "We will conduct ourselves in a manner that brings credit to the organization and the fire service while both on and off duty. We put people first, treating our residents and coworkers with honesty, dignity and respect. We work to create an environment of mutual respect, trust, and commitment where everyone can contribute to the District's mission, based on their unique talents and backgrounds."

Your conduct, as described and substantiated by the outside investigator, fell far short of this important value. You put yourself, and your personal opinions, above our staff's reasonable expectations of dignity and respect in the workplace. Your comments were offensive and, in our opinion, brought discredit to our organization. Your behavior would have resulted in termination if you were an employee. To make matters worse, this is not the first time you have engaged in conduct that, in our view, is unbecoming of a Board Member.

As Board Members, we have an obligation to preserve and protect the District and its employees. The Board lacks confidence that you can represent our District in the manner best serving our citizens and

with the respect and civility that our positions require. We are greatly concerned that your behavior will impair the District's ability to recruit and retain excellent employees, diminish morale, and strain the District's internal and external work relationships and reputation.

Therefore, your Board colleagues issue this Public Letter of Censure for your violation of expected standards of personal and professional behavior and for your profound lack of judgment. Accordingly, your Board colleagues request that you resign from the Tualatin Valley Fire & Rescue Board of Directors immediately.

Sincerely,

Bob Wyffels, Board Vice President, Director Position #1
Tualatin Valley Fire & Rescue

Cc: Director Justin Dillingham
Director Clark Balfour
Director Randy Lauer
Fire Chief Deric Weiss
Legal Counsel Robert Blackmore

AGENDA ITEM

Tualatin Valley Fire & Rescue Tigard, Oregon

SUBJECT:	Resolution 2025-01 To Empower Employees	FOR AGENDA OF:	February 25, 2025 Board Meeting
		APPROVED FOR AGENDA:	Chair Dillingham
		DEPARTMENT OF ORIGIN:	Board of Directors
PROCEEDING:	Discussion and Approval	DATE SUBMITTED:	February 12, 2025
EXHIBITS:	Resolution 2025-01	CLEARANCES:	Chair Dillingham

BUDGET IMPACT

EXPENDITURE REQUIRED: 0.00	AMOUNT BUDGETED: 0.00	APPROPRIATION REQUIRED: 0.00
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BACKGROUND:

The District is required by law to provide a work environment free from unlawful discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, expunged juvenile record, performance of duty in a uniformed service or physical or mental disability, or any other characteristic protected by federal, state, or local law, regulation or ordinance.

Board Policy 1.18 prohibits harassment of any individual for any reason and states that Board members support a respectful workplace free of subtle and obvious forms of harassment, discrimination, intimidation, retaliation, and inappropriate workplace conduct. Conduct that is not unlawful or prohibited by some legal principle, but that has the effect of creating a disrespectful or harmful work environment or negatively impacts internal and external working relations, is also prohibited.

The Board has no effective method to compel Board Members to comply with the District's policies, so the District seeks the enforcement of its policies by giving employees the option to accept or decline interactions with individual Board Members.

RECOMMENDED ACTION:

Discussion and approval.

PROPOSED MOTION:

I move to approve Resolution 2025-01 To Empower District Employees.

RESOLUTION 2025-01
TO EMPOWER DISTRICT EMPLOYEES TO ACCEPT OR DECLINE INTERACTIONS
WITH INDIVIDUAL BOARD MEMBERS OUTSIDE OF BOARD MEETINGS WITHOUT
ANY REPERCUSSION TO THEIR EMPLOYMENT WITH THE DISTRICT

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

WHEREAS, the District is required by law to provide a work environment free from unlawful discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, expunged juvenile record, performance of duty in a uniformed service or physical or mental disability, or any other characteristic protected by federal, state, or local law, regulation, or ordinance; and

WHEREAS, the District's Board Policy 1.18 prohibits harassment of any individual for any reason and states that Board members support a respectful workplace free of subtle and obvious forms of harassment, discrimination, intimidation, retaliation, and inappropriate workplace conduct. Conduct that is not unlawful or prohibited by some legal principle, but that has the effect of creating a hostile, disrespectful, or harmful work environment or negatively impacts internal and external working relationships is also prohibited; and

