



**Tualatin Valley Fire & Rescue Board of Directors Meeting Minutes
Tuesday, June 24, 2025**

TVF&R Command and Business Operations Center

11945 SW 70th Avenue, Tigard OR 97223

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

ATTENDANCE BUDGET HEARING & REGULAR BOARD MEETING

Board Members: Bob Wyffels, Clark Balfour, Randy Lauer – in person. Gordon Hovies – virtual.

Others present: Valerie Colgrove, Patrick Fale, Kenny Frentress, Chris Hamilton, Corrine Hanning, Chris Hart, Alex Haven, Dallas Haynes, Kristen Henderson, Heidi Hicks, Laura Jenkins, Laura Hitt, Victoria Jimenez, Eric Kennedy, Chad Liggett, Lucy Shipley, Andy Smusz, Deric Weiss, James Whyte – TVF&R; Bob Blackmore – Attorney; Roy Rogers – Guest; Kathryn Logan – Guest; Nicole Palmateer Hazelbaker – Bravio Communications; Jeremiah Dodson, Chana Frederick – P+ C Constructions; Michael Scott, Brad Howe, Randy Griffiths, Robert Frazier – Kirby Nagelhout Construction; Aiden Katz, Dan Van Calcar – Soderstrom Architects.

BUDGET HEARING

CALL TO ORDER Director Wyffels called the Budget Hearing to order at 3:01 p.m.

INTRODUCTION

Director Wyffels stated that the purpose of the hearing is to listen to citizens' testimony on the budget as approved by the Budget Committee. The Budget Committee formally approved the budget on May 14, 2025. The Committee approved the operating tax levy set at \$1.5252/\$1,000, local option tax levy of \$.69/\$1,000, and debt service levy of \$8,854,070. The committee approved total expenditures of \$270,534,223 as presented in the budget document.

CITIZEN COMMENTS AND PUBLIC TESTIMONY

None.

ADJOURN

Director Balfour moved, seconded by Director Lauer, to adjourn the Budget Hearing. Motion carried unanimously.

Director Wyffels adjourned the Budget Hearing at 3:05 PM.

REGULAR SESSION

CALL TO ORDER Director Wyffels called the Board meeting to order at 3:05 PM.

CONSENT AGENDA

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

RECOGNITION

Chief Weiss recognized the following board members for their years of service, Director Wyffels (40 years), Director Lauer (15 years), Director Hovies (15 years).

PUBLIC PARTICIPATION

None.

STAFF PRESENTATION

Legislative Recap Deputy Chief of Strategic Services Patrick Fale and Nicole Palmateer Hazelbaker from Bravio Communications provided a legislative recap highlighting four main legislative priorities including firefighter mental health funding, EMS modernization, wildfire response and risk mitigation funding, and a study bill on alternative fire district funding. Key points from the discussion are as follows:

- Staff was acknowledged for their expertise in various areas to set us up for success.
- One area the team was proud of is the team pushed dedicated federal funding for firefighter mental health which did not exist previously and a new study bill on alternative funding to help us diversify our portfolio.
- Legislative session ending by June 29; Legislature is closing their books on the budget. This is the first time in many sessions that the revenue forecast showed a decline but still higher than last session. This means less funds than they expected. All the major budgets have passed and all the budgets have seen reductions.
- Key bills discussed:
 - HB 2573 (Senior EMS program extension) – Passed House, moving to Senate.
 - HB 3572 (EMS modernization) – Currently stalled in Ways and Means, did not gain the traction needed to move ahead.
 - HB 2222 (EMS innovation) – Stalled
 - SB 91 (PFAS bill) – Passed, sent to Governor for signature.
 - HB 3940 (Wildfire package) – Passed revenue, on way to floor.
 - HB 3962 (Transient lodging tax changes) – Passed House, heard in Senate, expected to pass.
- TVF&R participated in the Fire Service Day at the Capitol and remains engaged in fire service funding discussions.

FINANCE REPORT

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

- The General Fund ending fund balance is approximately \$74.5 million, 3.2% property tax revenue increase over prior year.
- Transport revenue is in line with prior years.
- Conflagrations are up \$1.6 million from prior year.
- Personnel expenses up \$ 4.5 million driven by FTE and conflagrations.
- At the end of May we exceeded our fiscal year budget revenue, primarily driven by our investment returns.
- Property tax collections are strong at 97% year-to-date, we received the June payments, projected to reach 99.4% by year end.
- Year to Date we are at 83% of our budgeted amounts (benchmark is 92%) and all directorates are under their benchmarks.
- Personnel Services are over 86% of our budgeted amount, under target.
- Budgeted FTE is 599, down slightly from 618 budgeted.
- Material Services are under 78% of our total budgeted amount, no concerning trends.

