



**Tualatin Valley Fire & Rescue Board of Directors Meeting Minutes:  
Tuesday, October 25, 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>

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**ATTENDANCE**

Board Members: Clark Balfour, Justin Dillingham, Gordon Hovies, Randy Lauer, and Bob Wyffels.

Others present: Scott Bethke, Connie Brodehl, Kristin Chaffee, Aaron Compton, Tim Collier, Mark Cross, Steve Forster, Kenny Frentress, Chris Hamilton, Heidi Hicks, Laura Hitt, Chad Liggett, Holly Myers, Brian Smith, Andy Smusz, Ben Sorenson (3:50 PM), Lee Trotter, Cassandra Ulven, Chief Weiss, James, Whyte, Eric Wicks – TVF&R; Bob Blackmore – Attorney; Guests: Ron Cutter – Brown & Brown Northwest, Inc; Julie Fahey – Talbot, Korvola & Warwick, LLP.

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**REGULAR SESSION**

**CALL TO ORDER**                      President Lauer called the Board meeting to order at 3:03 p.m.

**CONSENT AGENDA**

President Lauer made a statement prior to presenting the consent agenda for approval, in response to comments made by Director Hovies at the September 27 Board of Directors' meeting. President Lauer stated he was aware Chief Weiss would not be attending the August or September meetings, and he noted the Chief's contract includes the expectation for him to participate in job related conferences and trainings, and to serve on public and private boards. Chief Weiss was attending conferences as a representative of TVF&R, the Oregon Fire Chiefs Association, and the Oregon fire service. President Lauer stated he has full confidence in staff to conduct Board meetings in Chief Weiss' absence.

There was further discussion. Directors Dillingham, Wyffels and Balfour stated Chief Weiss' communication with the Board president was adequate, and they supported the Chief's activities.

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

**RECOGNITION**

None.

## RESIDENT PARTICIPATION

None.

## STAFF PRESENTATION

Annual Liability Insurance Update Ron Cutter, Brown & Brown Northwest, LLC reviewed the District's 2022-2023 Insurance proposal.

- The policy does not include boiler coverage.
- Ron expects a fifteen percent premium increase next year, in part due to inflation.
- The earthquake coverage limit is the maximum available through Special Districts.
- The \$2.5 million crime coverage is through Travelers Insurance. Special Districts limits their coverage to \$1 million.
- Cyber-extortion coverage is becoming difficult for government entities to obtain. Ron expounded on the different components included in cyber coverage.
- State Accident Insurance Fund's (SAIF) workers compensation and experience modification rates increased significantly due to the District's loss activity and claims filed over the last three years.

There was discussion about the District's workers compensation claims and how they affect rates, and how liability limits apply to claims.

Annual Comprehensive Financial Report (ACFR) Julie Fahey of Talbot, Korvola & Warwick, LLP (TKW), reviewed the components of the District's 2021-2022 ACFR and audit report. Items of note include:

- The Opinions section of the Independent Auditor's Report has been moved to the front page, making it more transparent. The audit determined the financials were fairly presented.
- New emphasis has been placed on assessing whether the entity has the ability to continue. TKW did not find any points of concern.
- The District implemented Governmental Accounting Standards Board (GASB) Statement 87, adding leases to the Statement of Net Position.
- The Public Employee Retirement System (PERS) Net Pension Liability went from \$154 million to \$79 million, mostly due to investment performance. The District has no control over this line item.
- The District's revenues exceeded expenditures by \$12 million, ending the year with \$63 million, as shown in the Statement of Activities.
- TKW did not find any noncompliance issues in the financial statements.
- Julie reviewed the content of TKW's communication to the Board of Directors.
- There are new GASB Statements issued that may apply to the District next year.

