



**Tualatin Valley Fire & Rescue Board of Directors Meeting Minutes
Tuesday, January 25, 2022**

**In response to the current health emergency resulting from the COVID-19 pandemic, District facilities are closed to the public, and meetings are being held virtually via Zoom, and broadcast via the District's YouTube Channel:
<http://www.youtube.com/c/TualatinValleyFireRescue>**

ATTENDANCE

Board Members: Justin Dillingham, Gordon Hovies, Randy Lauer, and Bob Wyffels; Excused Absence - Clark Balfour.

Others present: Connie Brodehl, Kristin Chaffee (3:29), Tim Collier, Patrick Fale, Steve Forster, Les Hallman, Chris Hamilton, Claire Havener, Laura Hitt, Eric Kennedy, Holly Myers, Pete Scott, Kim Sunderlin, Cassandra Ulven, Deric Weiss, and James Whyte (3:07) – TVF&R; Bob Blackmore – Attorney

REGULAR SESSION

CALL TO ORDER President Lauer called the Board meeting to order at 3:01 p.m.

CONSENT AGENDA

Director Hovies moved, seconded by Director Wyffels, to approve the consent agenda. Motion carried with yes votes from President Lauer, Director Dillingham, Director Hovies, and Director Wyffels.

RECOGNITION

None.

CITIZEN PARTICIPATION

No public comments were provided by phone or electronic mail.

STAFF PRESENTATION

Technology Services Overview. Director of Technology Services Eric Kennedy provided a summary of the department's activities and projects including:

- Department staffing, promotions, and new hires
- Strengths, weaknesses, opportunities, and threats identified within the Information Technology and the Communications departments
- The multi-factor authentication deployment process, to improve cyber security
- The management tools used for planning, building, and deploying future projects

STAFF PRESENTATION (continued)

- Processes used to evaluate and solve the challenge of aging communications equipment in apparatus and stations, and the online mobile gateway
- The January 12 digital radio upgrade
- Technology Services goals, which includes maintaining uptime, reducing costs, developing staff, and improving coordination and collaboration with neighboring agencies

Director Hovies asked about coordination and communication with neighboring agencies. Director Kennedy stated he meets monthly with Washington County Consolidated Communication Agency (WCCCA) Executive Director, Mark Buchholz, and Communications Manager Brian Phillips has developed good working relationships with the WCCCA technical staff. They are both working on developing open communications with neighboring agencies.

Director Dillingham asked if the District has a disaster recovery plan. Director Kennedy said the District has a plan, and they are currently upgrading the plan as part of the cyber security efforts. The District will have an encrypted backup in the cloud with security provisions, and another at the South Operating Center.

Director Wyffels commented on how pleased he was with the service provided by Systems Administrator Ahmad Qari and the Information Technology department during an equipment upgrade he recently completed.

FINANCE REPORT

Finance Report (December 2021). Chief Financial Officer (CFO) Tim Collier reviewed the finance report for the period ending December 31, 2021. He reported that:

- Revenue and materials and services are tracking consistent with past years. There was a slight increase in December due to election expenses.
- End of month payroll reflects escalation expected in normal years.
- The assessed value growth was slightly lower than projected but collections are on target.
- Transport revenues are up, and most of the vaccination revenues have been received.
- The Apparatus & Vehicle Fund reflects the July purchase of two pumpers.
- Capital Improvements Fund activity includes the purchase of heart monitors.
- There is no activity to report in the MERRC Fund or the Grants Fund.
- The District plans to go out for \$59 million in bonds in March. The Debt Service Fund will be used to deposit levy revenues and repay the debt.
- The Insurance Fund, used to pay for deductibles or items that fall below the deductible, has not had a lot of activity.

FINANCE REPORT (continued)

- The Property & Building Fund reflects the close-out construction expenses of Station 54. There will be more activity as future construction or land purchases occur.
- Pension Fund reflects payments to two beneficiaries, retired prior to the District joining the Public Employees Retirement System.
- The LOSAP Fund expenses are payments to volunteers vested in the District's two prior defined benefit Length of Service Award Programs (LOSAP). This account is fully funded.
- The Custodial Fund are funds being held on behalf of others. There is not a lot of activity in this fund.

Quarterly Investment Report. CFO Collier reported the jumbo money market figures reflect the recent tax revenues, but it is only earning .005 percent. The District's funds are now invested with PFM. The District's investment advisor will also be investing the bond revenues. The LOSAP Fund is at \$511,000.

