



**Tualatin Valley Fire & Rescue Board of Directors Meeting Minutes
Tuesday, April 22, 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, Clark Balfour, Gordon Hovies – in person.
Randy Lauer – virtual.

Others present: Valerie Colgrove, Patrick Fale, Steve Forster, Chris Hamilton, Alex Haven, Kristen Henderson, Heidi Hicks, Laura Hitt, Laura Jenkins, Victoria Jimenez, Eric Kennedy, Chad Liggett, Ryan Robinson, Lucy Shipley, James Smario, Brian Smith, Andy Smusz, Marissa Taylor, James Whyte – TVF&R; Bob Blackmore – Attorney

REGULAR SESSION

CALL TO ORDER President Dillingham called the Board meeting to order at 3:00 PM.

CONSENT AGENDA

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

RECOGNITION

None.

PUBLIC PARTICIPATION

None.

STAFF PRESENTATION

None.

FINANCE REPORT

Finance Report (March 2025) Chief Financial Officer (CFO) Valerie Colgrove reviewed the finance report for the period ending March 31, 2025. Activity of note includes:

- The General Fund ending fund balance is approximately \$97.2 million, higher than previous years.
- Property tax revenues are up by 3.3% compared to last year.

FINANCE REPORT (continued)

- Property tax collections are slower than expected, and the Finance team is looking into this to verify this is just an anomaly and not a trend.
- Transport revenue is in line with prior years.
- Conflagration reimbursements are up from prior years.
- Personnel expenditures are up from last year primarily due to an increase in FTE count in our line recruitment.
- **General Fund 10:** we are at 68% of our budgeted amount, slightly under our benchmark of 75% and all directorates are under the targeted benchmark.
- **Personnel Services** are about 71% of the total budgeted amount.
- Our budgeted FTE is 618 and we are at 599 as we continue towards our goal of 36 FTE for the levy.
- **Materials and Services** is below our benchmark at about 64% and no concerning trends of note.
- **Apparatus & Vehicle Fund 21:** the District has expended \$1.8 million in total YTD with the acquisition of a hazmat rig, two training engines and three service trucks for our fleet/facility maintenance.
- **Capital Improvement Fund 22:** had a lot of activity for our non-bond maintenance items including AV upgrades at our South Operating Center and driveway repairs.
- **MERRC Fund 23:** minimal activity in this fund but have been looking into ways to improve cell service throughout the District.
- **Grants Fund 25:** most of the activity in this fund this year have been around the Advanced Resource Medic Unit that was approved by the board in January 2025.
- **Debit Services Fund 30:** property taxes are coming in slightly behind but should have sufficient funds to cover our principal and interest payments in June.
- **Insurance Fund 45:** minimal activity this year in this fund. Activity of note includes a waterline issue at Station 64 last summer that got fully reimbursed by another carrier.
- **Property & Building Fund 51:** this fund is for budgeted land purchases for Station 22 in Newberg, Station 31 in King City and Station 63 in Aloha. More updates will be provided in the Chief's report.
- **Capital Projects Fund 52:** investment earnings is bit over \$2 million dollars for this fund, but we have expended \$2.2 million YTD. More to come in the Chief's Report.
- **Pension Fund 61:** we have one beneficiary in this fund, business as usual.
- **LOSAP Fund 63:** defined benefit plan for volunteers. There are no new participants.
- **Custodial Fund 65:** biggest activity this year is the Newberg Toy and Joy from last winter.

Board President Dillingham asked about the overages in utilities and Recruit Academy in the General Fund. CFO Colgrove provided clarification and no action was needed.

Director Lauer noted that the actuals in the Apparatus Fund looked off due to transfers in the General Fund and requested to hear more about the timing of those transfers.

FINANCE REPORT (continued)

CFO Colgrove confirmed that 50% was transferred from the General Fund usually around December, the remaining 50% transfer is done closer to the fiscal year end.

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

- Summary of investments across all our funds is \$190.6 million.
- All funds combined earned \$2.2 million in investment earnings last quarter, and \$5.5 million year to date with a return of 4.5% which exceeds the two-year US treasury benchmark. We budgeted \$3.4 million in investment earnings for the year and have surpassed that through March.
- Fidelity statement has not arrived and will include it in the next report.

