

MINUTES OF TUALATIN VALLEY FIRE AND RESCUE BOARD OF DIRECTORS  
MEETING ON TUESDAY, MAY 26, 2009, 7:30 P.M., AT THE DISTRICT TRAINING  
CENTER LOCATED AT 12400 SW TONQUIN ROAD, SHERWOOD, OREGON

ATTENDANCE

Board Members: Clark Balfour, Brian Clopton, Carol Gearin,  
Larry Goff, Bob Wyffels

Others present: Assistant Chief Mike Duyck,  
Sherri Camarillo, Debra Guzman, Alec Jensen,  
Paul LeSage, Dustin Morrow, Walt Peck, Cassandra Ulven,  
Gary Wells -TVF&R; Bob Blackmore – Attorney

**REGULAR SESSION**

CALL TO ORDER

President Wyffels called the Board meeting to order at  
7:32 p.m.

CONSENT AGENDA

Approval of Joint Board Meeting Minutes (April 28, 2009).  
Approval of Board Meeting Minutes (April 28, 2009).

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

RECOGNITION

There was no recognition.

CITIZEN PARTICIPATION

There was no citizen participation.

STRATEGIC DISCUSSION

Transportation Issues. AC Duyck reported that staff prepared a joint policy study on traffic calming devices in 2004, which was approved and has been used as a resource around the region. Washington County and the City of Beaverton have both adopted the standards. The study and policy are commonly referred to when local governments are contemplating installing traffic calming devices. The District is also involved in transportation planning, and there are a number of staff members who participate in planning committees and advisory boards. TVF&R also has real time traffic monitoring through partnership with WCCCA and ODOT.

AC Duyck also said 50% of the District's buildable land yet to be developed will need to be researched to determine intelligent traffic management design. The District is always looking at what it can do to help lower its overall emergency response times.

STRATEGIC DISCUSSION (cont) TVF&R is planning an abbreviated community academy for traffic planning professionals to help give them a better understanding when they are designing roads and streets. Planners will go on actual calls to be able to experience the same issues fire apparatus and emergency vehicles encounter and must cope with during responses.

FINANCE REPORT Finance Report (April 30, 2009). Chief Financial Officer Debra Guzman reviewed the financial report for the period ending April 30, 2009. Benchmark is at 83.35% for the tenth month of the fiscal year.

CORRESPONDENCE There was no correspondence.

OLD BUSINESS There was no old business.

NEW BUSINESS Board Policy Section Nine (Purchasing). Chief Financial Officer Debra Guzman reported that consistent with practice, staff has reviewed Board Policy Section Nine and recommends minor changes as reflected in the distributed draft.

**Mr. Balfour moved, seconded Ms. Gearin, approval of first reading, by title only, of Board Policy Section Nine, Purchasing.  
Motion carried unanimously.**

Sherri Camarillo gave the First Reading of Board Policy Section Nine by title only.

IGA – City of Tigard, Walnut Street Fire Station Development. Director of Capital Bonds Projects Gary Wells reported that in December 2006, the District and the City of Tigard entered into a Memorandum of Understanding relating to the joint development of the Walnut Street fire station and the expansion of Jack Park. Under the terms of the MOU, the City requested an oversized community room and agreed to share in the costs attached to the station development costs. The City also agreed to purchase property not required for the station development to be utilized to expand Jack Park. The City's share of the fire station development is \$160,657 and the property purchase of the Jack Park expansion is \$276,850. The IGA formalizes these terms, as well as providing a shared access agreement for the public parking lot.

NEW BUSINESS(cont)

**Mr. Balfour moved, seconded Mr. Goff, to approve the Intergovernmental Agreement relating to the City of Tigard and the Walnut Street Fire Station Development, and to authorize the Fire Chief or his designee to execute the necessary documents with the City of Tigard relating to the joint development of the Walnut Street fire station and expansion and improvement of Jack Park. Motion carried unanimously.**

Command and Business Operations Center Building Purchase. Director of Capital Bonds Project Gary Wells reported the Capital Bond request approved by the voters in November 2006 included funding for the replacement of the Administration building in Aloha. Since 1992, the District has evaluated various options for the relocation of the CBOC, which is located on the western boundary of the District. Past evaluations have focused on relocation to a more central location, generally defined as the Highway 217/99W/I-5 area.

In preparation for the planning of the new facility, staff reevaluated the various site options for the CBOC. This research was conducted during 2006, when real estate prices were rapidly escalating. Based on the cost analysis of the options, the Board determined that the more than \$4,000,000 premium attached to the preferred center of the District location was not fiscally responsible. As a result, staff was directed to focus on locating the CBOC to District owned property at Elligsen Road – at the southern end of the District.

In early 2009, when planning began in earnest on the CBOC project, the economic climate had changed significantly from that in 2006. As a result, the Fire Chief directed staff to again look at opportunities that might be available in a more central location. Staff presented preliminary and encouraging analysis to the Board in February of this year. At the direction of the Board, staff moved forward with the evaluation of potential options, which focused on the purchase of an existing building. After looking at numerous options, staff centered its efforts on a recently completed building located in Tigard.

