



**Tualatin Valley Fire & Rescue Board of Directors Meeting Minutes
Tuesday, May 27, 2025**

Meeting was Conducted Virtually via Zoom

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

ATTENDANCE

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

Others present: Valerie Colgrove, Brian Ernst, Patrick Fale, Steve Forster, Kristen Henderson, Heidi Hicks, Laura Hitt, Victoria Jimenez, Chad Liggett, Andy Smusz, Marissa Taylor, Deric Weiss, James Whyte – TVF&R; Bob Blackmore – Attorney; Roy Rogers – Guest.

REGULAR SESSION

CALL TO ORDER President Dillingham called the Board meeting to order at 3:03 PM.

CONSENT AGENDA

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

RECOGNITION

None.

PUBLIC PARTICIPATION

None.

STAFF PRESENTATION

Major Fire Investigations 2024 Fire Marshal Steve Forster and Assistant Fire Marshal Brian Ernst provided an overview of major fire investigations in 2024. The presentation highlighted the complexity and challenges of fire investigations including thermal runaway incidents with lithium-ion batteries, various causes of fires such as electrical issues and human action. Some significant cases were discussed that required legal action such as a complex arson case involving a stabbing resulted in a conviction and a 20-year sentence. Overall, the District conducted over 267 fire investigations in 2024.

FINANCE REPORT

Finance Report (April 2025) Chief Financial Officer (CFO) Valerie Colgrove reviewed the finance report for the period ending April 30, 2025. Activity of note includes:

FINANCE REPORT (continued)

- The General Fund ending fund balance is approximately \$85.5 million, higher than previous years.
- Property tax revenues are up by 3.3% compared to last year; collections are slower than expected, but staff are closely monitoring June quarterly payment collections.
- Investment income is performing well.
- Transport revenue is in line with prior years.
- Conflagration reimbursements up over \$1.5 million.
- Expenditures are up over \$4 million driven by personnel services: FTE counts and conflagrations.
- Overall spending at 76% of the budget (benchmark is 83%). All Directorates are under the benchmark.
- Personnel Services are about 78% of the total budgeted amount. FTE count is at 600, budgeted is 618.
- Materials and Services are below our benchmark at about 73%. No concerning trends.
- Confident to meet board policy of five months expenditures in ending fund balance by fiscal year end.
- Capital Projects Fund 52 has spent \$2.5 million year to date, mainly on Stations 35 and 20.

CORRESPONDENCE

Noted.

OLD BUSINESS

Board Policy Section 2 (Bylaws of the Board) Chief Weiss stated that staff presented Board Policy Section 2 – Bylaws of the Board for the first reading at the April 22, 2025 Board of Directors' meeting. At that time, no further revisions were suggested, and the policy was presented for the second reading and Board approval.

Director Lauer moved, seconded by Director Wyffels to approve the second 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.

Ordinance 2025-01 To Adopt the 2025-26 Master Fee Schedule Controller Andy Smusz presented the Ordinance 2025-01 To Adopt the 2025-26 Master Fee schedule for a second reading and Board approval. The 2025-26 Master Fee Schedule was presented at the April 22, 2025 Board of Directors' meeting. At that time, no further revisions were suggested, and the policy was presented for the second reading and Board approval.

OLD BUSINESS (continued)

Director Wyffels moved, seconded by Director Balfour, to approve the second reading of Ordinance 2025-01 to Adopt the Master Fee Schedule for 2025-26 by title only. The motion passed unanimously.

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

LOCAL CONTRACT REVIEW BOARD (LCRB)

Director Lauer moved, seconded by Director Balfour, to recess from the regular session and reconvene as the Local Contract Review Board. The motion passed unanimously.

President Dillingham convened the Local Contract Review Board (LCRB) at 3:29 PM

LCRB Resolution 2025-02 Public Improvement Design-Build Contract Exemption
Controller Andy Smusz and Director of Logistics Heidi Hicks sought the approval of the LCRB to allow an exemption from using the low bidding process for the Station 67 remodel and expansion project. Instead, staff recommended using a design build method to prioritize best value, cost control and scheduling efficiency. The remodel will include expanding the living quarters and bays, adding ADA-compliant features like a new elevator, and enhancing health and safety amenities such as decontaminations areas, individual bunk suites and wellness facilities. The Board raised concerns over the contracting method and cost comparisons with other jurisdictions' fire station costs, which will be further reviewed.

Director Balfour moved, seconded by Director Wyffels, to approve LCRB Resolution 2025-2 Public Improvement Design-Build Exemption. The motion passed with Yes votes from President Dillingham, Director Balfour, Director Wyffels, Director Lauer. No vote from Director Hovies.

