



**Tualatin Valley Fire & Rescue Board of Directors Meeting Minutes
Tuesday, October 21, 2025**

Meeting was Conducted Via Zoom

Livestream: <http://www.youtube.com/c/TualatinValleyFireRescue>

ATTENDANCE

Board Members: Justin Dillingham, Clark Balfour, Randy Lauer, Roy Rogers.

Others present: Valerie Colgrove, Patrick Fale, Alex Haven, Kristen Henderson, Heidi Hicks, Laura Hitt, Victoria Jimenez, Eric Kennedy, Stefan Myers, Ryan Robinson, Lucy Shipley, James Smario, Brian Smith, Andy Smusz, Deric Weiss, James Whyte – TVF&R; Bob Blackmore – Attorney; Julie Fahey – Talbot, Korvola & Warwick, LLP (TKW).

REGULAR SESSION

CALL TO ORDER President Dillingham called the Board meeting to order at 3:01 PM and announced that Director Wyffels is excused from the meeting.

CONSENT AGENDA

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

RECOGNITION

None.

PUBLIC PARTICIPATION

None.

STAFF PRESENTATION

Government & Public Affairs Presentation Director of Strategic Services Brian Smith and Public Affairs Manager Stefan Myers provided an overview of the Strategic Services directorate which focuses on protecting and advancing the District's interests through community and government engagement. Staff introductions and team roles were presented, emphasizing their work to support the District's strategic priorities by maintaining relationships with over 100 elected officials and partner agencies in 29 stations, 11 cities, and 4 counties. Additionally, the team manages election processes, research, and public information campaigns. Associations such as Western Fire Chiefs, and the Oregon Fire Chiefs Association, were highlighted along with their contributions to federal and state policy support. Achievements like adoption of lithium-ion battery codes in Oregon were noted.

STAFF PRESENTATION (continued)

Questions arose from the Board regarding urban renewal as a legislative item. The team confirmed active monitoring and engagement plans. Director Rogers highlighted the need for more elected official engagement by Board members to complement staff's efforts in relationship building and legislative advocacy. Interest was expressed in rejoining OFDDA association discussed for future consideration.

Annual Comprehensive Financial Report (ACFR) Presentation Controller Andy Smusz and Julie Fahey, Audit Partner from Talbot, Korvola & Warwick, LLP (TKW) presented to the Board the results of the FY2025 audit highlighting timely completion with an unmodified opinion. Key points included a \$2.6 million restatement related to compensated absences (GASB Statement 101), arbitrage rebate liability disclosure, and increased OPEB liability associated with multi-employer plans. Assigned fund balance presentation was noted in the governmental funds section, reflecting budget appropriations for FY26. Compliance with Oregon state regulations was confirmed with no exceptions found. The auditor's communication letter noted no adjusting journal entries or misstatements found. The auditor highlighted the District's strong financial management and prompt audit turnaround.

Director Rogers emphasized the importance of thorough audit review and praised District staff's accounting practices. An opportunity was identified to explore revenue recapture for EMS/public health services, considering Medicare/Medicaid reliance of ambulance providers. Director Balfour expressed gratitude and acknowledged the audit as a "tidy" and well-performed process.

FINANCE REPORT

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

- **The General Fund** ending fund balance is approximately \$22 million, expenditures under budget benchmarks, and staffing slowly increasing toward budgeted line FTE of 548.
- The District has received property taxes from Washington and Clackamas County, still waiting on Multnomah and Yamhill County which will be discussed at the Board Workshop in more detail.
- **Personnel Services** is under the budgeted benchmark at 23.3% including \$466,000 in conflagration expenses.
- **Materials and Services:** 20% of our budgeted amount year-to-date. No concerning trends.
- **Apparatus & Vehicle Fund 21:** minimal spending, under \$29,000 year to date. Two of the largest items budgeted in this fund include two pumpers at about \$1.3 million each, later this year.
- **Capital Improvements Fund 22:** year to date the District has expended \$159,000, largest expenditures related to asphalt resealing projects and new turnout washer purchases.

FINANCE REPORT (continued)

- **Merrc Fund 23:** A credit in expenditures noted from radios the District previously purchased and returned as some were not the right version.
- **Grants Fund 25:** noted quarterly payments related to the ARM Medic program.
- **Debt Service Fund 30:** anticipating receiving funds in the next month or so.
- **Insurance Fund 45:** the District self-insures for items that do not meet the deductible. Minimal activity.
- **Property & Building Fund 51:** funds have been set aside for the purchase of Stations 31, 63, and 22. The largest activity in this fund has been the purchase of Station 22 in rural Newberg, OR.
- **Capital Projects Fund 52:** expended around \$1 million on Stations 35, 20 and 62 and the training center.
- **Pension Fund 61:** standard activity year to date. We only have one beneficiary left in this fund.
- **LOSAP Fund 63:** defined benefit plan for volunteers with normal activity paying out eligible participants.
- **Custodial Fund 65:** activity noted in this fund relates to the Newberg Toy & Joy golf tournament.

Quarterly Investment Report CFO Colgrove reviewed the District's investment status for the period ending on September 30, 2025.

- There is \$105 million in our investment fund that earned \$1.37 million in interest income with an average of 4.2% return, exceeding the 2-year treasury benchmark of 3.6%.
- Plans were shared to move LOSAP funds from Fidelity to US Bank for improved management.

CORRESPONDENCE

Noted.

OLD BUSINESS

None.

NEW BUSINESS

Board Policy Section 5 (Training Division) Division Chief of Training James Whyte said consistent with practice, that staff and legal counsel reviewed Board Policy Section 5 (Training Division) and recommended minor changes to the policy as reflected in the draft. The policy was presented for approval and first reading.