NEW BUSINESS(cont)

With Board concurrence, staff is currently in the final stages of negotiating the conditional purchase, subject to final Board approval. At this point, staff anticipates having a finalized purchase and sale agreement for Board consideration and action.

**Mr. Goff moved, seconded Ms. Gearin, to approve the purchase of the Dartmouth Square building located at 11945 S.W. 70<sup>th</sup> Avenue, Tigard, Oregon, for the purchase price of \$8,200,000 plus closing costs, in accordance with the final terms of the draft Purchase and Sale Agreement subject to final review by legal counsel, and completion of due diligence, and to authorize the Fire Chief or his designee to execute all documents necessary in the transaction. Motion carried unanimously.**

Urbanization Resolution. AC Duyck reported that in 2008, the Washington County Urbanization Forum held a series of meetings to discuss key urbanization/growth issues. The Forum was represented by elected officials and staff of the cities, Washington County, and Special Districts. As a result of the meetings, a draft resolution was developed to address governance and management of existing urbanized unincorporated areas, as well as new areas that are added to the existing urban growth boundary (UGB). The consensus of the Forum is that each local government should discuss and adopt the proposed resolution by July 1, 2009. Once that has occurred, Washington County will carry that message to Metro as guidance to the overall Regional Urban Rural Reserves process taking place to identify growth areas outside the UGB, which is scheduled to be completed by the end of this year.

AC Duyck said he would like the Board to review and authorize the adoption of consensus recommendations of the urbanization forum at the June Board meeting.

CHIEFS REPORT

Legislative Update. Executive Officer Alec Jensen presented an update on several House Bills and said the hearing for HB 3056 (Urban Renewal) has been rescheduled for May 28, 2009. Mr. Jensen said Portland Public Schools has requested an amendment to the bill. Mr. Jensen said this is not uncommon, and it should pass on Thursday.

CHIEFS REPORT (cont)

Capital Bonds Project Update. Director of Capital Bonds Project Gary Wells reported progress on the following fire stations:

Station 34. The building permit application was submitted on April 24, 2009.

Station 53. Construction for the temporary location is to be completed May 28, 2009. The construction contract for the station was awarded to CSI Construction on May 18, 2009. Work will begin in early June.

Station 58. Staff is working on resolving minor issues with the City concerning replacement of a water valve. The construction contract was awarded to CSI Construction on May 18, 2009. Work will begin in early June.

Station 59. Design is complete. The construction contract was awarded to CSI Construction on May 18, 2009. Permit was issued on May 18, 2009. Demolition started on May 19, 2009. Completion schedule is being finalized.

Budget Committee Recap. AC Duyck gave a recap of what was discussed at the Budget Committee Meeting held on May 21, 2009.

The Budget Committee requested clear direction on the District's employment strategy, especially one and two person units. As processes develop, staff will be able to provide more information.

The Budget Committee has a strong sentiment for the District to continue to manage ahead. Taking into consideration the economy, PERS rates, and healthcare costs, staff should continue to plan for this through financial forecasting.

The Budget Committee requested staff ensure there is adequate insurance coverage for all District facilities.

The Budget Committee requested the District confirm that the new VoIP equipment purchase to replace the District's PBX phone system has a redundancy plan.

CHIEFS REPORT(cont)

AC Duyck reported Budget Committee member Chris Harris will not run for re-election. AC Duyck asked if the Board would like staff to appoint or advertise for a replacement. At the direction of the Board, staff will research and report back at the June 23, 2009 Board meeting.

Board Member Elections. AC Duyck congratulated Bob Wyffels and Clark Balfour on their re-election. Staff is working to set a meeting with Mr. Gordon Hovies and the Fire Chief, and is making preparations for Mr. Hovies' first official Board meeting on July 28, 2009.

OFCA Meritorious Awards Banquet. AC Duyck reported the OFCA Banquet will be held on May 30, 2009. Several staff members will be receiving awards. The Board should let staff know if they would like to attend.

Joint Board Meeting with City of Wilsonville. AC Duyck reported the next Board meeting will be held jointly with the City of Wilsonville at the City of Wilsonville on June 23, 2009, beginning at 6:00 p.m.

PRESIDENT'S REPORT

President Wyffels thanked staff for their efforts and contributions to the District. He thanked Chief Executive Officer Alec Jensen for his representation during the legislative session. President Wyffels said the joint meetings with District's cities are essential in building relationships. The success of the community academies has also made a difference, and he thanked staff for all they have done. President Wyffels encouraged all Board members to attend the City of Wilsonville meeting in June.

ITEMS NOT LISTED ON THE  
AGENDA

Vice President Carol Gearin asked if there would be representation at the Washington County Urban and Rural Reserves Coordinating Committee Meeting on June 8, 2009. AC Duyck said staff will be in attendance.

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ADJOURN

**Mr. Goff 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  
8:27 p.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

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Secretary/Treasurer  
sdc