Capital Projects Fund 52 the District has spent \$2.6 million year-to-date, May expenditures lighter (\$80,000). Project status to be detailed in Chief's report.

CORRESPONDENCE

Appreciation noted for small community service incidents, including assistance with ducks rescued by crews.

OLD BUSINESS

Board Policy Section 3 (Budget and Finance) CFO Colgrove stated that Board Policy Section 3 – Budget and Finance, was presented for the first reading at the May 27, 2025 Board of Directors' meeting. At that time, no further revisions were suggested, and the policy is now presented for second reading and Board approval.

Director Lauer moved, seconded by Director Balfour, to approve the second reading of Board Policy 3, Budget and Finance, by title only. The motion passed with yes votes from Director Wyffels, Director Lauer, Director Balfour. No vote from Director Hovies.

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

NEW BUSINESS

Civil Service Commissioner Appointments Director of Organizational Health Lucy Shipley sought the Board's approval to appoint Kathryn Logan and Erick Gilmore as Civil Service

NEW BUSINESS (continued)

Commissioners for a 20-month term set to expire February 28, 2027 and complete former commissioner Stephen Mayer's and Jake Garland's terms. They will then be considered for reappointment to a standard 4-year term. Both candidates were recognized for their qualifications. Director Lauer abstained from voting due to a conflict of interest with Erick Gilmore.

Director Balfour moved, seconded by Director Hovies, to appoint Kathryn Logan and Erick Gillmore to the Tualatin Valley Fire & Rescue Civil Service Commission with a term ending on February 28, 2027. The motion passed with Yes votes from Director Wyffels, Director Hovies, and Director Balfour. Director Lauer abstained.

Resolution 2025-03 To Adopt the 2025-26 Budget and Authorize Appropriations CFO Colgrove presented to the board Resolution 2025-03 To Adopt the 2025-26 Budget and Authorize Appropriations with a total appropriation of \$270,534, 223. This amount matches what was approved by the Budget Committee at the May 14, 2025 meeting and approved during the Budget Hearing earlier in this meeting on June 24, 2025. CFO Colgrove recommended that the Board adopt the budget for fiscal year 2025-26 by approving Resolution 2025-03.

Director Balfour moved, seconded by Director Lauer, to approve Resolution 2025-03 to adopt the Tualatin Valley Fire and Rescue 2025-26 budget and authorize appropriations. The motion passed unanimously.

Resolution 2025-04 To Levy and Categorize Taxes CFO Colgrove presented Resolution 2025-04 to approve a tax levy rate of \$1.5252 per \$1,000 of assessed value, a local option tax levy of \$0.69 per \$1,000 of assessed value for operations, and \$8,854,070 for general obligation debt service. The same tax rate and Debt Service Fund Levy were approved by the Budget Committee on May 14, 2025.

Director Lauer moved, seconded by Director Balfour, to approve Resolution 2025-04 to adopt the 2025-26 permanent tax levy rate of \$1.5252 per \$1,000 of assessed value, the local option tax levy of \$0.69 per \$1,000 of assessed value for operations, and \$8,854,070 for general obligation debt service within the District as outlined in the Resolution. The motion passed unanimously.

Resolution 2025-05 To Adopt Budget Appropriations CFO Colgrove and Controller Andy Smusz presented Resolution 2025-05 for the Board's review and approval of appropriations for the current fiscal year. Part of the budget appropriation is due to Statement 96 "*Subscription-Based Information Technology Arrangements*" ("SBITDA"), issued by the Governmental Accounting Standards Board. An additional \$630,000 in the Finance directorate is required for a three year extension of a SBITDA for Microsoft 365 which provides the District with productivity, collaboration and security software applications.

Director Balfour moved, seconded by Director Hovies, to approve Resolution 2025-05 to approve budget appropriations as recommended by staff. The motion passed unanimously.

NEW BUSINESS (continued)

Station 62 GMP Deputy Chief of Administration Laura Hitt and Director of Logistics Heidi Hicks presented to the board a proposal to approve a Guaranteed Maximum Price (GMP) contract with P&C Construction in the amount of \$14,402,509 for the construction services necessary to build new Station 62 at Pheasant and SW 185th in Aloha, OR. The board acknowledges the high cost compared to historical station prices but recognized the need for the necessary features as presented.

