

MINUTES OF TUALATIN VALLEY FIRE AND RESCUE BOARD OF DIRECTORS
MEETING ON TUESDAY, APRIL 27, 2010, 6:30 P.M., AT THE DISTRICT
ADMINISTRATION OFFICE LOCATED AT 20665 S.W. BLANTON STREET, ALOHA,
OREGON

ATTENDANCE

Board Members: Clark Balfour, Brian Clopton,
Gordon Hovies, Robert Wyffels

Others present: Assistant Chief Dustin Morrow,
Sherry Arasim, Sherri Camarillo, Kevin Day,
Dan DeHaven, Claire Doolittle, Steve Forster,
Debra Guzman, Kirk Hale, Jeff Jones, Siobhan Kirk,
Steven Partain, Walt Peck, Marc Reed, Gary Wells,
Eric Wicks, Bev Wilkinson – TVF&R;
Bob Blackmore – Attorney; Sue Lamb – Guest

Carol Gearin and Deputy Chief Mike Duyck had
excused absences.

REGULAR SESSION

CALL TO ORDER

President Wyffels called the Board meeting to order at
6:30 p.m.

CONSENT AGENDA

**Mr. Balfour moved, seconded Mr. Clopton,
approval of the Consent Agenda.
Motion carried unanimously.**

RECOGNITION

There was no recognition.

STAFF PRESENTATION

CBOC Board Room. Assistant Chief Dustin Morrow
distributed the floor plan and reviewed the design of
the new Board Room at CBOC. The seating area for
the Board will remain a horseshoe style, which can be
separated from the multi-purpose room with movable
dividers. The room will have a fixed overhead
projector.

CITIZEN PARTICIPATION

There was no citizen participation.

FINANCE REPORT

Finance Report (March 31, 2010). Chief Financial
Officer Debra Guzman reviewed the financial report
for the period ending March 31, 2010. Benchmark is at
75% for the ninth month of the fiscal year.

FINANCE REPORT

Quarterly Investment Report (March 31, 2010). CFO Guzman reviewed the pension funds, operating investments, and pension investments for the period ending March 31, 2010, as required per Board policy.

CORRESPONDENCE

There was no correspondence.

OLD BUSINESS

Board Policy Section Four (Personnel). Staff presented revisions to Board Policy Section Four to the Board of Directors at the March meeting. At that time, the Board had additional minor revisions, which have been incorporated.

Mr. Hovies moved, seconded Mr. Balfour, to approve the Second Reading of Board Policy Section Four (Personnel) by title only, and approve the policy as submitted.

Motion carried unanimously.

Sherrri Camarillo gave the Second Reading of Board Policy Section Four – Personnel, by title only.

LOCAL CONTRACT REVIEW BOARD

Mr. Clopton moved, seconded Mr. Balfour, to move into Local Contract Review Board to review a request to authorize special procurements.

Motion carried unanimously.

LCRB Resolution 2010-04 (Special Procurements). Purchasing Manager/Contracts Administrator Eric Wicks reported that Oregon Revised Statutes Chapter 279B.085 allows the District to seek approval of special procurements by the LCRB. The LCRB may approve special procurements if the LCRB finds that a written request is unlikely to encourage favoritism; is reasonably expected to result in substantial cost savings to the District; and otherwise substantially promotes the public interest. When the LCRB approves the special procurements, the District may award contracts to acquire goods or services within the guidelines of the special procurements without making subsequent requests for special procurements.

**LOCAL CONTRACT REVIEW
BOARD (cont)**

**Mr. Hovies moved, seconded Mr. Clopton, to approve LCRB Resolution 2010-04, Special Procurements.
Motion carried unanimously.**

REGULAR SESSION (cont)

President Wyffels reconvened the meeting into Regular Session.

NEW BUSINESS

CBOC Furniture Purchase. Eric Wicks reported the goal during the research for furniture for the new CBOC was to establish furniture standards that could be utilized across the Operating Centers in order to create practical, cost effective, and easily scalable work environments with products that will remain functional and adaptable over the next twenty years or more. Funding is included in the FY 2011 capital budget.

