



TUALATIN VALLEY FIRE AND RESCUE BOARD OF DIRECTORS MEETING MINUTES  
TUESDAY, MARCH 18, 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 Directors: Clark Balfour, Gordon Hovies, Randy Lauer, Robert Wyffels

Excused Absence: Brian Clopton

Others present: Frank Adams, Jim Davis, Claire Doolittle, Mike Duyck, Steve Forster, April Frezza, Laura Hitt, Jeff Jones, Al Kennedy, Christina Lawton, Chad Liggett, Dustin Morrow, Mark Stevens, Eric Wicks – 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 6:03 p.m.

CONSENT AGENDA

**Director Lauer moved, seconded by Director Hovies, to approve the Consent Agenda. Motion carried with aye votes by President Wyffels and Directors Balfour, Hovies, and Lauer.**

RECOGNITION

Oregon Municipal Debt Advisory Commission. Fire Chief Mike Duyck relayed that CFO Debra Guzman sat on the commission for two terms. The commission sent a plaque to recognize CFO Guzman for eight years of service, and express their gratitude of her knowledge of the municipal bond market and financial issues facing Oregon state and local governments. President Wyffels presented the plaque to CFO Guzman on behalf of the Board and District.

CITIZEN PARTICIPATION

None.

STAFF PRESENTATION

None.

FINANCE REPORT

Finance Report (February 2014). CFO Debra Guzman reviewed the financial report for the period ending February 28, 2014. She reported that property taxes continue to remain strong; assessed valuation came in higher and collection rates remain strong. She relayed that gain share in future years will be lower. She also reported that Personnel Services is lower compared to last year. She relayed that the revised budgets being presented were prior to the budget transfer resolution.

## FINANCE REPORT (continued)

President Wyffels asked if one of the reasons expenses were up was due to turnout repairs. Deputy Chief Dustin Morrow responded that the District has a regimented inspection repair process to get the maximum length of service out of the garments. He explained that many of the turnouts are approaching the end of their life cycle, which has resulted in expenses related to maintenance. President Wyffels asked if the current turnouts are in their third year. Deputy Chief Morrow responded that the turnouts in the system are staggered.

Capital Project Expenditure Summary. CFO Guzman reported that the revised budget for Station 35 incorporated a budget transfer from the Bethany fire station; however, it does not seem to be a prudent investment due to the changing seismic standards and geological information returned from the research. Staff will recommend a budget transfer to redirect some of the budget to new station land purchases and apparatus. She relayed that staff will request that the Board approve the medic unit purchases from bond funding.

## CORRESPONDENCE

Noted.

## OLD BUSINESS

Fire Code Ordinance 14-01. Fire Marshal Steve Forster relayed to the Board that the Fire Code Ordinance is being presented for Second Reading. There have been no changes to the Ordinance since the first reading last month.

**Director Balfour moved, seconded by Director Lauer, to approve the Second Reading of Fire Code Ordinance 14-01 by title only. Motion carried with aye votes by President Wyffels and Directors Balfour, Hovies, and Lauer.**

Christina Lawton gave the Second Reading of Fire Code Ordinance 14-01 by title only.

## NEW BUSINESS

Board Policy Section 8 – Fire Prevention – First Reading. Fire Marshal Forster relayed to the Board that Board Policy Section 8 was reviewed by staff; no changes are recommended.

**Director Lauer moved, seconded by Director Hovies, to approve the Second Reading of Board Policy Section 8 (Fire Prevention) by title only. Motion carried with aye votes by President Wyffels and Directors Balfour, Hovies, and Lauer.**

Christina Lawton gave the Second Reading of Board Policy Section 8 (Fire Prevention) by title only.

Resolution 2014-02 To Approve Budget Transfers. CFO Guzman relayed that Resolution 2014-02 is to request budget transfers within three funds – General Fund, Property and Building Fund, and Capital Projects Fund – to provide the legal appropriations of projects and workload that was not known during the original budget development. The transfer request covers unanticipated hiring and promotional processes, an HR position included in the 2014-

NEW BUSINESS (continued)

15 budget that staff is recommending to be filled three months early (in lieu of filling with a temporary employee); funding for the position needed to fulfill the Boring Fire contract; legal fees due to issues discussed in Executives session; temporary service costs incurred while a Workers' Compensation injury was resolved; turnout repair expenses; sewer and storm drain line issues discovered during the concrete driveway repair at Station 62; and additional Medic units and a station site to aid in response time goals.

Director Hovies asked how redirecting the funding from Station 35 would affect future construction. CFO Guzman responded that Station 35 would need to be included in a future bond because it was originally programmed as a seismic improvement; the current budget would not cover the entire amount of a station rebuild.

