

MINUTES OF TUALATIN VALLEY FIRE AND RESCUE BOARD OF DIRECTORS
MEETING ON TUESDAY, MARCH 16, 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, Carol Gearin, Robert Wyffels

Others present: Deputy Chief Mike Duyck, Sherry
Arasim, Gary Burton, Sherri Camarillo, Kristin
Chaffee, Claire Doolittle, Karen Eubanks, Steve
Forster, Debra Guzman, Kirk Hale, Alec Jensen,
Dustin Morrow, Walt Peck, Jeff Rubin, Gary Wells,
Eric Wicks, Bev Wilkinson, Ian Yocum – TVF&R;
Bob Blackmore – Attorney; Sue Lamb – Guest

REGULAR SESSION

CALL TO ORDER

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

CONSENT AGENDA

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

RECOGNITION

There was no recognition.

STAFF PRESENTATION

Emergency Operations Plan. Emergency Management
Program Manager Jeff Rubin reported TVF&R's
Emergency Operations Plan describes the District's
philosophy, organizational structure, and operations
functions for management of large-scale incidents. The
plan provides a framework to guide efforts to prepare
for, respond to, and recover from major emergencies
and disaster. Mr. Rubin said the Board adopted the
plan in 2005, and although the plan does not require
Board approval for updates, several changes have been
made in the past five years, and staff would like to keep
the Board informed. The 80-page document is
available on the Board's SharePoint site for review.

CITIZEN PARTICIPATION

There was no citizen participation.

FINANCE REPORT

Finance Report (February 28, 2010). Chief Financial Officer Debra Guzman viewed the financial report for the period ending February 28, 2010. Benchmark is at 66.67% for the eighth month of the fiscal year.

CORRESPONDENCE

There was no correspondence.

OLD BUSINESS

Board Policy Section Three (Budget, Finance, and Business Operations). Finance Controller Claire Doolittle reported that consistent with practice, staff has reviewed Board Policy Section Three and recommends changes as reflected in the distributed draft. The document has been updated to reflect the suggestion made by the Board at the February meeting to add an Oregon Revised Statute to the references.

Ms. Gearin moved, seconded Mr. Balfour, to approve the Second Reading of Board Policy Section Three (Budget, Finance, and Business Operations) by title only, and approve the policy as submitted.

Motion carried unanimously.

Sherri Camarillo gave the Second Reading of Board Policy Section Three – Budget, Finance, and Business Operations, by title only.

Board Policy Section Nine (Purchasing).

CFO Guzman and Purchasing Manager/Contracts Administrator Eric Wicks reported that consistent with practice, staff has reviewed Board Policy Section Nine, and recommends several changes to the policy, including reporting all protests and their resolution status to the Board, and mandatory Board approval of any public contract in excess of \$100,000.

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

Motion carried unanimously.

OLD BUSINESS (cont)

Sherri Camarillo gave the Second Reading of Board Policy Section Nine – Purchasing, by title only.

NEW BUSINESS

Board Policy Section Four (Personnel). Director of Human Resources Beverly Wilkinson reported that consistent with practice, staff has reviewed Board Policy Section Four. Staff would like to add a new section regarding employee use of District equipment and facilities.

Ms. Gearin moved, seconded Mr. Clopton, to approve the First Reading of Board Policy Section Four (Personnel) by title only. Motion carried unanimously.

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

Standards of Coverage. Assistant Chief Dustin Morrow reported that Tualatin Valley Fire & Rescue's Standards of Coverage for Emergency Response, which was last adopted by the Board of Directors in 2008, has been revised. The revision includes updated risk assessment and demand for service information, as well as the District's current baselines associated with response performance, effective response force, and concentration and distribution of District resources. Future needs and goals required to implement the standards set forth in the document are also identified.

Mr. Balfour moved, seconded Ms. Gearin, to approve the 2010 Standards of Coverage for Emergency Response. Motion carried unanimously.

Fire Chief's Employment Agreement and Succession Planning. Assistant Chief Kirk Hale reported that a discussion was held at the January 26, 2010 Board of Directors meeting between Fire Chief Jeff Johnson and the Board of Directors concerning his employment agreement. Chief Johnson and staff have been discussing succession planning with the Board over the course of the past year.

NEW BUSINESS (cont)

Employment Agreement. A final agreement has been prepared by legal counsel which furthers that succession plan.

Mr. Balfour spoke on behalf of Chief Johnson and explained the agreement: Chief Johnson retires from employment on March 31, 2010, but will remain as the Fire Chief on a work-back agreement through August 31, 2010.