**Mr. Clopton moved, seconded Mr. Hovies, to approve the purchase of furniture for the Command and Business Operations Center from Pacific Office Furnishings for a total price of \$1,128,173, and to authorize the Fire Chief or his designee to sign the contracts necessary to execute this purchase.
Motion carried unanimously.**

CBOC Guaranteed Maximum Price. Eric Wicks reported that on December 15, 2009, the Board approved a contract with Howard S. Wright Constructors for the Phase 1 – Structural Upgrade and Phase 2 – Design Development Services for the CBOC improvement project. The Design Development Services, conducted in cooperation with the District design team and PSE Architects, provided the basis for the development of a Guaranteed Maximum Price (GMP) for the major portion of the project, the interior build out, which the District will pay for the project.

The actual cost may well be less if the cumulative sub-contracts, which are publicly bid, are less than the budget estimate. The GMP includes a 5% contingency, which can only be spent with the District's approval.

NEW BUSINESS (cont)

The GMP for the interior build out has been established at \$5,201,875.

Staff is asking authorization to increase the existing contract with Howard S. Wright Constructors for Phase 3 – Construction Services for the CBOC improvement project in the amount of \$5,201,875, the GMP.

Mr. Hovies moved, seconded Mr. Balfour, to authorize the Fire Chief or his designee to award the contract for Phase 3 – Construction Services for the CBOC improvement project to Howard S. Wright Constructors at the Guaranteed Maximum Price of \$5,201,875, and to execute all contract documents required. Motion carried unanimously.

Civil Service (Ordinance 2010-01). Director of Human Resources Bev Wilkinson reported that a team of three of the District’s Civil Service Commissioners, the Civil Service Chief Examiner, a representative from Local 1660, and a member of the District’s Human Resources Department have held a series of meetings over the past few months to review and consider revision of the District’s Civil Service Rules in accordance with Civil Service Rule III: *“Adoption and Amendment of the Rules.”* Two of the changes recommended by this team require an amendment to Ordinance 87-02, which requires approval by the District’s Board of Directors. A third change is recommended to the Ordinance as a “housekeeping” item.

Mr. Clopton moved, seconded Mr. Hovies, to approve the First Reading of Ordinance 2010-01 – Amending the Civil Service System by title only. Motion carried unanimously.

Sherri Camarillo gave the First Reading of Civil Service (Ordinance 2010-01), by title only.

NEW BUSINESS (cont)

Air/Rehabilitation Apparatus Purchase. Fleet Operations Manager Kevin Day reported funding is approved in the FY10 budget for the purchase of two Air/Rehabilitation apparatus to support the operational deployment model.

The FY10 amount of \$800,000 has been re-budgeted in FY11 for \$1,000,000. A total of three apparatus manufacturers submitted bid proposals for the two units. Pierce Manufacturing submitted the lowest priced responsive bid of \$513,106 each for two units.

Funding for this purchase will come from the Bond Fund.

As part of the overall purchase, Pierce has also offered best pricing for purchase of two District surplus 1998 engines, proceeds of which will revert to the Bond Fund and offset part of the purchase price. Expected cash outlay, after prepayment discounts and trade-in allowances, on the two Sabers will be approximately \$841,780.

Board Policy Section Five (Training Division).

Training Division Chief Marc Reed reported that consistent with practice, staff has reviewed Board Policy Section Five and recommends adding the use of external resources/programs to support continuing education to the policy.

Mr. Balfour moved, seconded Mr. Hovies, to approve the First Reading of Board Policy Section Five – Training Division, by title only. Motion carried unanimously.

Sherri Camarillo gave the First Reading of Board Policy Section Five – Training Division, by title only.

CHIEF'S REPORT

Station 59 Grand Opening. AC Morrow reported a successful grand opening was held on April 3, 2010.

CHIEF'S REPORT(cont)

TVF&R Meritorious Awards and Promotions Ceremony. AC Morrow reported the ceremony will be held on May 8, 2010, 2:00 p.m. at Stafford Woods Conference Center.

Assistant Chief Recruitment. AC Morrow reported there are 36 applicants for the position. Seven have met the qualifications. Interviews will be scheduled in the next several weeks.

Fire Rescue International. AC Morrow reported that FRI will be held in Chicago, Illinois, August 24 -28, 2010. If any Board members plan to attend, please let staff know.

