



Tualatin Valley Fire & Rescue Board of Directors Meeting Minutes:

Tuesday, August 23, 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, Kristin Chaffee, Tim Collier, Patrick Fale, Steve Forster, Kenny Frentress, Chris Hamilton, Rocky Hanes (3:10), Laura Hitt, Holly Myers, Brian Smith, Andy Smusz, Kim Sunderlin, Cassandra Ulven, Eric Wicks – TVF&R; Bob Blackmore – Attorney.

REGULAR SESSION

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

CONSENT AGENDA

Director Wyffels moved, seconded by Director Dillingham, to approve the consent agenda. Motion carried with yes votes by President Lauer, Director Dillingham, Director Hovies, and Director Wyffels. Director Balfour was unable to participate in the vote.

RECOGNITION

None.

STAFF PRESENTATION

None.

CITIZEN PARTICIPATION

None.

FINANCE REPORT

Finance Report (July 2022) Chief Financial Officer (CFO) Tim Collier reviewed the finance report for the period ending July 31, 2022, and reported that:

FINANCE REPORT (continued)

- The revenue graph reflects the accrued vaccine revenue in 2022, impacting the year-to-year comparison. Revenue and expense categories are tracking as expected.
- The District is in its “dry” revenue period until taxes are collected.
- Transport revenue of \$368,000 has been recorded.
- Ongoing expenditures include a little over \$10 million in personnel costs. Materials and services include the quarterly Washington County Consolidated Communications Agency (WCCCA) fee, and some of the District’s licensing which renews at the beginning of the fiscal year.

CORRESPONDENCE

Noted.

OLD BUSINESS

Board Policy Section 10 (Maintenance) Deputy Chief Laura Hitt said staff presented Board Policy Section 10, Maintenance, for the first reading at the July 26, 2022 Board of Directors’ meeting. At that time, no revisions were suggested. The policy is presented for second reading and Board approval.

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

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

NEW BUSINESS

Standards of Cover Chief Hitt provided a presentation on the 2022 Standards of Cover, which included:

- The business strategy team and their role in preparing the document
- The annual incident count five-year trend, and the impact from COVID-19 in 2020
- Comparisons of the first six months of 2021 to 2022, which increased by 4.5%
- Events and staffing changes that influenced deployment in 2021
- A timeline of conflagration deployments in 2021
- Performance data for EMS and cardiac calls. In 2021 turnout times decreased, but travel time increased slightly.
- The transition in personal protective equipment (PPE) required over the last 2.5 years due to the pandemic, and the impact to turnout times

NEW BUSINESS (continued)

- Focus for the future:
 - Response education
 - Improving the transport system in Washington County
 - Working with WCCCA to refine response orders in computer aided dispatch (CAD) for EMS call types, providing better utilization of the District's assets
 - Developing a plan for staffing needs

The Directors commended staff on the quality and information provided in the Standards of Cover document. There was brief discussion on the citizen response to Station 54 in the Charbonneau area, which has been well received. Director Hovies inquired about the increase in travel times. Chief Hitt stated traffic congestion is a contributing factor, and explained how it influences future station locations, and how the data is used in staff's analysis.

Director Wyffels moved, seconded by Director Dillingham, to approve the 2022 Standards of Cover as proposed by staff. Motion carried unanimously.

State Opioid Settlement/Release Chief Hitt provided an overview of the State's settlement agreement in a national lawsuit against four pharmaceutical companies for their role in the opioid crises. Janssen Pharmaceuticals' Opioid Settlement terms provide for Participating Special Districts' eligibility for benefits from the settlement monies to be directed to the State's designated fund. Signing the Settlement Participation Form accepts the terms of the settlement and releases future claims against Janssen Pharmaceuticals. The State will be allowed expedited access to some of the funds once all districts have signed on. How the State will distribute the funds has not yet been determined. Attorney Bob Blackmore stated based on the information available, he recommends the District sign the agreement. Brief discussion ensued regarding the terms of the settlement. Of the four companies in the overall settlement, the Janssen settlement is the only one that mentioned any type of special districts.

Director Balfour moved, seconded by Director Wyffels, to authorize the Fire Chief to sign the Settlement Participation Form to join onto the Janssen Pharmaceuticals Opioid Settlement. Motion carried unanimously.

CHIEF'S REPORT

Capital Project Update Chief Hitt reported:

- Staff conducted a Request for Proposal (RFP) for a construction manager/general contractor (CM/GC) for Station 62. The top candidates being interviewed are Emerick Construction and P&C Construction.
- The contract for the CM/GC planning and design development services will be less than \$100,000.

CHIEF'S REPORT (continued)

- The District's construction projects team will work with Klash Group and Hennebery Eddy Architects to determine the guaranteed maximum price contract to construct Station 62, which will be presented to the Board in the spring of 2023.
- The architect is completing the land use documents for Station 62, targeted for submission in September.
- Staff is exploring options for a temporary Station 35.
- Staff is drafting a design bid RFP for the Training Center phase one remodel, which includes the administration building remodel, removal of obsolete and damaged props, and installation of new props.
- The District is in the final stages of recruiting a capital projects manager.

Employee of the Quarter Chief Hitt announced Medical Billing Specialist Diane Nave was selected as the Employee of the Quarter. Diane was nominated for going above and beyond her normal duties when she assisted an elderly gentleman and his family in obtaining his COVID-19 vaccination information for an upcoming medical appointment.

Station Open House Events Chief Hitt reported the District will be hosting Open House events for Station 54 on October 1, and Station 39 on October 15, from 11:00 to 1:00 PM.

Recruit Academy 22-02 Chief Hitt provided an update on the District's second academy of the year, which began October 1. There are twenty-four recruits of various positions. They are scheduled to deploy to the line on December 1.

Wildland Deployment Update Chief Hitt reported the District has had one deployment, to the Miller Road fire as part of a Washington County Task Force. The crews left on August 3 and returned on August 6. The fire was 95% contained by Sunday, August 7.

TVF&R Yearbook Chief Hitt presented the 2022 TVF&R Yearbook. Firefighter Rio Espinosa spearheaded the project, with support by members of staff and volunteers. Proceeds from the purchase of the book benefit the Local 1660 Benevolent Fund.

DIRECTORS' REPORT

Director Wyffels reported on the progress of the new WCCCA facility and commended their staff on resolving some of the problems that presented during the project. The facility is nearing completion. An opening date has not been set.

ITEMS NOT LISTED ON THE AGENDA


None.

ADJOURNMENT

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

There being no further business to come before the Board, President Lauer adjourned the Board meeting at 3:51 p.m.

APPROVED on September 27, 2022



Robert C. Wyffels, Secretary/Treasurer

Minutes recorded & prepared by Connie Brodehl