



TUALATIN VALLEY FIRE AND RESCUE BOARD OF DIRECTORS MEETING MINUTES  
TUESDAY, FEBRUARY 25, 2014  
TVF&R COMMAND AND BUSINESS OPERATIONS CENTER  
11945 S.W. 70<sup>TH</sup> AVENUE, TIGARD, OREGON

---

**ATTENDANCE**

---

Board Members: Brian Clopton, Clark Balfour, Gordon Hovies, Randy Lauer, Robert Wyffels

Others present: Frank Adams, Jason Allegri, Mark Cross, Jim Davis, Claire Doolittle, Stacey Dukes, Mike Duyck, Karen Eubanks, Steve Forster, Martin Frendt, April Frezza, Debra Guzman, Rocky Hanes, Mark Havener, Jeff Jones, Al Kennedy, Siobhan Kirk, Chris Krepel, Greg Ladrow, Dustin Morrow, Walt Peck, Brian Sherrard, Lucy Shipley, Mark Stevens, Cassandra Ulven, Deric Weiss – TVF&R; Leta Gorman, Shelby Rihala – Attorneys

---

**REGULAR SESSION**

---

CALL TO ORDER                      President Robert Wyffels called the meeting to order at 6:02 p.m.

CONSENT AGENDA

**Mr. Hovies moved, seconded by Mr. Clopton, to approve the Consent Agenda. Motion carried unanimously.**

RECOGNITION

None.

CITIZEN PARTICIPATION

None.

STAFF PRESENTATION

Building Development. Fire Marshal Steve Forster reported that there is a massive amount of growth planned within the District over the next decade. He reviewed the new areas brought into the Urban Growth Boundary (North Bethany, West Bull Mountain, and South Cooper Mountain), and the associated response challenges that will be caused by unique access situations and steep sloped land. He reviewed current and upcoming projects in Washington County, Beaverton, Tigard, Tualatin, Wilsonville, West Linn, and Sherwood.

FINANCE REPORT

Finance Report (January 2014). CFO Debra Guzman reviewed the financial report for the period ending January 31, 2014. She reported that Personnel Services is slightly below benchmark due to the timing of the labor contract expenditures. Materials and Services are running slightly higher, and property taxes continue to be received. Budget transfers will be requested due to a higher number of promotional processes and legal matters than expected. Finance is above benchmark due to the payment of the annual insurance premium.

Capital Project Expenditure Summary. CFO Guzman reported that the remaining encumbrance for the Station 68 contract is included, and the encumbrances for Stations 51 and 52 will be included as those contracts are awarded. Staff expects to request money to be shifted within the different categories.

#### CORRESPONDENCE

Noted.

#### OLD BUSINESS

Board Policy Section 7 – Operations – Second Reading. Deputy Chief Dustin Morrow relayed to the Board that Board Policy Section 7 was presented to the Board for First Reading at the January meeting. At that time, no revisions were recommended. The policy is being presented for Second Reading.

**Mr. Hovies moved, seconded by Mr. Lauer, to approve the Second Reading of Board Policy Section 7 (Operations) by title only. Motion carried unanimously.**

Stacey Dukes gave the Second Reading of Board Policy Section 7 (Operations) by title only.

#### NEW BUSINESS

Fire Code Ordinance 14-01. Fire Marshal Forster relayed to the Board that the Fire Code Ordinance is being presented for First Reading. The ordinance is the mechanism by which the District adopts the upcoming 2013 Oregon Fire Code, which by law, goes into effect on July 1, 2014. He relayed that adopting the code is important to builders and developers because it keeps the District consistent with other areas in the state. The only amendment to the code is related to how alarm companies report alarms.

**Mr. Balfour moved, seconded by Mr. Clopton, to approve the First Reading of Fire Code Ordinance 14-01 by title only. Motion carried unanimously.**

Stacey Dukes gave the First Reading of Fire Code Ordinance 14-01 by title only.