Employees of the Quarter. AC Morrow reported the Outstanding Employees of the Fourth Quarter – 2009, were nominated by Emergency Management Program Manager Jeff Rubin. Communications staff Lissa Piper, Brandon Smith, and Brian Phillips were given the award for developing a program to train staff how to operate various communication devices, e.g. hand-held 800-MHz radios, Nextel phones, satellite phones, and the Human Repeater System, which would be used in emergency situations. These devices are rarely used, but would likely be necessary in a disaster.

The team trained 86 employees over the course of three days and included three consecutive 90-minute sessions in three different locations. Employees provided positive feedback and proved retention of the material two weeks later during the Human Repeater Drill. The project was extensive and outside the Communications Team's job scope. The training added substantial value to daily as well as disaster operations.

Additional nominations for Employee of the Quarter included Captain Troy Spisla, Operations; Kelsey Dietrick, Operations; and the Fire Prevention

Administrative Assistant Team: Andrea Smith, Dorene Boger, Kim Sunderlin, Rachel Ford, and Julie Mills.

CHIEF'S REPORT (cont)

Budget Committee Dinner and Meeting. CFO Guzman reported the Budget Committee dinner and meeting will be held on May 20, 2010, 6:00 p.m. at the TVF&R Administration Building.

CFO Guzman reported staff is sensitive to the economy and historically brings salary range increase requests to the Board at the June meeting. This year, there will be no wage increase for the union, except as per the union contract.

At the June Board meeting, staff will propose a zero percent increase to the non-union benefit structure.

CFO Guzman complimented Division Chief Jeff Jones and staff for managing the MUNIS program. The District is very pleased with the program. The program was on time and on budget. The District has discussed self-hosting the program and is negotiating what the contract will allow, including any credits the District may be eligible for.

CFO Guzman reported there will be additional staff proposed at the upcoming Budget meeting. The District would also like to allow for two recruit academies. There are 29 employees eligible to retire.

Capital Bond Update. Director of Capital Bond Program Gary Wells reported the following:

Station 34-Tualatin. Foundations and interior slabs are complete. New sanitary sewer connection is complete. Framing of walls and roof is complete.

Station 53-Progress. Minor moisture in some exterior locations has been discovered and has been addressed. A final walk through with punch-list is being scheduled. Completion date is forecasted for April 23, 2010.

CHIEF'S REPORT (cont)

Station 58-Bolton. Site concrete work continues with pouring of the onsite sidewalks, main building entrance, and Elliot Street approach. Exterior siding is complete. Roofing is complete. Moisture was discovered in various locations and is being addressed. Permanent power has been connected. Elevator and cabinetry is being installed. Completion date is forecasted for mid-May.

Station 59-Willamette. Station 59 is fully operational. Minor punch list items are being addressed. Temporary occupancy permit has been extended 30 days. The General Contractor is preparing documents for LEED submittal.

CBOC. Phase 1 seismic upgrades and preliminary rough-in work for the main tenant improvements is nearing completion and will be coordinated with the kick off of the next phase. The revised interior lobby concept plan and interior finishes were presented and approved by TVF&R staff. Pacific Office Furnishings submitted an estimated budget, which will be presented to the Board of Directors for review and approval.

On behalf of Chief Duyck, AC Morrow distributed the new organizational chart to the Board of Directors. Chief Duyck will contact each of the Board members to review and answer any questions.

PRESIDENT'S REPORT

President Wyffels requested the Board attend the May 8, 2010 Meritorious Awards and Promotions Ceremony if at all possible.

President Wyffels thanked Executive Officer Alec Jensen, Chief Duyck, and the numerous staff who attended the recently held City of Tualatin Urban Renewal meetings.

President Wyffels reported the WCCCA Budget meeting was held on April 22, 2010. TVF&R's rate will increase to 9.9%.

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ITEMS NOT ON THE AGENDA

Board member Gordon Hovies thanked TVF&R Engine 35 crews for responding on a call of a good friend of his who passed away recently due to cardiac arrest.

ADJOURN

**Mr. Hovies moved, seconded Mr. Clopton, to adjourn the meeting.
Motion carried unanimously.**

There being no further business to come before the Board, President Wyffels adjourned the meeting at approximately 7:33 p.m.

Approved this _____ day of _____, 2010.

Secretary/Treasurer

Minutes recorded by Sherri D. Camarillo