WHEREAS, during the Board's regularly scheduled meeting on January 28, 2025, an outside investigator presented findings regarding allegations that a District Board Member violated Board Policy 1.18 and other District policies. The outside investigator substantiated the allegations and concluded that the Board Member violated Board Policies 1.18, 4.1, 4.11, and District SOGs 8.7.1, 8.7.6, and 8.7.13; and

WHEREAS, during the Board's regularly scheduled meeting on January 28, 2025, the outside investigator presented findings that the substantiated allegations and conclusions that the Board Member violated Board Policies were also inconsistent with the expectation outlined in the June 20, 2022, censure; and

WHEREAS, Board Members are elected officials and cannot be terminated by the District, but the substantiated findings would be grounds for termination if the Board Member were an employee of the District; and

WHEREAS, the Board Member has been censured by the Board; and

WHEREAS, the Board has no effective method to compel Board Members to comply with the District's policies; and

WHEREAS, the Board seeks to enforce the District's policies and provide a work environment free from subtle and obvious forms of harassment, discrimination, intimidation, retaliation, and inappropriate workplace conduct by individual Board Members in the future by granting District employees (except for the Fire Chief) the option to accept or decline interactions with individual Board Members outside of Board meetings without any negative consequence to their employment with the District;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors authorizes and empowers all employees of the District to:

1. Grant or deny any individual Board Member access to any District premises that is closed to the public, unless such Board Member has been authorized by the Fire Chief or is accompanied by the Fire Chief or the Fire Chief's designee; and
2. Respectfully request that any individual Board Member refrain from distracting the employee from working while on working time; and
3. Respond to or ignore e-mail messages, text messages, or other written correspondence from any individual Board Member sent in their capacity as a Board Member and not as a member of the public; and
4. Deny requests by any individual Board Member to provide technical support for their personal cell phone, iPad, computer, or other device, or District iPad, unless directed otherwise by the Fire Chief or the Fire Chief's designee; and
5. Engage or disengage from any in-person interaction with any individual Board Member that occurs outside of a Board meeting; and
6. Answer, ignore, or terminate any phone call from an individual Board Member calling in their capacity as a Board Member and not as a member of the public;
7. Engage any individual Board Member who claims to be contacting the District employee in their capacity as a member of the public the same as any other member of the public, without granting such Board Member preferential treatment.

Employees of the District may, at their discretion, take any of the above actions without fear of reprisal. Employees who elect not to engage with individual Board Members outside of a Board meeting will not be subject to any disciplinary action or negative employment consequence.

The District reaffirms its process that Board Members are required to contact the Board Chair for permission to engage with District personnel, go onto District property, to contact District personnel via phone, email or otherwise, and to obtain permission from the Fire Chief or the Fire Chief's designee, for escort or other conditions of furthering contact with District personnel.

APPROVED AND ADOPTED, on February 25, 2025

Justin Dillingham, President

ATTEST:

Clark I. Balfour, Secretary-Treasurer

CHIEF'S REPORT

- A. Capital Projects Update
- B. Capital Projects Expenditure Summary
- C. Employee of the Quarter – 4th Quarter 2024
- D. Promotion Announcements
- E. Retirement Announcements
- F. WFCA IGNITE Conference Recap
- G. Legislative Update
- H. Budget Committee Workshop – March 6, 2025
- I. District Events
 - Cardiac Survivors Breakfast – February 22, 2025
 - February Community Events Report

