



**Tualatin Valley Fire & Rescue Board of Directors Meeting Minutes**  
**Tuesday, July 22, 2025**  
**TVF&R Command and Business Operations Center**  
**11945 SW 70<sup>th</sup> Avenue, Tigard OR 97223**  
**Livestream: <http://www.youtube.com/c/TualatinValleyFireRescue>**

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**ATTENDANCE**

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Board Members: Justin Dillingham, Bob Wyffels, Clark Balfour, Randy Lauer, Roy Rogers – in person.

Others present: Valerie Colgrove, Patrick Fale, Chris Hamilton, Alex Haven, Kristen Henderson, Heidi Hicks, Laura Jenkins, Laura Hitt, Victoria Jimenez, Eric Kennedy, Chad Liggett, Ryan Robinson, Lucy Shipley, Andy Smusz, Marissa Taylor, Deric Weiss, James Whyte – TVF&R; Bob Blackmore – Attorney; Bruce Baldwin – AKS Engineering.

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**REGULAR SESSION**

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**CALL TO ORDER** President Dillingham called the Board meeting to order at 3:01 PM.

**OATH OF OFFICE**

President Dillingham administered the Oath of Office for Directors Clark Balfour, Bob Wyffels and Roy Rogers.

**ELECTION OF OFFICERS**

**Director Lauer moved, seconded by Director Rogers, to retain the current officers in the same positions for one more year: Justin Dillingham for the office of president, Director Wyffels for the office of vice president, and Director Balfour for the office of secretary/treasurer of the board of directors.**

**The motion passed with yes votes by President Dillingham, Director Lauer, Director Balfour, Director Wyffels and Director Rogers.**

**CONSENT AGENDA**

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

**RECOGNITION**

Chief Weiss recognized President Dillingham for five years of service with a commemorative pin.

## PUBLIC PARTICIPATION

None.

## STAFF PRESENTATION

None.

## FINANCE REPORT

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

- **The General Fund** ending fund balance is approximately \$62.3 million with a 3.7% growth in property tax revenue.
  - The District is off by less than 1 percent from the projected ending fund balance, but has sufficient cash flow to cover us until we get our first property tax in November of 2025, right now projecting about 4.2 months of cash flow.
  - We are trending at 95.3% property tax collections (budget 95.4% collection rate). Projecting receipt of 99.8% of budgeted property tax revenue for FY25.
  - Expenditures were under budget across all directorates; no budget adjustments needed.
  - Personnel services at 95.6% of budget, with materials and services at 84%.
  - FTE counts at 593 vs. budgeted 618, reflecting levy gearing-up phase.
- **Apparatus and Vehicle Fund 21:** \$2.3 million spent primarily on hazmat rig, training engines, and service trucks.
- **Capital Improvement Fund 22:** Majority of budget spent on deferred maintenance and facility repairs.
- **Mercc Fund 23:** Communications improvements, expenditure of about \$83,000.
- **Grants Fund 25:** Spending \$161,000 on advanced resource medic unit grant from the state of Oregon.
- **Debt Service Fund 30:** \$250,000 short in collections but cushioned by fund balance.
- **Insurance Fund 45:** Minor activity including water line repairs and radio repairs, with reimbursements received.
- **Property and Building Fund 51:** Reserved for land purchases including the upcoming Station 22 rural Newberg acquisition.
- **Capital Projects Fund 52:** Nearly \$3 million spent, including projects on Stations 20 and 35 and new apparatus.
- **Pension and Custodian Funds 61:** managed appropriately with full funding and transactional activity. This fund has one beneficiary.
- **LOSAP Fund 62:** our defined benefit plan for our volunteers held at Fidelity has four participants receiving benefits. Six are not yet 62 years old, so they are not eligible. The ending balance was just over \$463,000 for the year.
- **Custodial Fund 65:** funds that we hold for various groups, for instance, our volunteers, and you will see just over \$45,000 of activity this last year.



## FINANCE REPORT (continued)

That is primarily related to the Newberg Toy and Joy drive.

