



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

Tuesday, November 18, 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, Clark Balfour, Randy Lauer, Roy Rogers, Bob Wyffels – in person.

Others present: Valerie Colgrove, Patrick Fale, Brian Ernst, Chris Hamilton, Corrine Hanning, Alex Haven, Kristen Henderson, Heidi Hicks, Laura Hitt, Victoria Jimenez, Eric Kennedy, Robert Petracca, Ryan Robinson, Lucy Shipley, James Smario, Brian Smith, Andy Smusz, 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 3:00 PM.

#### CONSENT AGENDA

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

#### RECOGNITION

None.

#### PUBLIC PARTICIPATION

None.

#### STAFF PRESENTATION

None.

#### FINANCE REPORT

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

- **The General Fund** ending fund balance is approximately \$9.2 million which is slightly lower than prior years due to increased FTE associated with the local option levy and larger academies.

## FINANCE REPORT (continued)

- First FY26 property tax payment expected this week; overall revenue timing discussed.
- Expenditures year-to-date are at 29% of budget year-to-date (benchmarked at 33.3%). All Directorates are under benchmark.
- Personnel services are at 31% year-to-date (includes ~\$600k of conflagration deployment costs).
- Budgeted union FTE is 548 for the year; current is 512 (effort to reach target with academies).
- Materials & services are at ~28% of budget year-to-date; no concerning trends identified.
- **Capital Projects Fund 52:** investment earnings are strong (80% of the budgeted amount). Around \$1.6 million was expended in the first four months for Stations 35, 62, 20 and the Training Center. More details on the capital expenditure are to be presented at the Board Workshop.

A question was raised about the Newberg transport billing timeline. Staff confirmed that the District typically sees the first payment 45 days after invoicing; full completion of claim may take around 3 months.

## CORRESPONDENCE

Positive community feedback noted for the Community Academy. The Secretary of State sent a thank-you card after participating in a 24-hour academy this October.

## OLD BUSINESS

Board Policy Section 5 (Training Division) Division Chief of Training James Whyte stated that Board Policy Section 5 - Training Division was presented for the first reading at the November 18, 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 Section 5 (Training Division), by title only. The motion passed unanimously.**

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

## NEW BUSINESS

Board Policy Section 6 (Fire Chief Role and Executive Functions) Chief Weiss said consistent with practice, that staff and legal counsel reviewed Board Policy Section 6 (Fire Chief Role and Executive Functions) and does not recommend changes to the current policy. The policy was presented for approval and first reading.

NEW BUSINESS (continued)

**Director Rogers moved, seconded by Director Balfour, to approve the first reading of Board Policy Section 6 (Fire Chief Role and Executive Functions), by title only. The motion passed unanimously.**

Victoria Jimenez gave the first reading of Board Policy Section 6 (Fire Chief Role and Executive Functions), by title only.

Bailout Device Purchase District Chief Robert Petracca requested the Board's approval to purchase 300 CMC Rescue Lever devices from L.N. Curtis & Sons via Sourcewell cooperative contract for \$144,375. Current HALO bailout devices are unsustainable due to sourcing and maintenance issues. Staff evaluated alternatives and selected CMC Rescue Lever devices (NFPA-rated lever models) following research, testing and asset management considerations. Discussion included rationale vs. climber-type gear and NFPA rating.

**Director Rogers moved, seconded by Director Lauer, to authorize the Fire Chief or his designee to execute the necessary contract or purchase order documents with L.N Curtis & Sons as recommended. The motion passed unanimously.**

CHIEF'S REPORT

New Hire Announcements Chief Weiss welcomed the following new hire:

- Tiffany Tone was hired for the Senior Payroll Specialist position effective October 6, 2025.

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

- Sean Hoffmeister was promoted to Battalion Chief effective on October 1, 2025.
- Christopher Tompkins was promoted to Captain effective on October 1, 2025.
- Brent Bocchetti, Paul Carpenter, Austin Ellerton, Dalton Lickteig, Robert Rake, Vincent Sardam, Priscilla Taparra and Cody Walker were promoted to Apparatus Operators effective October 15, 2025.

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

- Steven Johnson retired from the Lieutenant position on October 31, 2025. He served TVF&R for 24 years.
- Jennifer Pelster retired from the Firefighter position on October 31, 2025. She served TVF&R for 27 years.
- William Coker retired from the Firefighter position on October 31, 2025. He served TVF&R for 26 years.
- Darrin Shore retired from the Firefighter position on October 31, 2025. He served TVF&R for 19 years.

## CHIEF'S REPORT (continued)

Employee of the Quarter Chief Weiss congratulated Dorene Boger for being awarded Employee of the Quarter 3<sup>rd</sup> Quarter 2025 for her outstanding performance amid significant staffing challenges on her team, ensuring the Public Education team kept up with the continual demands.

District Events Chief Weiss provided the following updates:

- Community Academy, a 24-hour program for community leaders, occurred this year on October 24 -25. There were 11 leaders in attendance including the Secretary of State, mayor of Beaverton, city councilors, senior living owner, regional service directors. The program included station visits and ride-alongs. The program received positive media coverage and plans to run again in spring.
- Halloween Potluck & Chili Cookoff occurred this year on October 30. There were eight chili cookoff contestants; Controller Andy Smusz won a chili competition, and the Public Affairs team won best group costume. Chief Weiss recognized staff organizers.
- West Coast Giant Pumpkin Regatta: Station 34 team placed first place at this year's Pumpkin Regatta event on October 19. Event highlighted for public engagement.
- The November Community Events Report was presented.

Labor Relations Chief Weiss informed the Board that he is anticipating a formal letter from the Local 1660 to begin bargaining for a successor contract (current contract ends July 2026). Initial bargaining discussions are planned for early February 2026 and the Board can anticipate an executive session in February to discuss bargaining strategy. Local 1660 currently comprises two groups: firefighters (line staff) and logistics.

Intern Program Chief Weiss noted that four interns recently joined TVF&R. The program places college-age interns at stations with assignments and supports school coursework. The program has a high success rate leading to hiring list placement.

## DIRECTORS' REPORT

Directors discussed re-engagement with the Oregon Fire District Directors Association (OFDDA). Directors expressed their support for rejoining the OFDDA to strengthen peer networks and training. No formal action required at this time, but consensus was reached to pursue further.

Director Rogers expressed interest in doing more outreach to local mayors. Board President Dillingham and Director Balfour volunteered to meet with local mayors as "ambassadors of goodwill" (not negotiating on behalf of staff). Staff should be notified before any meetings to provide background and coordinate talking points. The Board asked for staff support and calendar coordination. Additionally, the Board recognized long-serving staff and the value of institutional continuity.

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 3:31 p.m.

**APPROVED** on November 18, 2025



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Clark I. Balfour, Secretary/Treasurer

Minutes recorded & prepared by Victoria Jimenez