



Tualatin Valley Fire & Rescue Board of Directors Meeting Minutes

Tuesday, May 24, 2022

In response to the current health emergency resulting from the COVID-19 pandemic, District meetings are being held virtually via Zoom, and broadcast via the District's

YouTube Channel:

<http://www.youtube.com/c/TualatinValleyFireRescue>

ATTENDANCE

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

Others present: Scott Bethke, Connie Brodehl, Tim Collier, Steve Forster (3:06), Chris Hamilton, Rocky Hanes, Chris Hart, Claire Havener, Eric Kennedy, Ron Morgan, Holly Myers, Brian Smith, Andy Smusz, Kim Sunderlin, Lee Trotter (3:08), Cassandra Ulven, Deric Weiss, and Eric Wicks – TVF&R; Bob Blackmore – Attorney.

REGULAR SESSION

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

CONSENT AGENDA

Director Wyffels moved, seconded by Director Dillingham, to approve the consent agenda. Motion carried unanimously.

RECOGNITION

None.

CITIZEN PARTICIPATION

No public comments were provided by phone or electronic mail.

STAFF PRESENTATION

None.

FINANCE REPORT

Finance Report (April 2022) Chief Financial Officer (CFO) Tim Collier reviewed the finance report for the period ending April 30, 2022. Notable activity reported includes:

- The percentage for personnel is slightly higher due to the recruit academy, but still under target.

FINANCE REPORT (continued)

- The revenue statements include \$1.7 million in vaccine administration, and funds for the Chehalem Mountain fire claim.
- The contract for the sale of the 2iS software resulted in a large account credit the District will draw off of, which is reported in the fund statements. It will be recorded in the government wide statement, so it is currently overstated from a budgetary standpoint. It will be corrected next month through an accounting entry.
- All the directorates are under their total expected appropriations.
- There will be budget amendments for 2021-22 presented at the June meeting.

CFO Collier projects to end the year with approximately \$57 million in the general fund, or 4.8 months of expenditure, which should cover the District through November.

Director Hovies inquired about payments to contractors who provided service at the Chehalem Mountain fire. CFO Collier stated they were paid by the District at the time of service. The expenses were reported by the District in the packet for reimbursement.

CORRESPONDENCE

Noted.

OLD BUSINESS

Ordinance 2022-01 to Adopt the 2022-23 Master Fee Schedule CFO Collier presented Ordinance 2022-01 to adopt the Master Fee Schedule, proposed to take effect July 1, 2022. The ordinance was presented at the April 26, 2022 board meeting for first reading. At that time no further revisions were suggested, and it is presented for second reading and Board approval.

Director Balfour moved, seconded by Director Wyffels, to approve the second reading of Ordinance 2022-01 to Adopt the Master Fee Schedule for 2022-23, by title only. Motion carried unanimously.

Connie Brodehl gave the second reading of Ordinance 2022-01 to Adopt the 2022-23 Master Fee Schedule, by title only.

NEW BUSINESS

Board Policy Section 9 (Purchasing) Contract Administrator Eric Wicks stated consistent with practice, staff reviewed Board Policy Section 9, Purchasing, and recommends changes to the current policy as reflected in the draft. Changes include updates to statutory references, minor clerical modifications, updated examples, and a new subsection in the federal regulation rules. The policy is presented for first reading and Board approval.

NEW BUSINESS (continued)

Director Balfour moved, seconded by Director Dillingham, to approve the first reading of Board Policy Section 9, Purchasing, by title only. Motion carried unanimously.

Connie Brodehl gave the first reading of Board Policy Section 9, Purchasing, by title only.

CHIEF'S REPORT

- Capital Projects Update CFO Collier reported:
 - An internal design-build steering committee has been formed with representation from operations, union, logistics and human resources.
 - The committee will review the proposed architect designs throughout the course of a project.
 - The Station 62 preliminary land use meeting with Washington County went well. The property is located at 185th and Pheasant. The architect request for proposal (RFP) is in the appeal timeline, and staff will be presenting that contract for Board approval in June.
 - Staff is developing an RFP to secure a broker to assist with finding and securing land for Station 22.
 - Staff is looking for a temporary location for Station 35 while it is under construction and reviewing the administrative building at the Training Center.

Chief Weiss has asked staff to reach out to the Yamhill County commissioners and previous rural board members for suggestions for a station location.

There was discussion regarding the budget for the Training Facility. CFO Collier said up to \$40 million was designated in the original bond, but staff is still revising the master plan to determine how those projects will move forward. The original purchase and construction came to just under \$1 million dollars.

- Oregon Fire Chiefs Association (OFCA) Conference Recap Chief Weiss reported the in-person conference was held in Bend. The conference was highly attended. Kristin Chaffee was awarded the president's Silver Trumpet Award for her support developing and passing the Ground Emergency Medical Transportation legislation and implementation to service providers.
- Budget Committee Meeting Recap Chief Weiss stated the May 12 Budget Committee meeting went well and commended staff on the presentation.

The Directors commended staff on the presentation. Director Wyffels commended Angie Fong as the chair.

DIRECTORS' REPORT

Director Wyffels provided a construction update on the new Washington County Consolidated Communications Agency (WCCCA) facility. He is pleased with the progress.

Director Dillingham reported he and Director Hovies met with Local 1660 leadership for their update on the contract negotiations. He expressed his appreciation for staff's efforts to work towards a point of agreement. President Lauer and Director Balfour also met with the Local 1660 leadership

ITEMS NOT LISTED ON THE AGENDA

Director Hovies stated on May 23 he made a request to the Board of Directors to allow his attorney to attend the May 24 executive session and did not receive any objections.

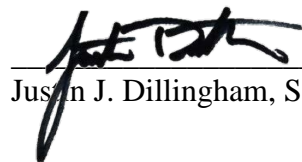
Director Hovies moved to allow his attorney to attend the executive session. President Lauer confirmed with Bob Blackmore the motion was in order. The motion was not seconded and did not carry forward.

ADJOURNMENT

Director Wyffels moved, seconded by Director Dillingham to adjourn regular session, and reconvene in executive session. The motion passed unanimously.

There being no further business to come before the Board, President Lauer adjourned the meeting at 3:26 PM.

APPROVED on June 28, 2022



Justin J. Dillingham, Secretary/Treasurer

Minutes recorded & prepared by Connie Brodehl