Discussion was had on a variety of questions; however, no impact on or changes to the financial statements presented.

Quarterly Investment Report CFO Colgrove reported the 2024-2025 investments earnings of \$152.38 million with 4.8% return last year. Interest earnings exceeded budgets; noted slight decline in interest rates this year. Issues noted in obtaining Fidelity's investment reports, with ongoing resolution efforts.

## CORRESPONDENCE

Highlighted third duck rescue of the year, noting potential for a future board presentation on community risk reduction efforts.

## OLD BUSINESS

None.

## LOCAL CONTRACT REVIEW BOARD (LCRB)

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

President Dillingham convened the Local Contract Review Board (LCRB) at 3:25 PM

LCRB Resolution 2025-06 To Approve Special Procurement Director of Logistics Heidi Hicks and Controller Andy Smusz presented Resolution 2025-06 to authorize special procurement of two customized manufactured homes for temporary housing of personnel at Station 20 during the rebuild. The dimensions of the homes are approximately 70 x 20 feet, and they can house 6 personnel each. The estimated cost in total is around \$400,000. Staff communicated that there were no competitive bids received. Future plans for the homes include reuse or sale to local districts.

**Director Rogers moved, seconded by Director Balfour, to approve LCRB Resolution 2025-06 to approve special procurement as recommended by staff. The motion passed unanimously.**

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

President Dillingham reconvened the regular sessions at 3:30 PM.

## NEW BUSINESS

Board Policy Section 4 (Personnel Policy) Director of Organizational Health Lucy Shipley said consistent with practice, staff and legal counsel reviewed Board Policy Section 4 (Personnel Policy) and recommended minor changes to the policy as reflected in the draft. The policy was presented for approval and first reading.

Discussion was had on the District's tuition reimbursement program and our process of collecting confirmations that personnel received updates to changes to our policies.

**Director Balfour moved, seconded by Director Lauer, to approve the first reading of Board Policy 4, Personnel Policy, by title only. The motion passed unanimously.**

Victoria Jimenez gave the first reading of Board Policy 4, Personnel Policy by title only.

Property Purchase of Newberg Rural Fire Station Director of Logistics Heidi Hicks presented a proposal to approve the purchase of property at 15900 Northeast Dopp Rd, Newberg, OR for \$1.3 million, subject to successful completion of due diligence. The property includes a four bedroom, three bath residence with multiple garages on 3+ acres. This property was presented for its ability to convert the structure into a fire station with renovations to meet commercial standards.

Discussion ensued addressing zoning, land use approvals, infrastructure, environmental assessments, and security plans. The board recognized that this was a significant step towards fulfilling the District's promises related to providing fire services to rural residents.

**Director Wyffels moved, seconded by Director Lauer, to approve the purchase of the property located at 15900 NE Dopp Road, Newberg for \$1,300,000.00 (one million three hundred thousand dollars), upon successful completion of all due diligence items, and authorize the Fire Chief or designee to execute all necessary documents to complete the transaction and initiate planning for the renovation and conversion of the structure into a fire station. The motion passed unanimously.**

Civil Engineering Services for Station 35 Director of Logistics Heidi Hicks presented to the board a proposal to approve a contract amendment for AKS Engineering for additional civil engineering work totaling \$197,000 at Station 35. The work includes preparation related to temporary station placement and permanent station requirements such as ODOT and clean water service permitting.

