



TUALATIN VALLEY FIRE AND RESCUE BOARD OF DIRECTORS MEETING MINUTES  
TUESDAY, JANUARY 28, 2014  
TVF&R COMMAND AND BUSINESS OPERATIONS CENTER  
11945 S.W. 70<sup>TH</sup> AVENUE, TIGARD, OREGON

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**ATTENDANCE**

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Board Members: Brian Clopton, Clark Balfour (late arrival), Gordon Hovies, Randy Lauer, Robert Wyffels

Others present: Mark Charleston, Jim Davis, Claire Doolittle, Mike Duyck, Karen Eubanks, Patrick Fale, Steve Forster, April Frezza, Debra Guzman, Chris Hart, Mark Havener, Laura Hitt, Jeff Jones, Al Kennedy, Dustin Morrow, Walt Peck, Brian Sherrard, Lucy Shipley, Scott Steiner, Cassandra Ulven, Deric Weiss, Ian Yocum, Nick Zarfes – TVF&R; Bob Blackmore – Attorney

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**REGULAR SESSION**

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CALL TO ORDER                      President Robert Wyffels called the meeting to order at 6:04 p.m.

CONSENT AGENDA

**Mr. Hovies moved, seconded by Mr. Lauer, to approve the Consent Agenda. Motion carried with aye votes by President Wyffels and Members Clopton, Hovies, and Lauer.**

RECOGNITION

Flag Presentation. Fire Chief Mike Duyck relayed that he recently met with Senator Ron Wyden at a Town Hall meeting in Beaverton. Senator Wyden presented the District with a flag that was flown on Capitol Hill to thank the District for local emergency response, as well as global disaster response. President Wyffels commended staff for their outstanding service to our communities, as well as to other communities around the world.

CITIZEN PARTICIPATION

None.

STAFF PRESENTATION

None.

FINANCE REPORT

Finance Report (December 2013). CFO Debra Guzman reviewed the financial report for the period ending December 31, 2013. She reported that Personnel Services is under budget at this time; Materials & Services is above budget due to apparatus expenditures, and regular quarterly and annual upfront payments. Property tax payments were received in December due to the holidays in November. The SAIF dividend, FEMA payment for the conflagration, and Washington County gain share were all received. CFO Guzman reviewed the benchmarks for the General Fund and noteworthy items in the remaining funds.

CORRESPONDENCE

Correspondence was noted.

## OLD BUSINESS

None.

## NEW BUSINESS

Board Policy Section 7 – Operations – First Reading. Deputy Chief Dustin Morrow relayed to the Board that Board Policy Section Seven was reviewed by staff, and no changes are being recommended at this time. The policy was presented for First Reading.

**Mr. Clopton moved, seconded by Mr. Hovies, to approve the First Reading of Board Policy Section Seven (Operations) by title only. Motion carried with aye votes by President Wyffels and Members Clopton, Hovies, and Lauer.**

Stacey Dukes gave the First Reading of Board Policy Section Seven (Operations) by title only.

Local Option Levy (LOL) Presentation. Chief Duyck relayed that staff will review the 2013 response performance, LOL plan, problems and strategies, financial analysis, community attitude research, timeline, and obtain feedback from the Board.

Chief Duyck reported that the overall total response times dropped during the previous year, and travel time remained fairly consistent. Staff has taken steps to maximize efficiencies, reduce risk, reduce response times, and improve outcomes by building new/relocating stations, outfitting units with four-person crews, working on dispatch processes, and deploying medic units and single-person cars. Staff has worked to reduce low-risk, high frequency calls, and advocated with local governments on transportation projects to create better access and connectivity, and to lower response times. A robust community risk reduction program has been established District-wide, and the District has leveraged the community as first responders through Hands-Only CPR and the PulsePoint app. He stated that leadership shares the same concerns as the Board and Budget Committee regarding our emergency response.

Chief Morrow highlighted the overarching principles for a new levy: 1) understanding community risk; 2) maintaining community equity; 3) improving community value and relevance; and 4) positioning the District for future demands.

Chief Morrow relayed that the problem analysis was comprehensive; he cautioned the Board that variables change daily, but staff is confident that the solutions being presented will address problem areas within the District. He reported that staff anticipated that aging population, traffic, and growth would impact both the ability to respond and call volume.

Chief Morrow reviewed the concentration of the District's call volume over the past five years. He discussed locations with significant impact on Code 3 response time performance, illustrated concentration associated with ALS effective response force (modeling built with mutual aid partners included), and illustrated concentration associated with structure fires. Chief Morrow reviewed areas where problems have been identified and staff is proposing solutions.