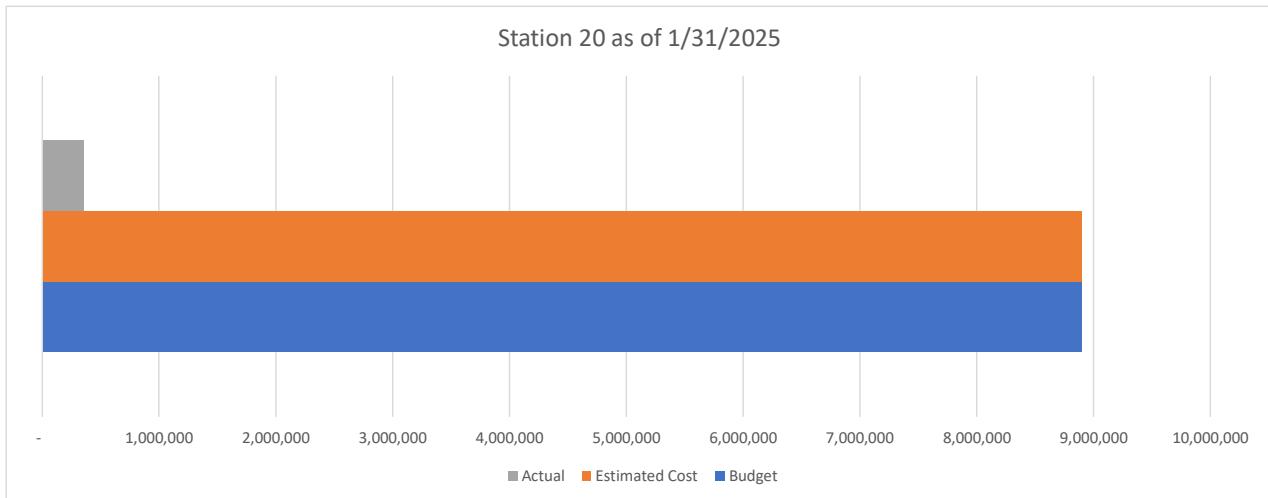


CAPITAL PROJECTS



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	-	19,364	19,364
02 Professional and Tech Services	424,254	3,262	33,481	36,742
03 Attorney Fees	54,399	-	-	-
04 Permits and Fees	336,599	-	-	-
05 Architectural Services	442,296	-	184,805	184,805
06 Project Management	489,176	60,361	53,676	114,037
07 Temporary Quarters	-	-	-	-
09 Demolition	-	-	-	-
Unclassified	-	-	-	-
Total Fund 52	8,900,000	63,623	291,326	354,948
Other/Start-up costs (Fund 10/22)	-	-	-	-
Total	\$8,900,000	\$63,623	\$291,326	\$354,948

