



Tualatin Valley Fire & Rescue Board of Directors Meeting Minutes:

Budget Hearing, and Regular Session

Tuesday, June 28, 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 BUDGET HEARING & REGULAR BOARD MEETING

Board Members: Clark Balfour, Justin Dillingham, Gordon Hovies, and Bob Wyffels. President Lauer had an excused absence.

Others present: Connie Brodehl, Tim Collier, Patrick Fale, Steve Forster, Kenny Frentress, Chris Hamilton, Chris Hart, Claire Havener, Laura Hitt, Eric Kennedy, Ron Morgan, Holly Myers, Brian Smith (3:14), Andy Smusz, Kim Sunderlin, Cassandra Ulven, Deric Weiss, and Eric Wicks – TVF&R; Bob Blackmore – Attorney; Dan Rowan – Attorney.

BUDGET HEARING

CALL TO ORDER Vice-President Hovies announced President Lauer had an excused absence for the June 28th meeting. Director Dillingham had expressed an interest in gaining experience running a Board of Directors' meeting. and would be acting as the chair for the budget hearing and board meeting. Director Dillingham called the meeting to order at 3:04 p.m.

INTRODUCTION

Director Dillingham said 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 12, 2022. The Committee approved the operating tax levy set at \$1.5252/\$1,000, local option tax levy of \$.45/\$1,000, and debt service levy of \$10,018,818. The committee approved total expenditures of \$230,477,432 as presented in the budget document.

CITIZEN COMMENTS AND PUBLIC TESTIMONY

None.

ADJOURN

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

Director Dillingham adjourned the Budget Hearing at 3:06 p.m.

REGULAR SESSION

CALL TO ORDER Director Dillingham called the Board meeting to order at 3:06 p.m.

CONSENT AGENDA

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

RECOGNITION

Chief Weiss recognized Director Balfour's 25-years of service to the District, and presented him with his 25-year pin.

STAFF PRESENTATION

None.

CITIZEN PARTICIPATION

None.

FINANCE REPORT

Finance Report (May 2022) CFO Tim Collier reviewed the finance report for the period ending May 31, 2022. He reported that:

- Revenue is slightly over budgeted projections.
- The Ending Fund balance is tracking a little lower than this time last year.
- Personnel Services is a little higher than prior years, but still within normal range.
- Materials and Services are tracking slightly lower than last year, but also within normal range.
- Newberg transport revenue in Clackamas County is tracking consistently with last year, and staff has completed all the vaccine billing.
- Expenditures are tracking as expected, except for Operations and Personnel Services, primarily due to overtime.
- The District has a large workers' compensation bill that will be part of the budget amendment presented later.

CFO Collier noted this would be Controller Claire Havener's last board meeting before retiring, and he thanked her for her contributions to the District. Chief Weiss reflected on Claire's accomplishments at TVF&R. Director Dillingham thanked Claire for her service on behalf of the Board of Directors.

CORRESPONDENCE

Noted.

OLD BUSINESS

Board Policy Section 9 (Purchasing) Contract Manager Eric Wicks said staff presented Board Policy Section 9, Purchasing, for the first reading at the May 24, 2022 Board of Directors' meeting. At that time no further revisions were suggested, and the policy is presented for second reading and Board approval.

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

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

NEW BUSINESS

Resolution 2022-02 to Adopt 2022-23 Budget and Authorize Appropriations CFO Collier reported the District budget for 2022-23 was approved by the budget committee, and the budget hearing preceded today's board meeting. Based on additional information staff received after the budget committee approval, staff recommended additional changes due to items budgeted for in the 2021-22 budget that will not be delivered until 2022-23. CFO Collier reviewed the exhibits outlining the proposed changes to the 2022-23 budget. Staff recommends the Board adopt the revised budget for fiscal year 2022-23 by approving Resolution 2022-02.

Discussion ensued regarding inflation on the 2022-23 budget. CFO Collier stated he expects to see some impacts to the capital projects program, and directorates will need to be mindful and stay within their budget range.