**Director Rogers moved, seconded by Director Wyffels, to approve the contract amendment for the additional civil engineering services as outlined above in the amount of \$197,000.00 and authorize the Fire Chief or designee to execute the contract and any related documents. 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:** Land use submittal targeted by end of July; temporary housing plans underway. A community meeting was conducted and went well.
  - Year to Date: we have spent \$900,000 primarily on architectural services.
- **Station 35 in King City:** Fiber work completed; land prep beginning; demolition targeted for late October.
  - Year to Date: we have spent \$1.2 million on architectural and professional services.
- **Station 62 in Aloha:** Permits submitted; planning early groundwork in dry season; purchasing long-lead items early to mitigate price increases.
  - Year to Date: we have spent \$211,000 primarily on architectural services.
- **Training Center Administration Building in Sherwood:** Design layout at 80% completion; civil studies progressing.
  - Year to Date: we have spent \$167,000 on project management services.
- **Station 67:** RFP closed with five applicants; award decision pending.
  - Year to Date: \$0

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

- Alex Haven was promoted to Deputy Chief of Operations effective on June 16, 2025.
- Robert Petracca was promoted to District Chief of Operations effective on June 16, 2025.
- Dan Mitchael was promoted to Battalion Chief effective June 16, 2025.
- Michael Balfour was promoted to Captain effective June 16, 2025.
- Daniel Boyle was promoted to Training Officer effective June 1, 2025.

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

- Aaron Baker retired from the Lieutenant position on June 30, 2025. He served TVF&R for 23 years!
- Craig Lyon retired from the Captain position on June 30, 2025. He served TVF&R for 23 years!
- Bryan Jackson retired from the Firefighter position on June 30, 2025. He served TVF&R for 23 years!
- Derek Compton retired from the Senior HRIS Analyst position on June 30, 2025. He served TVF&R for 25 years!

Fireworks Activity Summary Chief Weiss noted the District's fireworks activity July 4 – 5, 2025. Chief Weiss reported that calls were up 10%; fires increased by 475%, including 39 fires and 4 structure fires causing ~\$110,000 damage. Chief Weiss acknowledged staff for their public education efforts through social media on fireworks safety.

## CHIEF'S REPORT (continued)

Nike Donations Chief Weiss acknowledged Nike for their donated emergency supplies including drinking water, MREs, and emergency shelters. The board expressed their gratitude for this donation.

Conflagration Update Chief Weiss providing an update on the Districts conflagration. So far, we have had five conflagrations since June 11th with personnel and apparatus deployed statewide. Notable fires include Rowena, Alder Springs, Cold Springs, Elk, and Cram fire with all personnel returned safely.

Reschedule Request October Board Meeting Chief Weiss proposed moving the October Board meeting from October 28, 2025, to October 21, 2025, due to a scheduling conflict with the media team. The Board approved the change.

District Events Chief Weiss provided the following updates:

- Portland Metro Fire Camp occurred with strong participation despite rainy weather June 20 – 22, 2025 encouraging young women into the fire service. This year we had a record number of applicants with 144 applications.
- The July Community Events Report was presented.

## DIRECTORS' REPORT

The District's newest Director Roy Rogers expressed eagerness to contribute and appreciate staff support. Director Balfour recognized staff for a well-organized promotion ceremony he attended earlier in the month and commended staff for their team efforts in guiding personnel.

## ITEMS NOT LISTED ON THE AGENDA

None.

## EXECUTIVE SESSION

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

President Dillingham adjourned the regular meeting at 4:15 PM.

## CALL TO ORDER

President Dillingham called the regular session back to order at 5:12 PM.

NEW BUSINESS

Comments, and Possible Action to Address Legal Issues with an Executive Officer's Contract President Dillingham opened the floor for discussion. No comments were made.

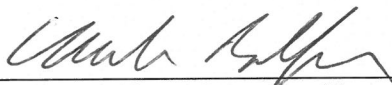
**Director Balfour moved, seconded by Director Wyffels, to amend the Fire Chief's contract based upon the staff proposal discussed and Chief Weiss's agreement to address limits on VEBA-allowed contributions and reinstating provisions of the original contract due to changes in legislation and authorize the board president to sign if it meets the criteria agreed to in concurrence with legal counsel.**

ADJOURNMENT

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

There being no further business to come before the Board, President Dillingham adjourned the meeting at 5:14 p.m.

**APPROVED** on August 26, 2025

  
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Clark I. Balfour, Secretary/Treasurer

Minutes recorded & prepared by Victoria Jimenez