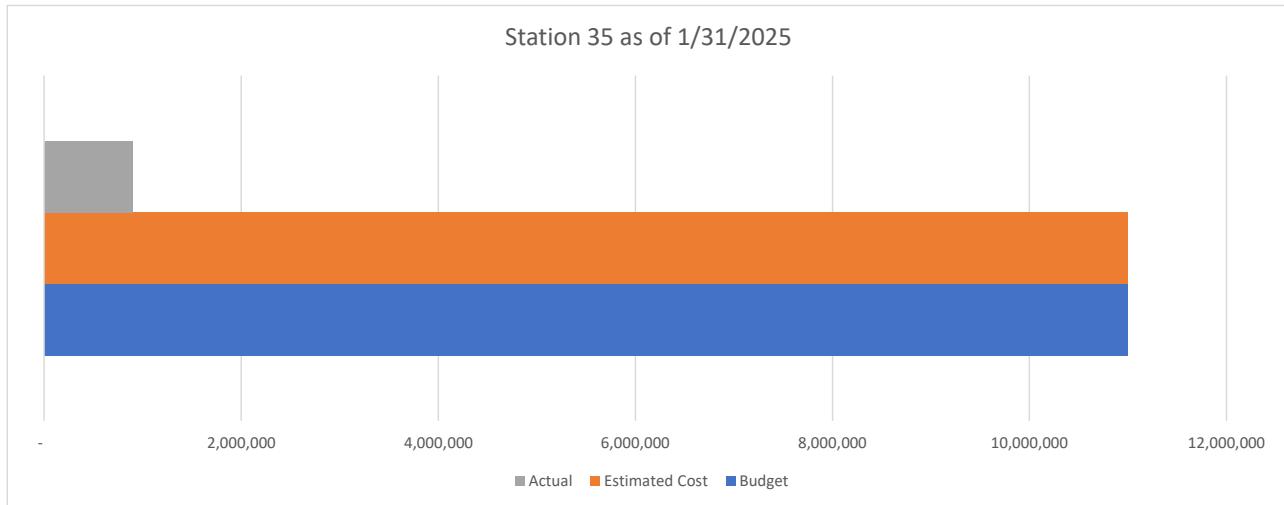


CAPITAL PROJECTS



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	151,573	206,132
03 Attorney Fees	55,000	-	907	907
04 Permits and Fees	440,000	-	24,080	24,080
05 Architectural Services	660,000	135,198	261,775	396,973
06 Project Management	220,000	97,392	81,813	179,205
07 Temporary Quarters	220,000	-	85,047	85,047
09 Demolition	-	-	-	-
Unclassified	-	-	-	-
Total Fund 52	11,000,000	287,149	605,194	892,343
Other/Start-up costs (Fund 10/22)	-	-	-	-
Total	\$11,000,000	\$287,149	\$605,194	\$ 892,343

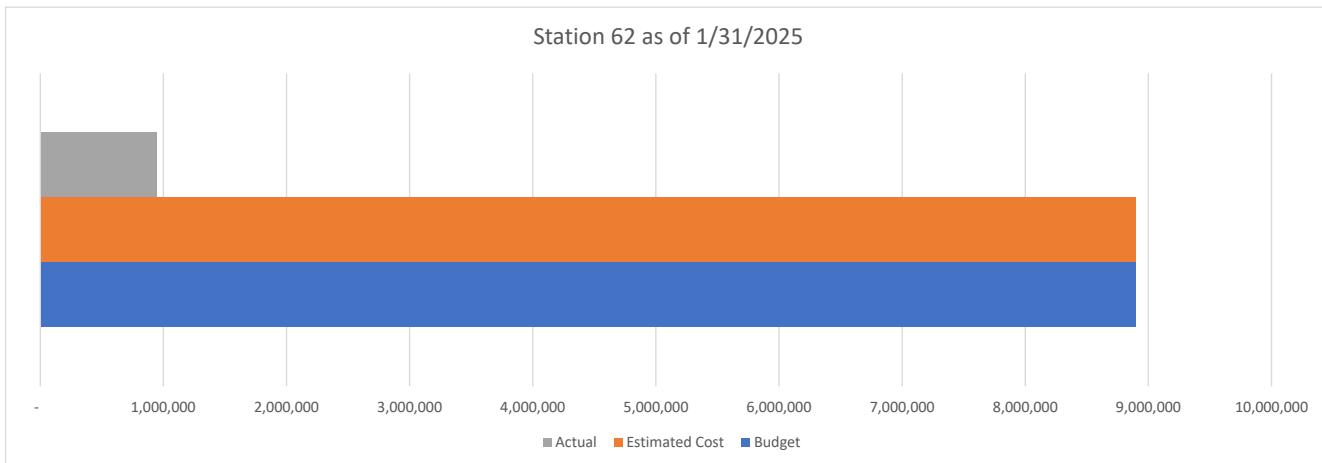


CAPITAL PROJECTS



PROJECT INFORMATION

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



	Estimated Costs	FY2022	FY2023	FY2024	FY2025	Total Actuals
01 Construction	7,153,276	-	-	-	-	-
02 Professional and Tech Services	424,254	44,083	60,860	120,193	-	225,136
03 Attorney Fees	54,399	291	4,000	-	-	4,291
04 Permits and Fees	336,599	500	34,201	(332) ⁽¹⁾	-	34,369
05 Architectural Services	442,296	29,794	481,561	70,751	43,235	625,341
06 Project Management	489,176	-	5,500	30,890	21,740	58,130
07 Temporary Quarters	-	-	-	-	-	-
09 Demolition	-	-	-	-	-	-
Unclassified	-	-	-	-	-	-
Total Fund 52	\$8,900,000	\$74,668	\$586,122	\$221,502	\$64,975	\$947,267
Other/Start-up costs (Fund 10/22)	-	-	-	-	-	-
Total	\$8,900,000	\$74,668	\$586,122	\$221,502	\$64,975	\$947,267