Director Balfour moved, seconded by Director Wyffels, to approve Resolution 2022-02 to adopt the Tualatin Valley Fire and Rescue 2022-23 budget and authorize appropriations. Motion carried unanimously.

Resolution 2022-03 to Levy and Categorize Taxes CFO Collier said the hearing for the 2022-23 District budget and operating and general obligation bond debt service levies was held on June 28, 2022. The same tax rate and Debt Service Fund Levy were approved by the Budget Committee on May 12, 2022.

Director Balfour moved, seconded by Director Wyffels, to approve Resolution 2022-03 to adopt the 2022-23 permanent tax levy rate of \$1.5252, local option tax levy of \$0.45 for operations, and \$10,018,818, for general obligation debt service within the District as outlined in the resolution. Motion carried unanimously.

NEW BUSINESS (continued)

Resolution 2022-04 to Approve General Fund Budget Transfers CFO Collier said the resolution is for general fund transfers in the 2021-22 budget year. Part of the transfers are due to Statement 87, issued by the Governmental Accounting Standards Board regarding how leases should be reported. An additional \$826,000 in the Operations directorate is a result of an increase in workers' compensation insurance premiums. CFO Collier reviewed the specifics of the proposed transfers.

There was discussion regarding whether the lease reclassification would result negatively in the District's audit. CFO Collier said staff is making the reclassification now so it will be reported correctly in the audit.

Director Dillingham moved, seconded by Director Balfour, to approve Resolution 2022-04 to approve general fund budget transfers. Motion carried unanimously.

Resolution 2022-06 to Change the Type of Employee Contributions Made to Oregon Public Employees Retirement System (OPERS) CFO Collier said the resolution changes the six percent OPERS contribution from employer paid to employee paid. Employees covered by the contract receive a six percent raise. This was part of the Local 1660 Firefighters Union contract for the period of June 1, 2018 to June 30, 2022. OPERS requires a resolution from the Board to initiate the change.

Director Dillingham moved, seconded by Director Balfour, to approve Resolution 2022-06 to change the type of employee contributions made to Oregon Public Employees Retirement System. Motion carried unanimously.

Budget Committee Member Reappointments: Mike Smith and Mike Mudrow CFO Collier stated budget committee members Mike Smith and Mike Mudrow would like to continue to serve on the District's budget committee.

The Directors expressed their appreciation for the valuable contribution and experience Mike Smith and Mike Mudrow have provided as budget committee members to the District.

Director Balfour moved, seconded by Director Wyffels, to reappoint Mike Smith and Mike Mudrow to the budget committee, with terms expiring June 30, 2025. Motion carried unanimously.

Director Wyffels left the meeting at 3:31 p.m. and returned at 3:45 due to an emergency.

Architectural and Engineering Services Contract for Fire Station 62 Contract Manager Eric Wicks stated staff issued a Request for Proposal for an architectural firm to design Station 62. Hennebery Eddy Architects was selected. The contract includes fees for all sub-consultants to accommodate the engineering, structural, mechanical, plumbing, civil, electrical, and landscaping design services. The base contract is \$945,690, and an

NEW BUSINESS (continued)

estimated \$6,000 for reimbursable expenses. Staff is suggesting approval of the contract subject to the District's legal counsel approving the negotiated contract terms.

There was discussion regarding how the proposal compared to stations the District has built recently. The Hennebery Eddy contract is 10.5% of the estimated construction cost. Design services for stations 39, 55, 72, and the Logistics Service Center ranged between 6% and 8%.

Director Dillingham moved, seconded by Director Balfour, to execute the necessary contract documents with Hennebery Eddy Architects, subject to legal counsel approving the final contract as negotiated. Motion carried by yes votes by Director Hovies, Director Dillingham, and Director Balfour. Director Wyffels was not present at the time of the vote.

Director Dillingham moved, seconded by Director Balfour, to recess the regular board meeting and convene as the local contract review board. Motion carried by yes votes by Director Hovies, Director Dillingham, and Director Balfour. Director Wyffels was not present at the time of the vote.

LOCAL CONTRACT REVIEW BOARD

Director Dillingham convened the local contract review board (LCRB) at 3:37 p.m.

