



Tualatin Valley Fire & Rescue Board of Directors Meeting Minutes:

Tuesday, July 26, 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, Kenny Frentress, Chris Hamilton, Chris Hart (3:08), Laura Hitt, Brian Smith, Andy Smusz, Lee Trotter, Cassandra Ulven, Deric Weiss, Eric Wicks (3:05) – TVF&R; Bob Blackmore – Attorney; Dan Rowan – Attorney.

REGULAR SESSION

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

ELECTION OF OFFICERS

President Lauer called for nominations. Discussion ensued regarding term limits and eligibility for the office of president.

Director Balfour made a single motion to nominate Randy Lauer as president, Justin Dillingham as vice president, and Bob Wyffels as secretary/treasurer. The motion was seconded by Director Wyffels. Motion carried with yes votes by Director Lauer, Director Balfour, Director Dillingham, and Director Wyffels. Director Hovies voted no.

CONSENT AGENDA

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

RECOGNITION

None.

STAFF PRESENTATION

None.

CITIZEN PARTICIPATION

None.

FINANCE REPORT

Finance Report (June 2022) CFO Tim Collier reviewed the preliminary finance report and District's Fund balances for the period ending June 30, 2022. The books will not officially close until the end of August. CFO Collier explained the purpose of each Fund, and reported that:

- The Personnel Services budget is at 98.1%, primarily due to a large workers' compensation premium payment made in June.
- Materials and Services are tracking consistent with prior years.
- The Ending Fund balance should finish around \$500,000 higher than currently shown.
- Personnel Services within the Operations directorate, which includes line staff, is currently at 99.66%. The directorate is still under budget as a whole.
- The Apparatus & Vehicle Fund 21 has about 3.5 million, to be used to purchase select apparatus. Most of the future, larger apparatus purchases, will be paid for with bond funds.
- The small expenditures from the MERRC Fund have been to improve communications within buildings. Staff is waiting for the Washington County workgroup to determine the long-term strategy for the fund.
- The balance in Debt Service Fund 30 went down approximately \$25,000, but the District will receive additional taxes that will be accrued back into the fund.
- The expenditures and revenues in Insurance Fund 45 are primarily related to the insurance claim and repairs of the pumphouse at the Training Center.
- Property & Building Fund 51 holds the money designated for Newberg Rural Station 22, and future Stations 31 and 63.
- The bond proceeds are held in Capital Projects Fund 52. Activity in this account will increase with Station 62 design and construction. The recent purchase of two pumpers is reflected in the expenditures. This allowed the District to avoid an estimated eight percent scheduled price increase.
- Expenditures in Pension Fund 61 reflect the payouts to the few remaining pensioners.
- LOSAP Fund 63 is for qualified, separated volunteers under the District's old plan. The District recently made a buy-out offer based on an actuarial evaluation. Some individuals have accepted the buy-out offer, and those expenses will show in the next quarter.

CFO Collier explained the purpose of the Ending Fund is to sustain the District from July 1 until the first tax collections in mid-November. It can also be used in the event of an emergency.

FINANCE REPORT (continued)

Quarterly Investment Report CFO Tim Collier reported that:

- The Operating Funds investment account interest rate with the Local Government Investment Pool increased to 2.93%. CFO Collier expects the interest rate to continue to rise.
- The Bond Funds investment account will start showing activity with the construction of Station 62.
- The Pension Fund incurred an investment loss, but there are still adequate funds to cover the pension expenses.

There was brief discussion regarding investment options for the Bond Funds.

CORRESPONDENCE

Noted.

OLD BUSINESS

None.

NEW BUSINESS

Board Policy Section 10 (Maintenance) Deputy Chief Laura Hitt said staff reviewed Board Policy Section 10, Maintenance, and no revisions were suggested. The policy was presented for first reading and Board approval.

Director Balfour moved, seconded by President Lauer, to approve the first reading of Board Policy Section 10, Maintenance, by title only. Motion carried unanimously.

Connie Brodehl gave the first reading of Board Policy Section 10, Maintenance, by title only.

CHIEF'S REPORT

Capital Project Update Chief Weiss reported staff met with Hennebery Eddy Architects, and the site visit has been completed. The design is about to begin, with input from Operations and the design build steering committee. Lancaster Mobley is conducting the fire signal design, transportation impact study, and access management for Station 62. Staff hopes to have their report within 30 days. Staff has been investigating extreme modular fire stations as temporary alternatives for the District's remodel projects.

Metro Fire Camp Report Chief Weiss said the District partnered with Portland Fire and Rescue to host the July 15-17 fire camp. The event had the largest turnout to date, with

CHIEF'S REPORT (continued)

34 women attending. The camp was led by 26 professional female firefighters from Oregon, Washington and California.

Fireworks Activity Summary Chief Weiss provided the following report:

- There were 15 fireworks caused fires between July 1-8, with most being in brush or dumpsters, causing minimal damage. One fire caused about \$3,000 in damages.
- Staff created a media campaign encouraging people to attend professional shows.
- Crews participated in 30 parades and community events throughout the District.

Legislative Update Chief Weiss said staff are preparing for a long legislative session. The District's lobbyist, Nicole Palmateer Hazelbaker, has reported there will be a big shift in legislators this year. Chief Weiss said he is monitoring the Oregon Fire Chiefs Association (OFCA) legislative activity and goals for the session. The OFCA met a few weeks ago with other parties to get an idea of the priorities and goals around the state. Chief Brian Smith will represent TVF&R on the OFCA legislative committee, with support from Kristin Chaffee, Steve Forster and Cassandra Ulven.

Fire Season Briefing Chief Weiss reported District crews are prepared for the wildland fire season and have participated in multiple training events. The Oregon State Fire Marshal's office has yet to request a conflagration, but they have initiated weekly status reports in anticipation of an uptick in activity. Monday, July 25 the Washington County Fire Defense Board declared a high fire danger burn ban, prohibiting backyard, agricultural and slash burning. Most if not all counties have enacted a burn ban.

Chief Weiss reported Chief Frentress and Cassandra Ulven participated in a blood-drive supporting Washington County Deputy Michael Trotter, who was recently injured in an on-duty car accident. Two TVF&R crews are credited with helping Officer Trotter survive the incident, which required 90 units of blood. Officer Trotter is expected to require extensive rehabilitation from his injuries.

DIRECTORS' REPORT

Director Wyffels reported on the progress of the new Washington County Consolidated Communications Agency's facility.

Director Dillingham inquired about the new three-digit psychiatric emergency number. Chief Weiss said no information has been provided yet. Director Wyffels will ask and report back.

ITEMS NOT LISTED ON THE AGENDA

None.

ADJOURNMENT & EXECUTIVE SESSION

Director Balfour moved, seconded by Director Wyffels, 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, President Lauer adjourned the regular Board meeting at 3:35 p.m. and moved into executive session at 3:37 p.m.

APPROVED on August 23, 2022



Robert C. Wyffels, Secretary/Treasurer

Minutes recorded & prepared by Connie Brodehl