CORRESPONDENCE

Noted.

OLD BUSINESS

None.

NEW BUSINESS

Standards of Cover Deputy Chief Laura Hitt presented an overview of the 2025 Standards of Cover, which included:

- Business Strategy staff members
- Five-year incident trends and details
- 2024 incident count comparison to 2023
- 2024 deployment influences
- 2024 conflagrations and deployments
- Performance trends, and how they factor into deployment strategies.

Notable trends include a modest increase in incidents which increased by 1.1% from 2023 to 2024. The distribution of incidents remains consistent with 81% being EMS calls. Lastly, the performance metrics showed an improvement in turnout times for several incident categories.

The Directors commended staff on the quality and information provided in the Standards of Cover document.

Director Wyffels moved, seconded by Director Hovies to approve the 2025 Standards of Cover as proposed by staff. Motion carried unanimously.

NEW BUSINESS (continued)

Board Policy Section 2 (Bylaws of the Board) Chief Hitt stated consistent with practice, staff, and legal counsel have reviewed Board Policy Section 2 – Bylaws of the Board and recommends changes to the policy as reflected in the draft. The policy is now presented for first reading and Board approval.

Director Lauer moved, seconded by Director Balfour, to approve the first reading of Board Policy 2, Bylaws of the Board, by title only. The motion passed unanimously.

Victoria Jimenez gave the second reading of Board Policy 2, Bylaws of the Board by title only.

Temporary Station Land Preparation Director of Logistics Heidi Hicks requested the Board's approval for an early work amendment for temporary station 35 with a budget of \$519,548.00. Discussion was had on the necessity of the temporary station and related costs.

Director Balfour moved, seconded by Director Wyffels to approve the Fire Chief or his designee to execute the necessary contract documents with Kirby Nagelhout Construction Company as recommended. The motion passed unanimously.

Station 35 Utility Relocation Director of Logistics Heidi Hicks sought the Board's approval for the relocation of AT&T fiber and power lines at the cost of \$185,518.91. Concerns about the lease agreements were raised and the potential revenue from the cell towers were discussed.

Director Wyffels moved, seconded by Director Lauer, to authorize the Fire Chief or his designee to execute the necessary contract documents with AT&T as recommended and upon approval of the District's legal counsel. The motion passed unanimously.

Training Center Design and Preconstruction Proposal Director of Logistics Heidi Hicks requested the Board's approval for design and pre-construction services for the new training center administrative building totaling \$1,060,941.00. Discussion included the facility's features and budget considerations.

Director Balfour moved, seconded by Director Hovies, to authorize the Fire Chief or his designee to execute a contract with Perlo Construction as recommended and upon approval by the District's legal counsel.

Ordinance 2025-01 To Adopt the 2025-26 Master Fee Schedule Controller Andy Smusz presented the draft 2025-26 Master Fee Schedule. Adoption of Ordinance 2025-01 will repeal current fees approved in the 2024-25 Master Fee Schedule. The Master Fee Schedule authorizes the District to recover fees for services, in compliance with Oregon law. Staff recommended increases in the ambulance transport rates. Concerns about the impact of the fee increases on public perception and actual revenue were discussed.

NEW BUSINESS (continued)

Director Lauer moved, seconded by Director Wyffels, to approve the first reading of Ordinance 2025-01 to Adopt the Master Fee Schedule for 2025-26 by title only.

Victoria Jimenez gave the first reading of Ordinance 2025-01 to Adopt the Master Fee Schedule for 2025-26 by title only.

CHIEF'S REPORT

Capital Projects Update and Capital Projects Expenditure Summary CFO Valerie Colgrove and Director of Logistics Heidi Hicks provided a joint update on four of the District's bond projects. Areas of note included:

- **Station 20 in Newberg:** 75% through the design phase and preparing the temporary station fit plans. Targeting land use submittal by July 2025.
 - Year to Date: we have spent \$670,000.
- **Station 35 in King City:** Land use approval received, temporary station permit submitted.
 - Year to Date: we have spent \$350,000.
- **Station 62 in Aloha:** 90% of the construction documents were received; bidding to start in May. Team met with Washington County to discuss an early amendment to start a retaining wall this summer. Targeting to bring the GMP to the Board in June.
 - Year to Date: spending has been nominal as this project had been paused for a bit, but work is expected to ramp up soon.
- **Training Center and Administration Building in Sherwood:** Design and pre-construction services approved.
 - Most of the costs associated with this project so far have been on project consultants that were approved by the Board last fall.
- **Station 22** (not a bond project) completed due diligence on 2 viable properties owned by the same owner. Next steps will be towards a land lease contract.