He relayed that a single solution does not fit all the areas, whether it be land size, station concept, apparatus type, or staffing. He emphasized that the right solution will be applied to each situation.

Member Hovies asked if two-bay stations are being looked at. Chief Morrow responded that the goal is to develop what is needed today, but allow for expandability in the future. Member Hovies asked about cross-staffed stations. Chief Morrow-clarified that the District does not do traditional cross-staffing. Chief Morrow added that the expectation should not be that all stations would be increased to four people.

Member Lauer asked if staff has modeled the impact on existing facilities. Chief Morrow responded that the analysis took into account the impact on the entire system. Member Lauer asked if any existing stations will not be necessary, or not in the right location. Chief Morrow responded that any new stations would not result in the removal or underutilization of existing facilities; the primary purpose of new stations will be a global reduction in response times and a significant increase in the ability to mount an effective response force across the District.

CFO Guzman relayed that staff worked through a number of models to determine the appropriate solutions and LOL amount. She reported that modeling indicates a stable revenue source can be forecasted over the next ten years. The implementation of the solutions will be a phase-in approach, with more capital and staff each year. Staff is recommending a \$0.20 additional LOL. If the voters approve the LOL, staff would like to begin solving the issues by adding staff next year, which is one year ahead of the actual receipt. Staff believes the LOL amount will provide financial stability, as well as address the community needs.

CFO Guzman relayed that the loss on the LOL due to Measure 5 compression is not expected to impact the District's partner agencies. She explained that Measure 5 compression is calculated on real market value (RMV), and as RMV continues to grow, Measure 5 compression should become less of an issue.

Planning Director Walt Peck and Public Affairs Chief Karen Eubanks discussed the results of a May public attitude survey conducted by Campbell & Delong Resource. The survey tested public support for cost and the solutions being proposed. When asked about cost only, support for the LOL was 49%. Campbell & Delong believes these results are overly conservative. When participants were asked about solutions - maintaining and adding firefighters for a fast and effective response, building new facilities, and alternate deployment - support for the levy increased. The public information effort will address why an increase is being requested, what it will cost, and what it will pay for.

Chief Duyck relayed that staff recommends increasing the local option levy from \$0.25 to \$0.45. The replacement levy would:

- Retain 42 firefighters hired since 2000
- Add additional firefighters and support staff
- Purchase land
- Build fire stations
- Purchase apparatus

If the Board approves, staff will prepare the legal documents, and bring them back to the Board in February.

Member Balfour asked what fiscal year the tax would start being collected if approved in May. Chief Duyck responded that it would be in the tax rolls in November 2015.

On behalf of Local 1660, Executive Board Member Chris Hart expressed support for the LOL. He stated that the District has shown citizen support, and that the LOL is vital to provide the level of service expected by the citizens. He stated that Local 1660 is prepared to work alongside the District. Chief Duyck added that President Hanes and Local 1660 were involved in the problem analysis.

Chief Duyck reiterated that staff recommends that the Board direct staff to develop the necessary ballot language for a replacement levy of \$0.45/\$1,000, and to return for Board approval at the February meeting.

Member Hovies commented how well thought out the presentation was, and how he appreciated the time, effort, and forward-thinking. Member Lauer commented that he was impressed by the level of community support after the first survey and shared concern about the second community attitude survey. He asked if the current levy will be lost if the \$0.45 levy fails; Chief Duyck confirmed that to be correct. Member Lauer commented that he fully supports the goals and objectives that were discussed. He expressed his concern about potentially putting the voters in a position to have to choose between TVF&R's levy and one for a partner agency. Chief Duyck responded that he and staff have discussed the levy with our partner agencies and that there will be two other opportunities before the levy expires in June 2015 if we are not successful in May. Member Lauer asked if staff has a preview as to what measures will be competing in May. Chief Duyck responded that he is only aware of the Beaverton School District capital bond request.

President Wyffels commented that it is imperative for the Board, leadership, and staff to have a single, focused message. He suggested that the Board compile ideas for a united campaign, and remain active in community meetings. He expressed his appreciation for the preparation done by staff.

**Mr. Hovies moved, seconded by Mr. Clopton, that staff work with counsel to develop the ballot title and explanatory statement language necessary to place a replacement levy of \$0.45/\$1,000 AV on the May 20, 2014 ballot; both shall be presented to the Board for approval at the February 25, 2014 meeting.**

Member Balfour asked for the motion to be clarified. Chief Duyck responded that the Board would be directing staff to work with Bob Blackmore, and bring the ballot title and language that will be submitted for the election. Bob Blackmore confirmed that the Board would still have the opportunity to approve/modify the ballot title and explanatory statement at the February meeting.

