



MINUTES OF TUALATIN VALLEY FIRE AND RESCUE BOARD OF DIRECTORS
MEETING ON TUESDAY, DECEMBER 15, 2009, 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, Carol Gearin, Robert Wyffels

Others present: Deputy Chief Mike Duyck,
Sherry Arasim, Sherri Camarillo, Tom Clemo,
Dan DeHaven, Claire Doolittle, Karen Eubanks,
Steve Forster, Debra Guzman, Kirk Hale,
Rocky Hanes, Siobhan Kirk, Paul LeSage,
Dustin Morrow, Walt Peck, Brian Sherrard,
Eric Wicks, Bev Wilkinson – TVF&R;
Bob Blackmore – Attorney; Sue Lamb– Guest

REGULAR SESSION

President Wyffels called the Board meeting to order at
6:35 p.m.

CALL TO ORDER

Approval of Board Meeting Minutes (November 24,
2009).

CONSENT AGENDA

**Mr. Hovies moved, seconded Mr. Clopton, approval
of the Board Meeting Minutes (November 24, 2009).
Motion carried unanimously.**

RECOGNITION

There was no recognition.

CITIZEN PARTICIPATION

There was no citizen participation.

STAFF PRESENTATION

There was no staff presentation.

FINANCE

The finance report is deferred until the January Board
meeting.

CORRESPONDENCE

There was no correspondence.

OLD BUSINESS

Board Policy Section Two (Bylaws of the Board).
Deputy Chief Mike Duyck reported that consistent with
practice, staff presented revisions of Board Policy
Section Two – Bylaws of the Board for comment and
First Reading at the November 24, 2009 meeting.

OLD BUSINESS (cont)

At that time, the Board had no further revisions for the policy. Staff presented the policy for Second Reading and Board approval.

Mr. Hovies moved, seconded Ms. Gearin, to approve the Second Reading of Board Policy Section Two by title only and approval of the policy as submitted.

Motion carried unanimously.

Sherri Camarillo gave the Second Reading of Board Policy Section Two – Bylaws of the Board by title only.

NEW BUSINESS

Cell Tower Lease. Chief of Staff Tom Clemo presented a proposed site lease agreement with Clearwire US, LLC, which utilizes an existing tower at the District's Jenkins Road location. It will generate \$500 per month in revenue. In addition to the revenue, the agreement includes desired site improvements to the property at no cost to the District.

Ms. Gearin moved, seconded Mr. Hovies, to authorize the Fire Chief or his designee to execute the new site lease agreement with Clearwire US, LLC.

Motion carried unanimously.

Construction Manager/General Contractor Contract Award for CBOC. Director of Capital Bonds Projects Gary Wells reported on November 24, 2009, the Board, acting as the Local Contract Review Board, approved LCRB Resolution 2009-01, authorizing an exemption from competitive bidding requirements for the CBOC improvement project and approving the use of the Construction Manager/General Contractor (CM/GC) alternative contracting method. On December 8, 2009, proposals were received in response to the District's Solicitation No. RFP 09-0003 Construction Manager/General Contractor Services for the CBOC.

A total of ten proposals were received.

NEW BUSINESS (cont)

The District's Evaluation Committee is in the process of reviewing the proposals and anticipates having a list of three finalists prior to the Board meeting.

Final selection will not be made by that time, but in order to ensure that this project stays on schedule, award of the contract prior to the end of the month is essential, thus the request for an advanced authorization to award.

Mr. Clopton moved, seconded Mr. Hovies, to authorize the Fire Chief or his designee to award the contract for RFP 09-0003 to the selected vendor for Phase 1 and Phase 2 of the CBOC improvement project at a cost not to exceed \$500,000, and to execute all contract documents necessary to do so. Motion carried unanimously.

CHIEF'S REPORT

Partnership Program. Partnership and Public Information Manager Karen Eubanks gave an overview of several programs where TVF&R has corporate partners, including a fall protection program for seniors. TVF&R was able to partner with a local restoration company for \$1,500 for nightlights that will be distributed at safety fairs. A local automobile repair company was so impressed with the SKID program, which simulates fatal motor vehicle accident re-enactment at high schools, the firm donated \$6,500 to help pay for a SKID video to be featured on Comcast. The video averages 100 viewers per week. Ms. Eubanks said the District has an opportunity during the next firefighter stair climb to request donations for a cardiac mass media campaign. The campaign would demonstrate the signs and symptoms of a heart attack. The price for the campaign is \$60,000.

Fire Chief Magazine 2009 Station Style Design Award. Deputy Chief Duyck reported the November issue of Fire Chief Magazine showcased TVF&R's Station 50 in their 2009 Station Style Design Awards. The District's newest fire station 50 received a Satellite Notable award for the LEED Gold-certified building.

CHIEF'S REPORT (cont)

The station was entered by Peck Smiley Ettlin Architects, Inc. Staff has requested copies of the magazine to distribute to the Board next month.

Recruit Graduation. Deputy Chief Duyck reported that 14 of 16 of TVF&R's newest firefighter recruits graduated and were sworn in at an afternoon ceremony held today at the Training Center.

CBOC Tenant Improvements. Deputy Chief Duyck reported that the Fire Chief received a letter from a local furniture company expressing disappointment in not being selected as the furniture vendor for the new CBOC. Staff and legal counsel are preparing a response to the letter.

PRESIDENT'S REPORT

President Wyffels thanked staff for the achievements the District has made this past year. He said it has been a fantastic year for TVF&R. He also relayed that the District's taxpayers should be proud of the high level of professionalism and customer service given by employees and volunteers.

President Wyffels personally thanked Chiefs Hale and LeSage for their efforts over the years. He wished everyone a happy holiday season.

ITEMS NOT LISTED ON THE AGENDA

There were no items not listed on the agenda.

Ms. Gearin moved, seconded Mr. Hovies to move out of Regular Session and into Executive Session. Motion carried unanimously.

EXECUTIVE SESSION

President Wyffels moved the meeting into Executive Session at 7:29 p.m.

Ms. Gearin moved, seconded Mr. Hovies, to move out of Executive Session and resume into Regular Session. Motion carried unanimously.

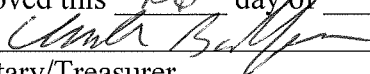
REGULAR SESSION (cont)

President Wyffels reconvened the meeting back into Regular Session at 7:32 p.m.

ADJOURN

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

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

Approved this 26th day of January, 2010.

Secretary/Treasurer

Minutes recorded by Sherri D. Camarillo