**Mr. Balfour added to the motion the reading of the complete title: Ordinance 14-01 , an Ordinance adopting fire codes and standards for Tualatin Valley Fire and Rescue, a rural fire protection district, providing for a reasonable level of life safety and property protection from the hazards of fire, explosion or dangerous conditions in new and existing buildings, structures, and premises and to provide safety to firefighters and emergency responders during emergency operations, and repealing Ordinance 10-02. Mr. Clopton seconded. Motion carried unanimously.**

Stacey Dukes gave the First Reading of Fire Code Ordinance 14-01 by title only.

NEW BUSINESS (continued)

May 2014 Local Option Levy Election Filing. Planning Chief Walt Peck relayed that at last month's meeting the Board directed staff to put together the paperwork to file with the Washington County elections division. As our home county, Washington County will file with Clackamas and Multnomah County on our behalf. He reviewed the ballot title and the Explanatory Statement which highlight the objective of the levy – maintain fast and effective response by retaining 42 current firefighters, adding up to 44 firefighter medics, purchasing apparatus, and contributing towards new stations where response challenges exist. While the levy will be a major contributor to new stations, other funds will be used to supplement the levy. Chief Peck stated that legal counsel has reviewed all documents.

Member Lauer asked for confirmation that the levy could fund 86 positions; Chief Peck confirmed that the replacement levy intends to keep 42 current positions and add up to 44 additional responders over the next five years. Member Lauer also asked what the travel time will be if the levy fails; Deputy Chief Morrow responded that travel time would be significantly higher. Chief Peck pointed out the Explanatory Statement includes a statement that if the levy does not pass, response challenges would continue to degrade the speed and effectiveness of emergency response.

Member Hovies asked about future development impacting our response times. Chief Duyck responded that there are a host of issues negatively impacting our ability to provide fast and effective response.

President Wyffels asked what information the District is legally allowed to include in the District's newsletter, Safety Matters. Member Hovies added that it would be beneficial to educate the public about our firefighters' role at incidents. Chief Eubanks stated that the next issue of Safety Matters includes not only safety features but articles on District operations and deployment strategies.

Member Balfour asked for clarification as to the travel time objective listed in the Ballot Title and Explanatory Statement. Deputy Chief Morrow stated that the travel time objective of 5 minutes, 12 seconds is associated with accreditation and NFPA 1710. Member Balfour asked what staff thinks about referencing "industry standard" in regards to the travel time objective. Deputy Chief Morrow concurred that term should be used, since the District is an accredited agency and the accreditation process is built around industry standard. Chief Peck recommended that the specific time be removed from the Ballot Title and left in the Explanatory Statement with a reference to industry standard. The Board concurred with the recommendation

**Mr. Balfour moved, seconded by Mr. Hovies, to approve the Ballot Title and Explanatory Statement with the recommended changes, and for the Fire Chief and staff to place it on the May 2014 ballot. He moved that the Fire Chief and legal counsel be authorized to make other amendments necessary to comply with legal requirements, and other appropriate edits, so long as it does not change the message. Motion carried unanimously.**

**Mr. Balfour moved, seconded by Mr. Hovies, to approve Resolution 2014-01 to authorize a replacement local option levy. Motion carried unanimously.**

**Mr. Balfour moved, seconded by Mr. Hovies, to approve the Ballot Title (revised as of February 25, 2014) with the amendments discussed. Motion carried unanimously.**

**To clarify the initial motion, Mr. Balfour moved, seconded by Mr. Hovies, to approve the Explanatory Statement (revised as of February 25, 2014) as provided with the modification discussed. Motion carried unanimously.**

## FIRE CHIEF'S REPORT

Capital Bond Project Update. Construction Project Manager Siobhan Kirk reported that Station 68 exterior and interior work is continuing. Stations 51 and 52 are on schedule for permit submittal in April, with an anticipated construction start date of mid-June. Member Lauer asked about a projected completion date for Station 68. Manager Kirk responded that substantial completion is set for mid-July, and station move-in is anticipated to be at the end of August or beginning of September.