## FINANCE REPORT

Finance Report (September 2022) Chief Financial Officer (CFO) Tim Collier reviewed the finance report and the purpose and activity of each of the Fund accounts for the period ending September 30, 2022. Activity of note included:

- The District will begin received tax revenues in a few weeks.
- Trends are tracking as normal.
- Property taxes are expected to go up approximately 4.1%, slightly above projections.
- Newberg transports are trending with last year. Other medical transports are slightly higher.
- Conflagration billings are being prepared, but not yet submitted.
- Expenditures are tracking as expected.
- The Capital Improvements Fund 22 will see more activity later in the year.
- The District is waiting on a consortium in Washington County to decide how to implement Merrc Fund 23.
- The Debt Service Fund 30 will begin to show activity in November. The amount projected from the property taxes will be sufficient to cover the fund, and the rate came in slightly below the maximum rate promised to the voters.
- Activity in Insurance Fund 45 is for the rental of a water pump at the Training Center until repairs can be completed. The repairs will be covered by insurance.
- Capital Projects Fund 52 is the bond fund. Expenditures will increase in the spring when Station 62 construction begins.
- Two remaining individuals are receiving benefits through Pension Fund 61.

Quarterly Investment Report CFO Collier reviewed the Quarterly Investment Report.

- All funds are currently held in the Local Government Investment Pool account. As tax revenues are received, additional investment accounts will be added.
- Funds from the bond sales will be allocated to meet the cash flow obligations of the bond.
- The Pension Fund incurred an investment loss, but there are still adequate funds to meet the obligations.

## CORRESPONDENCE

Noted.

## OLD BUSINESS

Board Policy Section 1.8 (District Board Operations, Meetings) Director of Government Affairs Cassandra Ulven stated the policy was presented for first reading at the September 27, 2022 Board meeting. At that time, the policy was approved as presented. The Board discussed adding additional language allowing meetings to be conducted entirely virtual in the event a quorum of the Board members cannot attend in person.

OLD BUSINESS (continued)

Attorney Bob Blackmore determined this would be a substantial modification and would require another first reading.

**Director Balfour moved, seconded by Director Wyffels, to have staff add language establishing when meetings can be conducted entirely virtual, and bring it back to the Board for first reading. Motion carried unanimously.**

Board Policy Section 11 (Community Services) Cassandra Ulven said Board Policy Section 11, Community Services, was presented for the first reading at the September 27, 2022 Board of Directors' meeting. At that time no further revisions were suggested. The policy was presented for second reading and Board approval.

**Director Wyffels moved, seconded by Director Dillingham, to approve the second reading of Board Policy Section 11, Community Services, by title only. Motion carried unanimously.**

Connie Brodehl gave the second reading of Board Policy Section 11, Community Services, by title only.

NEW BUSINESS

Purchase Four Ford F-150 Trucks Contracts Administrator Eric Wicks and Fleet Maintenance Manager Chad Liggett presented a proposal from Landmark Ford for the purchase of four F-150 trucks for a total purchase price of \$186,356.28.

Chad Liggett stated an apparatus committee of staff, direct staff of the departments receiving the vehicles, and management, was established for developing all the vehicle selections.

**Director Dillingham moved, seconded by Director Balfour, to authorize the Fire Chief or designee to purchase the vehicles as recommended. Motion carried unanimously.**

Purchase Three Ford Explorer Special Service SUVs Eric Wicks and Chad Liggett presented a proposal to purchase three Ford Explorers to replace Toyota FJ Cruisers as incident response vehicles. The District utilized a State cooperative agreement with Landmark Ford for a total purchase price of \$134,189.85. This purchase would replace three of the eight Cruisers.

**Director Wyffels moved, seconded by Director Dillingham, to authorize the Fire Chief or designee to purchase the vehicles as recommended. Motion carried unanimously.**

NEW BUSINESS (continued)

Purchase Two Pierce Tractor Drawn Aerial Fire Apparatus Eric Wicks and Chad Liggett presented a proposal from Hughes Fire Equipment, Inc. the dealer for Pierce Manufacturing, for the purchase of the two apparatus as part of the long-term fleet replacement plan. The total purchase price of \$3,429,345 is part of a cooperative procurement contract through Sourcewell. Pierce Manufacturing recently announced a 6.5% price increase effective November 1, 2022. Purchasing the apparatus now would avoid the price increase. Director Dillingham commended staff for taking the initiative on the cost-saving purchase.