**Director Hovies moved, seconded by Director Lauer, to approve Resolution 2014-02 to approve budget transfers. Motion carried with aye votes by President Wyffels and Directors Balfour, Hovies, and Lauer.**

Purchase of Medic Units. Purchasing Manager Eric Wicks relayed that staff is seeking authorization to purchase six Medic units to support transport services in Clackamas County, and to prepare for future deployment changes. The cost of each Medic unit will be \$185,641.50. Staff will utilize the State of Oregon Cooperative Contract, and the Houston-Galveston Area Council Cooperative for the purchase. Staff is requesting the redirection of Capital Bond funds.

Director Hovies asked if the vehicles are gas or diesel. Fleet Operations Manager Chad Liggett responded that they are diesel, and are identical to the current specification. President Wyffels asked why we were not trying natural gas. Manager Liggett responded that infrastructure and fill times are both issues.

**Director Lauer declared a potential conflict of interest since AMR is involved in Clackamas County transport. He stated that he would abstain from the vote.**

**Director Balfour moved, seconded by Director Hovies, to authorize the Fire Chief or designee to enter into a purchase contract with Landmark Ford and Braun Northwest for the proposed Medic units. Motion carried with aye votes by President Wyffels and Directors Balfour and Hovies.**

FIRE CHIEF'S REPORT

Capital Bond Project Update. Assistant Chief Jeff Jones reported that Station 68 is still under construction. Completion, punch lists, and move-in are expected in early summer. He reported that old Station 65 has an accepted offer and should be closing this week. Director Hovies asked for the amount of the final offer. Chief Morrow responded that the offer was more than was originally anticipated.

Legislative Agenda. Chief Duyck reported that the session is over, and a couple of bills have not been signed by the Governor yet. The Special Districts Association of Oregon held a legislative wrap-up yesterday and is putting together a 2014 legislative session final report.

March 3<sup>rd</sup> Technical Rescue. Chief Duyck relayed that TVF&R was heavily involved in an incident on March 3<sup>rd</sup>, when Squirt 61 was dispatched to a single family residence where an excavation crew was working. The excavation crew was tunneling underneath the driveway when the trench collapsed on a worker. TVF&R's Technical Rescue Team, with assistance from Portland Fire's Technical Rescue Team, were able to rescue the worker. The worker is expected to make a full recovery. He complimented the effective and professional work done by the crews.

Past and Upcoming Events.

- Chief Duyck shared that staff walked through strategic issues the District is facing at the Budget Committee meeting. The three critical issues discussed were response times, number and priority of programs, and the financial forecast.
- Chief Duyck shared that staff participated in the American Heart Association Lobby Day on February 27<sup>th</sup>. He relayed that they hope to return in 2015 with legislation requiring students to learn hands-only CPR prior to graduation. He also stated that the financial impact on educational institutions has been removed through grants and cost cutting measures.
- Chief Duyck shared that staff attended the 45<sup>th</sup> annual Northwest Leadership Seminar in early March.
- Chief Duyck reminded the Board that the Volunteer Banquet is scheduled for April 5, 2014; the Meritorious Awards Ceremony is scheduled for May 3, 2014; and the Washington County Fire District Director's Meeting is scheduled for May 13, 2014.

**PRESIDENT'S REPORT**

Director Hovies reported that he has been selected to be on the Southwest Corridor Advisory Committee. Today the group held their first meeting following the Tigard election for the charter change for light rail and high capacity. The group is discussing light rail from Downtown Portland to near the Ross Island Bridge, Tualatin, Portland Community College, and Tigard. Maps will be available next April.

President Wyffels relayed that the WCCCA Annual Budget meeting will be held this week. He encouraged the Board to attend the Annual Volunteer Banquet.

**ITEMS NOT LISTED ON THE AGENDA**

None.

**EXECUTIVE SESSION**

**Director Lauer moved, seconded by Director Hovies, to recess from the Regular Session and move the meeting into Executive Session. Motion carried with aye votes by President Wyffels and Directors Balfour, Hovies, and Lauer.**

President Wyffels recessed the Regular Session at 6:47 p.m.

President Wyffels moved the meeting into Executive Session at 6:50 p.m.

**Director Hovies moved, seconded by Director Balfour, to move out of Executive Session and resume Regular Session. Motion carried with aye votes by President Wyffels and Directors Balfour, Hovies, and Lauer.**

President Wyffels moved the meeting into Regular Session at 7:27 p.m.

**ITEMS NOT LISTED ON THE AGENDA**

None.

**ADJOURN**

**Director Hovies moved, seconded by Director Balfour, to adjourn the meeting. Motion carried with aye votes by President Wyffels and Directors Balfour, Hovies, and Lauer.**

There being no further business to come before the Board, President Wyffels adjourned the meeting at 7:28 p.m.

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

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Secretary/Treasurer

Minutes recorded by Christina Lawton and prepared  
by Stacey Dukes