Legislative Agenda. Deputy Chief Morrow relayed to the Board that SB 1518, which is the supervisory bill that clarifies the definition of a supervisor, has passed and is awaiting the Governor's signature; the bill will have minor impacts to the District. He reported that with HB 4055, some form of revenue should be seen with prepaid cells; it will likely be at the time of sale versus carrier remit.

OCEM Relocation. Deputy Chief Morrow reminded the Board that OCEM transitioned over to the Emergency Management Cooperative of Washington County. Staff recently moved from the North Operating Center to the LUT building in Hillsboro. Beaverton will remain at the North Operating Center for a period of time.

Winter Storm Recap. Deputy Chief Morrow relayed to the Board that the District received media attention for the event; at one point, there were 140,000 people who saw TVF&R related stories. The District ran approximately 700 calls over the five-day period. Unknown injury motor vehicle accidents increased 292%, and commercial fire alarms (due to broken pipes, sprinkler activations, etc.) increased 230%. Additional units were staffed Thursday through Monday. Chief Duyck will distribute a written report to the Board with further details.

American Legion Firefighter of the Year. Chief Duyck relayed that the American Legion recognized Rich Stamps from Station 51 as Firefighter of the Year. He commented that Rich Stamps is incredibly dedicated, finished his Bachelor's degree in Human Resource Management, and participates in Medical Teams International deployments.

Past and Upcoming Events. Chief Duyck relayed that Firehouse Magazine asked him to participate in a five-person panel of fire chiefs to discuss emerging issues and opportunities in the fire service. He reported that he has received several follow-up requests from people who want to know more about the District.

He reminded the Board that the Budget Committee Meeting will be held on Thursday, March 13<sup>th</sup> at 6:00 p.m. The meeting will provide an opportunity to discuss strategic issues, the upcoming election, and future plans.

Deputy Chief Morrow informed the Board that TVF&R staff, along with approximately 80 people from Washington County, will be going to the Emergency Management Institute in Maryland in April. The group will focus on managing a local disaster from Maryland, in coordination with the State of Oregon. The group will leave with purposeful steps to take to make sure the county is prepared in a disaster. Participating agencies include Tigard, Tualatin, Forest Grove, Washington County, etc.

#### PRESIDENT'S REPORT

WCCCA Pre-Budget Meeting. President Wyffels reported that a preview budget meeting was held at WCCCA last week. He relayed that they will have final numbers next month; the District's rate is expected to increase 5.9%.

SDAO Conference. President Wyffels reported that four Board members attended the Annual SDAO Conference. He relayed that a number of speakers were unable to attend the conference due to the weather and other speakers filled in by doing multiple presentations. He complimented former TVF&R Chief Officer George Dunkel for his fantastic presentations. President Wyffels informed the Board that Member Balfour was nominated and reelected as the fire caucus representative to the SDAO Board.

#### ITEMS NOT LISTED ON THE AGENDA

TVF&R Birthday. Chief Duyck reminded the Board that Friday, February 28<sup>th</sup> is TVF&R's 25<sup>th</sup> birthday. He thanked the Board for having a significant imprint on the past 25 years.

**Mr. Lauer moved, seconded by Mr. Clopton, to recess from the Regular Session. Motion carried unanimously.**

President Wyffels recessed the Regular Session at 7:22 p.m.

#### EXECUTIVE SESSION

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

President Wyffels moved the meeting into Executive Session at 7:36 p.m.

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

President Wyffels moved the meeting into Regular Session at 8:49 p.m.

ITEMS NOT LISTED ON THE AGENDA

None.

ADJOURN

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

There being no further business to come before the Board, President Wyffels adjourned the meeting at 8:50 p.m.

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

\_\_\_\_\_  
Secretary/Treasurer

Minutes recorded and prepared by Stacey H. Dukes