Director Balfour moved, seconded by Director Hovies, to authorize the Fire Chief or his designee to execute the necessary contract documents with P&C Construction as recommended. The motion passed unanimously.

Station 35 GMP Deputy Chief of Administration Laura Hitt and Director of Logistics Heidi Hicks presented to the board a proposal to approve a Guaranteed Maximum Price (GMP) contract with Kirby Nagelhout Construction Company in the amount of \$11,614,391 for the construction services necessary to demolition and rebuild Station 35 at 17135 SW Pacific Highway, King City, OR. A temporary station permit was approved, and construction is expected to start soon.

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

CHIEF'S REPORT

Capital Projects Update and Expenditure Summary CFO 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 near completion; temporary structures bidding underway, targeting late fall setup.
 - Year to Date: we have spent \$783,000.
 - Project to Date: \$847,000.
- **Station 35 in King City:** Temporary station permit approved; construction progressing.
 - Year to Date: we have spent \$1.1 million.
 - Project to Date: \$1.4 million.
- **Station 62 in Aloha:** Permits submitted; early work anticipated this summer
 - Year to Date: we have spent \$124,000.
 - Project to Date: little over \$1 million.
- **Training Center Administration Building in Sherwood:** submitted permits for temporary classrooms for recruits, submitted an application for pre-meeting with Washington County.
 - Year to Date: we have spent \$154,000.
 - Project to Date: \$210,000.

CHIEF'S REPORT (continued)

- **Station 67:** design build method approved in May. RFP information session held. Pre-design in late August or September 2025.
 - Year to Date: will add to the next report.
- **Station 22** (not a bond project): land lease negotiations ongoing. Preliminary bids on groundwork cost for station initiated.

New Hire Announcement Chief Weiss noted Alexander Highland was hired on May 1, 2025 as our new Fleet Technician.

Promotions Announcements Chief Weiss congratulated the following individuals for their recent promotions:

- Tim Nokes was promoted to Battalion Chief effective on May 16, 2025.
- Robin Peters and Jared Whitney were promoted to Captain effective on May 1, 2025.
- Ethan Dawson-Hurley, Marcus Koss, Austin Lawrence, Grant Slagle, Daniel Starr, Brent Swords were promoted to Lieutenant effective May 1, 2025.
- Cameron Conger, Dallas Haynes, Scott Meuser, Sean Mooney, Samuel Scottaline Kyle Thompson, Alex Warnock were promoted to Apparatus Operator effective May 1, 2025.

Retirement Announcements Chief Weiss thanked the following individuals for their years of service as he announced their retirements:

- Chris Childers retired from the Volunteer Battalion Chief position on May 31, 2025. He served TVF&R for 30 years!
- Kenny Frentress retires from the Deputy Chief of Operations position on June 30, 2025. He served TVF&R for 26 years!

Fourth of July Preparedness Chief Weiss noted the District's 4th of July preparations including staffing coordination, safety messaging, and fireworks monitoring. Only one major fireworks display this year at Oak Hills, approximately 80 permitted fireworks locations District-wide. Fire crews maintained high visibility during the holiday period and coordinated with law enforcement on fireworks enforcement.

Beaverton Urban Renewal Letter Chief Weiss stated that Beaverton Urban Renewal Agency will return approximately \$130,000 in tax collections to the District for FY 25-26.

District Events Chief Weiss provided the following updates:

- Hands-only CPR Nike Event: Hands-only CPR event at Nike trained 400 employees; noted successful code saves at Nike campus.

CHIEF'S REPORT (continued)

- Multi-company Wildland Training: Wildland fire training and early deployments underway as wildfire season begins.
- The June Community Events Report was presented.

DIRECTORS' REPORT

Directors made acknowledgements for retiring Deputy Chief Frentress. The incoming new board member Roy Rogers was introduced and welcomed. Appreciation expressed for the institutional knowledge and leadership experience on the board.

ITEMS NOT LISTED ON THE AGENDA

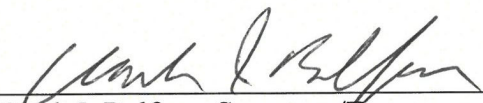
None.

ADJOURNMENT

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

There being no further business to come before the Board, Director Wyffels adjourned the meeting at 4:03 PM.

APPROVED on July 22, 2025


Clark I. Balfour, Secretary/Treasurer

Minutes recorded & prepared by Victoria Jimenez