**Motion carried unanimously.**

## CHIEF'S REPORT

Capital Bond Project Update. Assistant Chief Mark Havener reported that Station 68 is progressing. The contractor has started on interior walls, the roofing membrane is nearly in place, and the apparatus bays are being formed up with trench drains. On Station 51 and 52, the construction plans and technical specs are moving along. Old Station 65 had multiple offers, including a cash offer for \$625,000; staff is recommending that the broker work with the buyer to complete the sale.

Healthcare Initiatives. Chief Duyck relayed that February has long been recognized nationally as Heart Month. Sudden cardiac arrests and heart attacks remain the top cause of death in the U.S., and is the leading cause of firefighter deaths. TVF&R responds to over 1,650 cardiac related calls each year. During February, TVF&R firefighters will be wearing red t-shirts to spur conversation and action about healthcare initiatives, cardiac emergencies, learning CPR, and the chain of survival partnership with Legacy Meridian Park. Events will include a survivor reunion, Hands-Only CPR event at Washington Square, and Hands-Only CPR demonstration at a Portland Winterhawks game.

The mobile healthcare pilots have been ongoing. Since starting in February, the pilot has 22 patients. Firefighters have been reviewing medications, and providing needed assistance to members of the community.

The District donated used AEDs to local law enforcement agencies. Law enforcement is dispatched throughout TVF&R's service area to cardiac events. According to WCCCA, they dispatched 509 cardiac-related AED responses for law enforcement in 2012. President Wyffels asked if the AEDs were evaluated prior to being distributed. Chief Duyck confirmed that the AEDs were evaluated, and the recipients were notified that they are as-is and will have varying lifespans. He relayed that the deployment was based on areas of high risk.

ISO Questionnaire. Chief Duyck notified the Board that a questionnaire was received from the Insurance Service Office (ISO) in December and January. ISO has sited a field representative in the area, and a meeting is planned to discuss the questionnaire; the purpose of the questionnaire is to help them understand what the District has been doing since the last rating, and whether or not the District would benefit from changes in the fire protection rating schedule they put out.

14-01 Recruit Academy. Chief Duyck relayed that 15 new firefighters are starting at the Training Center on February 1<sup>st</sup>. A welcome reception is planned for the end of the month.

Governor Kitzhaber Recognition. Chief Duyck relayed that TVF&R staff, along with the Office of State Fire Marshal and the Governor's Fire Service Policy Commission, were in Salem today to receive recognition for the atmospheric study that received the Senator Paul S. Sarbanes Leadership and Safety Award. He shared that the District received an inquiry from NASA, who was interested in the analysis that was done for the study.

Letter of Intent. Chief Duyck informed the Board, at the direction of legal counsel, that there is a letter of intent on a property purchase that he may ask the Board to revisit after Executive Session as a New Business item.

#### PRESIDENT'S REPORT

President Wyffels shared that the Special Districts Association of Oregon Annual Conference is being held next week in Seaside, and four Board members are planning to attend.

#### ITEMS NOT LISTED ON THE AGENDA

None.

#### EXECUTIVE SESSION

**Mr. Hovies moved, seconded by Mr. Balfour, to move out of Regular Session and into Executive Session. Motion carried unanimously.**

President Wyffels moved the meeting into Executive Session at 8:18 p.m.

**Mr. Balfour moved, seconded by Mr. Lauer, to move out of Executive Session and resume Regular Session. Motion carried unanimously.**

President Wyffels moved the meeting into Regular Session at 8:56 p.m.

#### ITEMS NOT LISTED ON THE AGENDA

President Wyffels asked if there are any items that need to come before the Board at this time. Chief Duyck responded that there is one item.

**Mr. Balfour moved, seconded by Mr. Hovies, to authorize the Chief to execute a purchase and sale agreement that has appropriate contingencies for due diligence, land use planning, and other items a buyer would typically look at for purchase of a property, and to check those contingencies prior to closing as directed by counsel. Motion carried unanimously.**

President Wyffels asked the Board to revisit the topic of the ballot measure effort. Member Balfour shared his concern about engaging in an election process, since the ballot title will not be approved until next month. He expressed his concern about how the Secretary of State interprets the statute on public officials engaging in election practices, and that it is not clear when the election season starts. President Wyffels tabled the discussion until next month.

ADJOURN

**Mr. Hovies moved, seconded by Mr. Clopton, to adjourn the meeting. Motion carried unanimously.**

There being no further business to come before the Board, President Wyffels adjourned the meeting at 8:59 p.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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Secretary/Treasurer

Minutes recorded and prepared by Stacey H. Dukes