From September 1, 2010 through December 31, 2011, Chief Johnson will serve the District as a “Chief Officer”, which is an emeritus position of the District that reports directly to the Fire Chief or Board. There shall be no compensation for his services as Chief Officer other than the benefits of his agreement.

During his service as Chief Officer, his duties shall be to be on call for advice and assistance, serve as a District representative or ambassador, and emergency call-up, at the request of the Fire Chief or Board.

Mr. Balfour said this agreement provides the final pieces to be put in place for the District’s succession plan. Mr. Balfour said he supports Chief Johnson’s decision to retire and move forward with his life.

Ms. Gearin moved, seconded Mr. Balfour, to approve the Fire Chief’s employment agreement and authorize Deputy Chief Mike Duyck to execute the agreement on behalf of Tualatin Valley Fire & Rescue.

Motion carried unanimously.

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

EXECUTIVE SESSION

President Wyffels moved the meeting into Executive Session at 7:40 p.m.

EXECUTIVE SESSION (cont)

**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 7:55 p.m.

Succession Planning. President Wyffels said given the information received this evening, and the decision the District made to approve the updated agreement for Chief Johnson, the Board needs to decide who will be TVF&R's next Fire Chief. President Wyffels moved to appoint Deputy Chief Mike Duyck as the new Fire Chief, effective September 1, 2010.

**Mr. Balfour moved, seconded Mr. Wyffels, to appoint Deputy Chief Mike Duyck as the new Fire Chief of Tualatin Valley Fire & Rescue effective September 1, 2010, subject to negotiating a mutually acceptable employment agreement.
Motion carried unanimously.**

The Board and staff congratulated Chief Duyck on his new appointment. Chief Duyck thanked the Board for their confidence in him.

CHIEF'S REPORT

Budget Committee Meeting. AC Morrow reported the Budget Committee met on March 11, 2010. Several topics were discussed including where the District is headed and the short and long-term benefits of signing a contract with Washington County Fire District #2. Chief Duyck added that Budget Committee members commended staff and said revenue projections and expenditures are in alignment.

Washington County Fire District #2 Update. Chief Duyck reported TVF&R recently met with WCFD #2 and continues to exchange information and do analysis. Chief Duyck said financially, operationally, and politically a contract looks favorable. Staff has met with several neighboring agencies who have said they are in agreement.

CHIEF'S REPORT (cont)

Staff is working to coordinate a traditional town hall for staff from both fire districts to ask questions of each other. Chief Duyck said that not every question can possibly be thought of or answered, but thus far, everything looks positive for moving forward.

Chief Duyck asked the Board if they were supportive, and if the District should draft a first phase contract.

Vice President Gearin said she agrees a contract, instead of an annexation, should be the first step. All Board members agreed that staff should move forward.

Bull Mountain Acquired Structures. Chief Duyck reported a developer in the Bull Mountain area has six homes he wants to remove. The District has been contacted and has been offered the opportunity to do a Burn to Learn. The District recently purchased a new style nozzle. This will give firefighters a chance to use the new style nozzle and gain training experience. Safety, Health & Survival staff will also be at the site to perform medical monitoring for the firefighters.

PRESIDENT'S REPORT

President Wyffels said he believes Chief Johnson's leadership has had a lot to do with the success of the District over the past 15 years. Every assignment the Board has given him has been accomplished above and beyond the call of duty.

President Wyffels said he believes TVF&R is in the best hands it has ever been. There is a certain level of professionalism expected, and it should be maintained with or without Chief Johnson as TVF&R's Fire Chief. Chief Johnson will be missed.

Chief Duyck thanked the Board for their confidence in him. He said Chief Johnson has been a great mentor, and he appreciates the opportunity to serve the District as its next Fire Chief.

ITEMS NOT ON THE AGENDA

Vice President Gearin volunteered to assist staff and be the Board liaison in planning a retirement party for Chief Johnson to be held August 19, 2010.

EXECUTIVE SESSION

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

President Wyffels moved the meeting into Executive Session at 8:18 p.m.

REGULAR SESSION (cont)

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

President Wyffels reconvened the meeting back into Regular Session at approximately 8:46 p.m.

ADJOURN

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

There being no further business to come before the Board, President Wyffels adjourned the meeting at approximately 8:47 p.m.

Approved this _____ day of _____, 2010.

Secretary/Treasurer

Minutes recorded by Sherri D. Camarillo