



## Tualatin Valley Fire & Rescue Board of Directors Meeting Minutes

Tuesday, August 26, 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

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 Hitt, Laura Jenkins, Victoria Jimenez, Eric Kennedy, Ryan Robinson, Lucy Shipley, Andy Smusz, Marissa Taylor, Deric Weiss, James Whyte – TVF&R; Bob Blackmore – Attorney.

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### REGULAR SESSION

**CALL TO ORDER** President Dillingham called the Board meeting to order at 3:03 PM.

#### CONSENT AGENDA

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

#### RECOGNITION

None.

#### PUBLIC PARTICIPATION

None.

#### STAFF PRESENTATION

None.

#### FINANCE REPORT

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

- Beginning fund balances are unaudited but not expected to change.

FINANCE REPORT (continued)

- **The General Fund** ending fund balance is approximately \$49.5 million slightly higher than prior years due to outstanding conflagration reimbursements from the previous fiscal year and beginning fund balances.
- Expenditures year-to-date were at about 7.5% of the budget, under the benchmark of 8.3%, with personnel services at 7.5% and materials/services slightly higher at 9.6% due to the timing of Microsoft licensing renewal and WCCCA quarterly payments.
- All directorates are under their budgeted amount with the exception of the Finance Directorate.
- Our FTE count is at 591 which is under our budgeted FTE of 651.
- **Capital Projects Fund 52** ended with \$56.6 million balance; expenditures included project management services for the training center and Station 67, with capital outlay primarily for Station 62 work.

Discussion arose about the absence of a formal audit committee, with the Board currently serving this function. Suggestions were made to consider establishing a subcommittee for audit purposes.

CORRESPONDENCE

Noted.

OLD BUSINESS

Board Policy Section 4 (Personnel Policy) Director of Organizational Health Lucy Shipley stated that Board Policy Section 4 – Personnel Policy was presented for the first reading at the July 22, 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 Wyffels moved, seconded by Director Lauer, to approve the second reading of Board Policy 4, Personnel Policy, by title only. The motion passed unanimously.**

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

NEW BUSINESS

Resolution 2025-07 Removal of Co-Administrator of LOSAP Chief Financial Officer  
Valerie Colgrove stated that in July 2024, the Board of Directors approved adding her as co-administrator and co-trustee for the District's LOSAP plan. The District has been informed by Fidelity Investments that in order to process this request, the District needs to pass a resolution specifically naming the removal of former CFO Timothy Collier as co-administrator and co-trustee for the District's LOSAP plan. CFO Colgrove presented Resolution 2025-07 for the Board's approval to remove Tim Collier as co-administrator of the LOSAP fund and to complete the administrative requirement for Fidelity Investments.

NEW BUSINESS (continued)

**Director Balfour moved, seconded by Director Rogers, to approve Resolution 2025-07 to remove former Chief Financial Officer Timothy Collier as co-administrator of the plan and co-trustee of the trust for the District's LOSAP plan. The motion passed unanimously.**

Construction Management Services Extension Director of Logistics Heidi Hicks informed the Board of a contract extension with Turner and Townsend who currently provide professional construction management services to the District. The initial contract was approved on October 2, 2024 for a 12-month term for a total of \$162,650.88. The contract would be extended through June 30, 2026, increasing by a net amount of \$276,522 to support ongoing and new projects like Station 67 in Beaverton. Board Policy 9, Section 9.3 *Purchasing Policy and Procedures* requires District staff to report to the Board whenever a contract amendment exceeds 25% cumulative over the original contract amount of any public contract previously approved by the Board.

Clarification was provided around the services Turner and Townsend provides the District. Staff reminded the Board that Turner and Townsend manage project coordination with contractors, but do not perform resident inspection services or certified payroll review, which remain internal responsibilities.

**No motion was proposed. Information only.**

CHIEF'S REPORT

Capital Projects Update and Expenditure Summary CFO Valerie 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 submitted; temporary station permit work underway.
  - Year to Date: \$9,000 (1 month into new fiscal year)
  - Project to Date: we have spent \$970,000
- **Station 35 in King City:** Temporary station installed, with finishing work ongoing but not yet ready for occupancy. It is secured and earthquake-tensioned to Category 4 standards.
  - Year to Date: \$31,000
  - Project to Date: we have spent \$1.5 million
- **Station 62 in Aloha:** Land use and permit applications in progress; ground use permit payment made; retaining wall construction anticipated soon.
  - Year to Date: \$116,000
  - Project to Date: we have spent \$1.3 million
- **Station 67:** RFP awarded, with work expected to begin after the appeal period in September
  - Year to Date: \$3,000
  - Project to Date: we have spent \$13,000

## CHIEF'S REPORT (Continued)

- **Training Center Administration Building in Sherwood:** Temporary modular units permitting underway.
  - Year to Date: \$52,000
  - Project to Date: we have spent \$400,000

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

- Aaron Zahrowski was promoted to Captain effective on July 1, 2025.
- Jeremiah Richardson was promoted to Lieutenant effective on July 16, 2025.
- Clete Schmitke was promoted to Lieutenant effective July 16, 2025.
- Timothy Beckman was promoted to Lieutenant effective July 16, 2025.

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

- Mark Higley retired from the Facilities Maintenance Technician LME position on July 31, 2025. He served TVF&R for 25 years!

Employee of the Quarter - 2<sup>nd</sup> Quarter 2025 Chief Weiss recognized Laura Terry, Rachel Bancroft, Emily Klapp, Priscilla Taparra, Megan Rye, and Beth Tint as Employees of the Quarter – 2<sup>nd</sup> Quarter 2025 for their leadership in organizing the Portland Metro Fire Camp.

FRI Conference Recap Chief Weiss attended the Fire Rescue International conference in Orlando, Florida this summer. Leadership changes at the Western Fire Chiefs Association (WFCA) were noted including Chief Weiss announcement of being voted as the Vice President of the WFCA.

Recruit Academy 25-02 Chief Weiss noted the current enrollment of 19 recruits in training including several legacy family members. On August 4, 2025, the District welcomed 15 EMTs, 4 paramedics, and 1 recruit returning from an injury.

Conflagration Update Chief Weiss provided a report on the deployment to the Flat Fire in Deschutes County with commendations for personnel involved.

District Events Chief Weiss provided the following updates:

- The August Community Events Report was presented.
- Chief Weiss shared a story about a PulsePoint verified responder successfully assisting a cardiac arrest patient, highlighting the District's community impact and a book that was written about the incident.

## DIRECTORS' REPORT

Director Wyffels shared history of the tradition of wearing Hawaiian shirts for the August meeting, emphasizing the lighter side of the board culture. Director Balfour reported on recent meetings attended related to school district bond issues, local economic development,

DIRECTORS' REPORT (continued)

and importance of including special service districts in community discussions. Director Rogers discussed WCCCA membership fee structure struggles including perceived inequities affecting smaller cities with recent increases to fees. Encouraged strategic planning workshops and inquired about the timing. President Dillingham confirmed November 18 workshop planned. Director Wyffels shared anecdotal experience with an electric garbage truck at Pride, raising questions about new technology adoption including electric fire engines and operational challenges related to electrical fires. Chief noted that electric fire engine feasibility remains under review pending cost and effectiveness data.

ITEMS NOT LISTED ON THE AGENDA

None.

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 3:53 p.m.

APPROVED on September 23, 2025



Clark I. Balfour, Secretary/Treasurer

Minutes recorded & prepared by Victoria Jimenez