**Director Dillingham moved, seconded by Director Balfour, to authorize the Fire Chief or designee to enter into a purchase contract with Pierce Manufacturing as recommended. Motion carried unanimously.**

Purchase Stryker Defibrillators Eric Wicks and Medical Services Chief Ben Sorenson presented a quote from Stryker Medical in the amount of \$145,564.64 to replace automated external defibrillators (AEDs) nearing end of life. The devices are compatible with previous items purchased, and software already in use. The purchase would be through an interstate cooperative contract. Sixty-seven of the AEDs would be placed in District facilities, and eight enhanced units would be placed in EMS staff and response staff vehicles. The disposition of the AEDs being replaced is still under review. There are factors to be considered, including potential District liability.

**Director Dillingham moved, seconded by Director Wyffels, to authorize the Fire Chief or designee to execute the necessary contract documents with Stryker Medical as recommended. Motion carried unanimously.**

2023 Board of Directors' Meeting Calendar Chief Weiss presented the proposed Board of Directors' meeting calendar for 2023. Director Dillingham suggested with the new option for meetings to be held virtually, additional language may be needed regarding location.

**Director Wyffels moved, seconded by Director Dillingham, to approve the 2023 Board of Directors' Meeting Calendar, with the additional notation regarding the location to be at the TVF&R Command and Business Center unless otherwise noted on the Board agenda. Motion carried unanimously.**

CHIEF'S REPORT

Capital Projects Expenditure Summary CFO Collier reviewed the Capital Projects report for Station 62, the District's only active capital project. It has had minimal activity so far.

Board Workshop – November 29, 2022 Chief Weiss announced the annual Board workshop will take place in conjunction with the November 29 Board meeting. The meeting will begin at 3:00 PM and be held virtually.

## CHIEF'S REPORT (continued)

District Activities Report Chief Weiss reviewed recent District events, including:

- A “knock and talk” event at an apartment complex following a significant fire
- Station 54 and Station 39 Open Houses
- A Community Academy, hosting seven community leaders
- Two Promotional Ceremonies
- Meritorious Awards Ceremony

Chief's Activity Report Chief Weiss provided an overview of his activity over the past few months. He participated in over twenty-four events or conferences representing the District, the Oregon Fire Chiefs Association, and the Western Fire Chiefs Association. He spoke briefly about his role in the organizations, and the organizations focus for the future of the Oregon fire service.

## DIRECTORS' REPORT

All the Directors commented on recent Promotional Ceremonies, Open Houses and the Meritorious Award events, and commended staff on how well they were executed, and received by the public.

Director Dillingham extended his thoughts for EMS Division Chief Steven Boughey's family, as they deal with a medical issue.

Director Wyffels reported he has been advised the new WCCCA facility parking lot is finished, as is the exterior lighting. There are still interior issues to be resolved. He expects occupancy to be in early 2023.

Director Wyffels expressed concern about Station 35 and Station 52 in the event of a major earthquake. He suggested having an assessment done. Chief Weiss said staff will review the assessments that were already performed, and report back to the Board.

## ITEMS NOT LISTED ON THE AGENDA

Director Wyffels expressed an interest in the TVF&R reengaging with the Oregon Fire District Directors Association (OFDDA). Director Dillingham supported having a conversation, and he offered to engage if needed. Chief Weiss offered to reach out on behalf of the Board. Director Balfour stated he would like to know what benefit it would provide to the District before considering membership.

## ADJOURNMENT

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

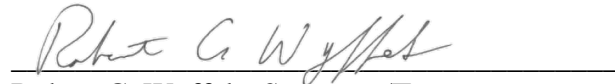
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There being no further business to come before the Board, President Lauer adjourned the Board meeting at 5:16 PM.

**APPROVED** on November 29, 2022

A handwritten signature in cursive script, reading "Robert C. Wyffels", is written above a horizontal line.

Robert C. Wyffels, Secretary/Treasurer

Minutes recorded & prepared by Connie Brodehl