⁽¹⁾ Permit refund received Feb. 2024

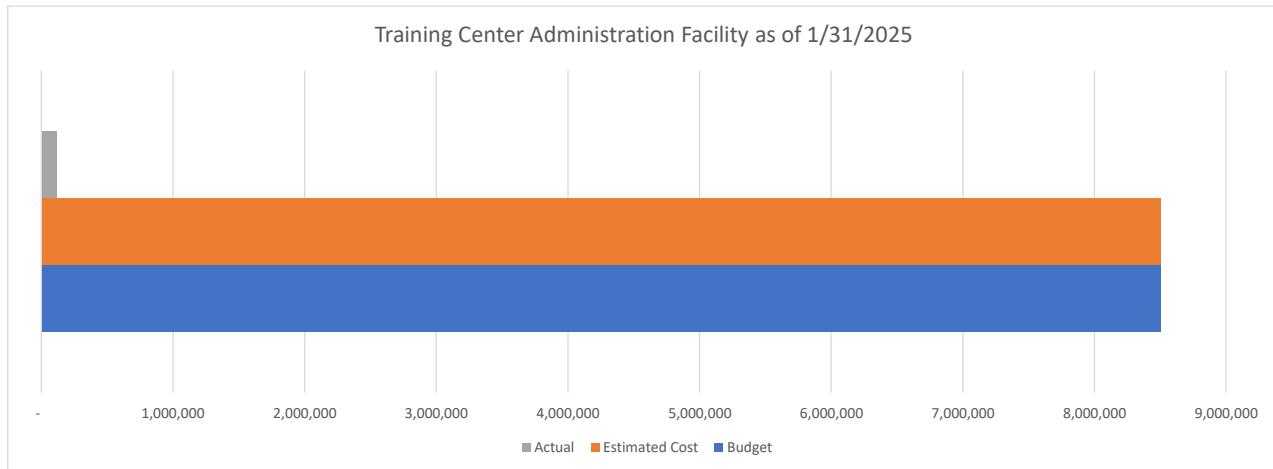


CAPITAL PROJECTS



PROJECT INFORMATION

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



	Estimated Costs	FY2023	FY2024	FY2025	Total Actuals
01 Construction	7,437,500	48,705	-	-	48,705
02 Professional and Tech Services	425,000	-	78	5,539	5,617
03 Attorney Fees	42,500	-	-	-	-
04 Permits and Fees	85,000	-	-	-	-
05 Architectural Services	340,000	-	8,600	-	8,600
06 Project Management	170,000	-	-	54,386	54,386
07 Temporary Quarters	-	-	-	-	-
09 Demolition	-	-	-	-	-
Unclassified	-	-	-	-	-
Total Fund 52	8,500,000	48,705	8,678	59,925	117,308
Other/Start-up costs (Fund 10/22)	-	-	-	-	-
Total	\$8,500,000	\$48,705	\$8,678	\$59,925	\$ 117,308

Employee of the Quarter

Q4 2024



Kelsey Provost

For her exceptional work
reintroducing the Intern Program and
ensuring the program runs smoothly!

Congratulations!