There was discussion regarding the March bond sale and possible economic impacts. CFO Collier stated conditions are still favorable, but the District can adjust their plan if needed.

CORRESPONDENCE

Noted.

OLD BUSINESS

None.

NEW BUSINESS

Board Policy Section 7 (Operations). District Chief Patrick Fale said consistent with practice, staff reviewed Board Policy Section 7, Operations, and recommends changes to the current policy in Section 7.7, as reflected in the draft. Director Hovies asked if the National Fire Protection Association (NFPA) impacts the policy. Chief Fale explained the NFPA represents guidelines. The District follows Occupational Safety and Health Act and Oregon Administrative Rules regulations and statutes.

Director Wyffels moved, seconded by Director Hovies, to approve the first reading of Board Policy Section 7, Operations, by title only. Motion carried with yes votes from President Lauer, Director Dillingham, Director Hovies, and Director Wyffels.

Connie Brodehl gave the first reading of Board Policy Section 7, Operations, by title only.

NEW BUSINESS (continued)

Civil Service Commissioner Reappointments: Sue Lamb, Gary Rebello. Deputy Chief Laura Hitt reviewed the experience and qualifications of Sue Lamb and Gary Rebello.

Director Hovies moved, seconded by Director Dillingham, to reappoint Sue Lamb and Gary Rebello to the Tualatin Valley Fire & Rescue Civil Service Commission with terms ending on February 28, 2026. Motion carried with yes votes from President Lauer, Director Dillingham, Director Hovies, and Director Wyffels.

CHIEF'S REPORT

- SDAO Conference. February 10-13, 2022. The conference will be conducted virtually.
- Budget Committee Workshop. The workshop will begin at 3:00 p.m. The venue for the event has yet to be decided.
- COVID-19 Update. Chief reported there have been over 41 confirmed positive employees, and over 270 tests ordered since December 1. Staff are monitoring an additional 150 staff members. The District moved back into emergency mode on January 4, tentatively through February 28, but the operational mode will be reevaluated every two weeks. The District administered 128 boosters in November and will be hosting a booster clinic February 8-10. There was brief discussion as to whether COVID-19 has peaked.
- Tualatin Valley Fire & Rescue Meritorious Awards. Chief announced the February 15 event will be virtual except for recipients and a guest, and presenters.
- Dave Pearson Celebration of Life. Chief Weiss reported over 250 family and friends attended the January 6 event at Rolling Hills Community Church in person, with over 200 watching via live stream. Chief acknowledged the support of the honor guard and partner agencies.

DIRECTORS' REPORT

Director Wyffels provided a construction update on the new WCCCA facility. He anticipates occupancy in early May. The digital radio cutover on January 12 went smoothly.

Director Hovies reported the Metro Policy Advisory Committee is scheduled to meet tomorrow and will continue to discuss implementing congestion pricing for Interstate 205, and other policy issues. There was further discussion about the congestion pricing concept. Director Hovies noted concerns have been raised about the financial impact to middle- and low-income citizens.

ITEMS NOT LISTED ON THE AGENDA

None.

EXECUTIVE SESSION

Director Dillingham moved, seconded by Director Hovies, to move out of regular session and into executive session for the reasons stated on the agenda. Motion carried with yes votes from President Lauer, Director Dillingham, Director Hovies, and Director Wyffels.

President Lauer moved the meeting into executive session at 3:58 p.m.

President Lauer moved the meeting back into regular session at 4:03 p.m.

NEW BUSINESS

2021-2024 Logistics Services Collective Bargaining Agreement. Deputy Chief Laura Hitt provided the history of the proposed collective bargaining agreement, which will represent 23 of the 33 Logistics employees, 10 of which were already in the union as part of the Fleet department.

Director Wyffels moved, seconded by Director Hovies, to approve the tentative agreement for the Logistics Services Collection Bargaining Agreement, effective July 1, 2021, between the District and the International Associate of Firefighters, Local 1660. Motion carried with yes votes from President Lauer, Director Dillingham, Director Hovies, and Director Wyffels.

ADJOURNMENT

Director Hovies moved, seconded by Director Dillingham to adjourn the meeting. Motion carried with yes votes from President Lauer, Director Dillingham, Director Hovies, and Director Wyffels..

There being no further business to come before the Board, President Lauer adjourned the meeting at 4:05 p.m.

APPROVED on February 22, 2022



Justin J. Dillingham, Secretary/Treasurer

Minutes recorded & prepared by Connie Brodehl