Director Lauer moved, seconded by Director Balfour, to adjourn the Local Contract Review Board and reconvene in regular session. The motion passed unanimously.

President Dillingham reconvened the regular sessions at 3:43 PM

NEW BUSINESS

Board Policy Section 3 (Budget and Finance) CFO Colgrove stated consistent with practice, staff, and legal counsel have reviewed Board Policy Section 3 – Budget and Finance and does not recommend changes to the current policy. The policy was presented for first reading and Board approval.

Director Balfour moved, seconded by Director Lauer, to approve the first reading of Board Policy 3, Budget and Finance, by title only. The motion passed unanimously.

NEW BUSINESS (Continued)

Victoria Jimenez gave the first reading of Board Policy 3, Budget and Finances, by title only.

Medic Remount Proposal Controller Andy Smusz and Capital Projects Manager Chad Liggett presented a proposal for the Board's approval to remount three existing medic units with new Ford F450 chassis through Braun Northwest to save approximately \$102,800 per unit versus purchasing new vehicles, utilizing an established cooperative contract through Houston Galveston Area Council. The cost for three refurbished medic units comes to a total of \$738,102.00.

Director Balfour moved, seconded by Director Wyffels to authorize the Fire Chief or designee to enter into a purchase contract with Braun Northwest to refurbish three medic units for the total amount of \$738,102.00. The motion passed unanimously.

Budget Committee Reappointments for Mike Mudrow and Mike Smith CFO Colgrove recommended to the Board to reappoint Mr. Mike Smith and Mr. Mike Mudrow as Budget Committee members as their terms are set to expire June 30, 2025. Both members have expressed interest in continuing to serve the District and staff recommends that they are reappointed for another 3-year term, ending on June 30, 2028.

Director Hovies moved, seconded by Director Balfour, to reappoint Mr. Mike Smith and Mr. Michael Mudrow to the Tualatin Valley Fire & Rescue Budget Committee with a term expiring on June 30, 2028. The motion passed unanimously.

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:** Design is 90% complete, land use submission is targeted for June, temporary unit approval sought this summer.
 - Year to Date: we have spent \$783,000.
- **Station 35 in King City:** In the final permit stages, fiber line work has begun, GMP approval targeted for June.
 - Year to Date: we have spent \$1.18 million.
- **Station 62 in Aloha:** Permit submission targeted for mid-June, the retaining wall and early work planned for this summer.
 - Year to Date: we have spent \$124,000.
- **Training Center and Administration Building in Sherwood:** Building layout and land use planning is ongoing.
 - Year to Date: we have spent \$150,000.
- **Station 22** (not a bond project): lease discussions remain ongoing.

New Hire Announcements Chief Weiss congratulated JT Archuleta who was hired as the new Senior HRIS Analyst effective April 1, 2025.

CHIEF'S REPORT (Continued)

Promotions Announcements Chief Weiss congratulated Ryan Robinson for his recent promotion to District Chief of Operations effective April 16, 2025.

Employee of the Quarter Chief Weiss congratulated Michael Bjorn for being awarded Employee of the Quarter 1st Quarter 2025 for his contributions to tech rescue training.

District Events Chief Weiss provided the following updates:

- OFCA Spring Conference: went from May 5-9 in Bend, OR.
- Budget Committee Meeting: was held on May 14. The Budget Committee was praised for their active engagement and recognized long serving members including Paul Leavy (15 years) and Mike Smith (20 years).
- Meritorious Awards: was held on May 17. Chief Weiss recognized numerous employees at the event. Board President's Award was given to Matt Travers of Nike for his contributions to the CPR event coordination.
- Community Academy: was held on May 16 – 17 with participation from local officials. Participants experienced firsthand fire and EMS operations.
- The May Community Events Report was presented.

DIRECTORS' REPORT

President Dillingham shared positive feedback on the Meritorious Awards Ceremony.

ITEMS NOT LISTED ON THE AGENDA

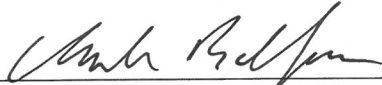
President Dillingham addressed recent local election results; congratulated re-elected directors and welcomed newly elected director Roy Rogers. Emphasis was placed on collaboration and mutual respect for board effectiveness.

ADJOURNMENT

Director Balfour moved, seconded by Director Wyffels to adjourn the regular meeting and reconvene in executive session. Motion carried unanimously.

There being no further business to come before the Board, President Dillingham adjourned the meeting at 4:05 PM.

APPROVED on May 27, 2025



Clark I. Balfour, Secretary/Treasurer

Minutes recorded & prepared by Victoria Jimenez