Director Lauer moved, seconded by Director Balfour, to approve the first reading of Board Policy Section 5 (Training Division), by title only. The motion passed unanimously.

NEW BUSINESS (continued)

Victoria Jimenez gave the first reading of Board Policy Section 5 (Training Division), by title only.

Board of Directors Meeting Calendar Chief Weiss presented the 2026 Board of Directors Meeting calendar to the Board for approval. Chief Weiss highlighted one shift made from the usual meeting cadence and proposed to modify the March 17, 2026 Board Meeting to a brief session for approving minutes followed immediately by Budget Committee Workshop to streamline scheduling. The Board approved the revised calendar.

Director Balfour moved, seconded by Director Rogers, to approve the 2026 Board of Directors' meeting calendar as recommended by staff. Motion carried unanimously.

Diversity, Equity, & Inclusion Program Development Services: Phases 3 & 4 Director of Strategic Services Brian Smith sought the Board's approval for continuation of Future Work Design program aimed at improving workplace culture and employee engagement, following completion of phases one and two. Phases 3 and 4 were approved unanimously to finalize program development and implementation.

Director Rogers moved, seconded by Director Lauer, to authorize the Fire Chief or his designee to execute the necessary contract documents with Future Work Design as recommended. The motion passed unanimously.

Fire Suppression and Extinguisher Services Contract Controller Andy Smusz reported on a competitive bidding process resulting in contract award recommendation to Western States Fire Protection for fire sprinklers, extinguisher inspection, and maintenance services.

Director Rogers moved, seconded by Director Balfour, to approve the Fire Chief or designee to enter into a contract with Western States Fire Protection as recommended. The motion passed unanimously.

CHIEF'S REPORT

Capital Projects Update and Expenditure Summary CFO Valerie Colgrove and Deputy Chief of Administration Laura Hitt provided a joint update on four of the District's bond projects. Areas of note included:

- **Station 20 in Newberg:** Land use and temporary station permit under review. Expected to hear more on the temporary station permits in the next 30 days.
 - Year to Date: \$237,000
- **Station 35 in King City:** in final stages of temporary station set up, in the final weeks of land use and permitting review. Anticipated demolition and build to begin at the end of November, targeting the completion of construction by April 2027.
 - Year to Date: \$450,000

CHIEF'S REPORT (continued)

- **Station 62 in Aloha:** Permits in final stages and expected to receive permits by December 2025. Grade work begins March 2026, targeting the completion of construction by May 2027.
 - Year to Date: \$155,000
- **Station 67:** Targeting for contract completion on November 7, 2025. Currently, researching permitting requirements with the City of Beaverton. Anticipating construction completion by summer of 2027.
 - Year to Date: \$8,000
- **Training Center Administration Building in Sherwood:** Submitted permits for the temporary recruit modular classrooms and restroom trailer. Gathering documents to submit for a permit to demo the administration building.
 - Year to Date: \$191,000

Board Workshop Reminder Chief Weiss informed the Board that the Board Workshop is scheduled for Tuesday, November 18, 2025 at 3:00pm at CBOC.

Between the Tones Podcast Chief Weiss informed the Board that the District launched a new podcast called "Between the Tones," featuring District leaders. This podcast is meant for internal communications only and aimed at engaging staff with storytelling and educational content. New episodes out monthly.

HAAS Alert Chief Weiss informed the Board of innovative technology the District introduced called HAAS Alert. This technology improves emergency vehicle visibility by sending alerts to drivers via in-car navigation systems and smartphones about approaching emergency vehicles, aiming to reduce collisions by 90%. Currently, 18 units are active with the goal of outfitting 83 frontline apparatus by 2026. Video was projected to demonstrate how this technology is being used.

Conflagration Update Conflagration deployment metrics for 2025 wildfire season were presented. There have been 7 conflagration deployments since June, involving 43 personnel, 19 apparatus, and no injuries. Total statewide fire combat costs estimated at \$16.2 million, considered an average fire year.

District Events Chief Weiss provided the following updates:

- **Summer BBQ Recap:** a successful summer barbecue dedicated to staff occurred on September 16, 2025 at Jenkins Estate in Beaverton. There were over 100 people in attendance. Images of the barbecue were projected.
- **Volunteer Swearing-in:** promotional ceremony was noted recognizing new volunteers and promotions including 4 volunteer lieutenants, 11 incident support volunteers and 8 auxiliary volunteers.
- **OFSOA Conference Recap:** this year's conference was attended by District administrative staff for networking and professional development.

CHIEF'S REPORT (continued)

- Newberg Toy & Joy Golf Tournament: 32 teams participated in this event and raised over \$7,000 for the Newberg Toy & Joy program.
- The October Community Events Report was presented.

DIRECTORS' REPORT

Director Rogers reported meeting with ODOT District 1 manager Ryan Windchimer to enhance collaboration on permitting and emergency response, with background connections to past wildfire support at Multnomah Falls. Director Lauer attended TVF&R's promotional ceremony encouraging board member participation in key events. Director Balfour requested advanced sharing of board workshop agendas; staff agreed to provide prior email communications with topics to help prepare members. Directors discussed the upcoming board workshop and potential inclusion of engagement strategy discussions for future workshop agendas.

ITEMS NOT LISTED ON THE AGENDA

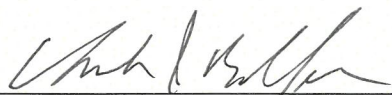
None.

ADJOURNMENT

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

There being no further business to come before the Board, President Dillingham adjourned the meeting at 4:36 p.m.

APPROVED on November 18, 2025



Clark I. Balfour, Secretary/Treasurer

Minutes recorded & prepared by Victoria Jimenez