Director Lauer asked what the status of the old Station 62. Chief Hitt confirmed that the District still has a lease with Washington County to staff what we call current Station 62. Staff had a conversation with them to extend that lease, so that we can continue the construction and continue to house the current crew at that location.

Director Hovies asked a question about whether the District had concerns with material prices going up with the new economic fluctuations for next year. Director Hicks confirmed that construction companies are sourcing materials from the United States and has not seen significant increases in costs right now.

New Hire Announcements Chief Hitt congratulated the following 14 Firefighters and 4 Firefighter Paramedics who were hired for Recruit Academy 25-01 effective February 1, 2025:

- Chase Coleman, Bryan Gastelum-Plata, Tanner Hoskins, Peyton Johnson, Ethan Jones, Wyatt Morris, Keegan Newton, Owen O'Brien, Colton Phillips, Drew

CHIEF'S REPORT (continued)

Rachor, Kaden Reidhead, Erick Reveles, Zachery Stetzel, Jacob Taylor, Kenneth Gering, William Grace, Pearl Gregg, Brett Thurston.

Promotions Announcements Chief Hitt congratulated the following personnel who were promoted to Firefighter Paramedics effective February 1, 2025:

- Kieth Armour and Mark Calson.

Legislative Update Chief Smith provided a mid-season update on the legislative activities as follows.

- Priorities include EMS modernization, homelessness, transportation funding, wildfire mitigation, and mental health services.
- Tracking approximately 350 bills with four classified as top priorities for the District.
 - House Bill 2573 – would modify the senior emergency medical services innovation program with extended sunset dates. Would make funds available to us that could improve long-term care facilities such as our pilot ACPC Program.
 - House Bill 3572 – would establish a Medical Services Mobilization Advisory Board. This is the continuation of a ten-year statewide EMS Strategic Plan to help improve regional service by providing funds to assist individuals to attain EMS licensure in Oregon.
 - House Bill 2222 – would create a registry to mobile integrated healthcare directs OHA to adopt rules for certain providers to enroll in the State Medicare assistance program and direct state to provide technical support and billing reimbursement.
 - SB 91 prohibits fire departments from using foam containing PFAS. It provides a six-month "grace period" after the law takes effect on January 1, 2026.
- Fire Service Day is May 15, 2025 in Salem.

District Events Chief Hitt provided the following updates:

- On Saturday, April 12 TVF&R held a Volunteer Recognition Banquet at Langdon Farms and honored our Volunteer firefighters for their accomplishments throughout the year which included: a 120% increase in volunteer unit responses to incidents in 2024 with a total of 189 incidents. The highest in past 5 years. They planned and implemented training to over 800 people in hands-only CPR at Nike. Four volunteers earned EMT Certifications: David Marshall, Matt Vancil, Michael Berry, Jeffrey William. Matt Vancil earned a Firefighter II Certification. Thank you to all the people involved in organizing this event: Laura Jenkins, Jan Freeman, Kristen Henderson, Tammy Moore, Jeff Williams, Matt Vancil, Tina Quintal, Victoria Jimenez, Dolores Redden, Lisa Hess, Damien Johnson, Mike Marshall, Shayan Joobbani.
- Budget Committee Meeting is on Wednesday, May 14 at 3:00pm at CBOC.
- The April Community Events Report was presented.

DIRECTORS' REPORT

Directors shared brief updates with positive feedback on the volunteer banquet.

ITEMS NOT LISTED ON THE AGENDA

None.

ADJOURNMENT

Director Hovies moved, seconded by Director Balfour, to adjourn the regular meeting. Motion carried unanimously.

There being no further business to come before the Board, President Dillingham adjourned the meeting at 4:19 PM.

APPROVED on May 27, 2025



Clark I. Balfour, Secretary/Treasurer

Minutes recorded & prepared by Victoria Jimenez