LCRB Resolution 2022-05 Design-Build Public Improvement Exemption Contract Manager Eric Wicks reported staff is seeking approval from the LRCB to utilize an alternative contracting method for Station 62, to contract with a construction manager/general contractor (CM/GC) for reviewing and analyzing the final designs, and proposing options that minimize errors and improve the value and quality of the station. The CM/GC would work towards establishing a guaranteed maximum price for the construction phase of the project, and use a competitive bidding process monitored by staff, for subcontractor selections.

There was additional discussion regarding the proposal process.

Director Balfour moved, seconded by Director Dillingham, to approve Resolution 2022-05 to as recommended. Motion carried by yes votes by Director Hovies, Director Dillingham, and Director Balfour. Director Wyffels was not present at the time of the vote.

Director Dillingham moved, seconded by Director Balfour, to adjourn the local contract review board, and reconvene the regular board meeting. Motion carried by yes votes by Director Hovies, Director Dillingham, and Director Balfour. Director Wyffels was not present at the time of the vote.

Director Dillingham reconvened the regular board meeting at 3:40 p.m.

CHIEF'S REPORT

Capital Project Update Chief Weiss provided a summary of the District's four priority projects including: Station 62, Station 35, the Training Center auditorium, and a location for Newberg Station 22. There was brief discussion regarding the ongoing search for a Newberg station location.

Hybrid Board Meeting Update Chief Weiss reported the boardroom equipment challenges have been resolved. Chief Ulven is working with legal counsel to develop policies for hybrid meetings, which will be presented for first and second reading approval by the Board when ready.

Fourth of July Preparedness Chief Weiss said the fireworks position paper approved by the Board was shared with the cities the District serves. Tigard and Beaverton passed red flag weather restrictions. If the National Weather Service declares a red flag warning for those communities, the sale and use of fireworks will be prohibited. Fireworks shows are scheduled for Pumpkin Ridge Golf Course, Cook Park in Tigard, Willamette Park in West Linn, and Oak Hills Park in Beaverton. Wilsonville will be holding a laser show. Approximately 80 fireworks sales locations have been permitted. Deputy fire marshals will inspect them. The District will have a strong community presence and will participate in a number of local parades and events.

Discussion ensued regarding public safety power shut offs community notifications, and the District's preparedness for wildland deployment. Chief Frentress reported on the regional county-wide wildland training the District has been participating in, and internal training being conducted. There have been no requests for conflagration deployments this season. The District's response will be based on staffing and the ability to maintain service locally.

DIRECTORS' REPORT

Director Hovies reported at the Metropolitan Policy Advisory Council meeting Tigard submitted notice to reassign the urban growth boundary in the Scholls Ferry/ Roy Rogers Rd. area. Information is available on the Metro website. They did not discuss the west Sherwood urban growth boundary application.

The Directors expressed their appreciation to Claire Havener and thanked her for her service to the District.

Director Wyffels said the new Washington County Consolidated Communications Agency's facility exterior is nearly finished. Work continues on the interior components. He is optimistic that it may have occupancy by mid-September.

DIRECTORS' REPORT (continued)

Director Wyffels and Chief Weiss reflected on Assistant Chief Les Hallman's June 30 retirement. Chief Weiss reviewed Chief Hallman's 40-years in the fire service.

ITEMS NOT LISTED ON THE AGENDA

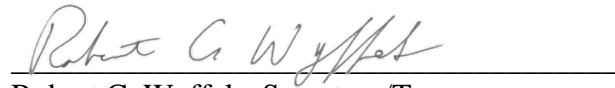
None.

ADJOURNMENT & EXECUTIVE SESSION

Director Dillingham moved, seconded by Director Balfour, to adjourn the regular meeting and convene in executive session for the reasons stated on the agenda. Motion carried unanimously.

There being no further business to come before the Board, Director Dillingham adjourned the regular Board meeting at 4:04 p.m. and moved into Executive Session at 4:05 p.m.

APPROVED on July 26, 2022



Robert C. Wyffels, Secretary/Treasurer

Minutes recorded & prepared by Connie Brodehl