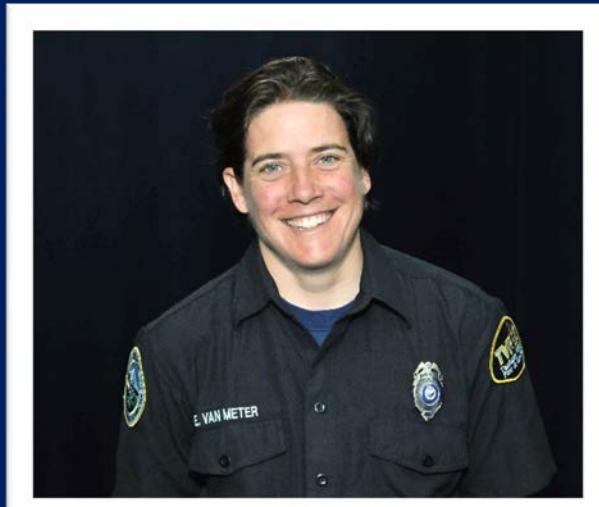


Captain Promotion Announcements

Effective January 1, 2025



Colin O'Reardon



Emily Van Meter

Apparatus Operator Promotion Announcements

Effective January 1, 2025



JC Butler



Cameron Carpenter



Paul Dingman

Retirement Announcement



Mark Cross

Retires from the
District Chief of Operations position on
February 28, 2025.

Served TVF&R for 30 years

February Community Events

Start Time	Title	Estimated Attendance
2/2/2025	58/A: Girl Scouts station tour	18
2/2/2025	35/A Visit for Cub Scout Safety	20
2/3/2025	CAS Traudt/55B/ HO CPR & AED Willamette Christian Church pickleball	36
2/4/2025	59/C Station Tour Cub Scout Pack 504	9
2/5/2025	CAS/Traudt & Shore RGMS 8th gr Career Fair	200
2/5/2025	61/A School Visit Agia Sophia Academy	75
2/6/2025	CAS Traudt/55B/ HO CPR & AED	15
2/6/2025	62 CPO 6 Meeting	25
2/8/2025	21/A Ride Along McMinnville HS Student	1
2/8/2025	34/A Civic/Neighborhood Tualatin Ready Community Meeting	75
2/9/2025	34B/ Tualatin Crossfit 3 yr old bday boy visit	25
2/10/2025	64/C School Visit McKinley Elementary	50
2/10/2025	62/C Station Tour Yellow Wagon Preschool	40
2/10/2025	T68/ CPO 7	30
2/10/2025	T68/ CPO 7 + CPO 1 *COMBINED VISIT*	30
2/11/2025	64/A School Visit McKinley Elementary	55
2/11/2025	51/A School visit to Tigard Playschool	24
2/11/2025	69 NAC Neighbors Southwest	15
2/13/2025	53 NAC Denney Whitford/Raleigh West	15
2/13/2025	E67 or T67 NAC Sexton Mountain	20
2/15/2025	61/B Birthday Drive-By	4
2/16/2025	62/CRDO School Visit Youth Ministry Group	12
2/18/2025	BSD Hands-Only CPR/AED & First Aid	45
2/18/2025	66/B School Visit Ashcreek Playschool	40
2/18/2025	51/B Civic Americanism Dinner	30
2/18/2025	E58/A Bolton NA	20
2/19/2025	33/A Station Tour Little Farm Preschool	50
2/19/2025	PLACEHOLDER: CAS/PAO Table Senior Health Fair Ackerly	100
2/19/2025	21/C Station Visit Catalyst HS	40
2/19/2025	CAS/35C Speaker King City Senior Village	80
2/20/2025	19/A Station Tour Laurel Church Preschool	20
2/20/2025	53 CPO 3 Meeting	25
2/20/2025	17 CPO 8 Meeting	20
2/20/2025	66 NAC South Beaverton *Tour of the Public Safety Center*	25
2/21/2025	20/B visit to Preschool Play & Learn	30
2/21/2025	19/B Station Tour Laurel Church Preschool	19
2/24/2025	55/B Station Tour Sunset Primary	70
2/24/2025	35 CPO 4K Meeting	20
2/26/2025	70 CPO 4M Meeting	12
2/27/2025	21/B School Visit Newberg High Svhoool CTE Program	35
2/28/2025	50/C Station Tour Gaarde Christian School	9
2/28/2025	62/C Station Tour	8

DIRECTORS' REPORT

ITEMS NOT LISTED ON THE AGENDA