



**MEETING MINUTES**  
**PUBLIC PROCURMENT AUTHORITY**  
Board of Directors Meeting  
Thursday, January 9, 2014

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**CALL TO ORDER:** Tim Moor called the meeting to order at 12:22 p.m.

**ROLL CALL:**

☒ Mike Duyck, Chief TVFR  
☒ Dan Peterson, Chief Jackson County  
☒ Tim Moor, Chief Redmond Fire

Non- voting Members

☒ Jeff Johnson, CEO WFCA

Staff: Heidi Chames, WFCA

Guests: Crosby Grindle, NPP/FRGPO

**PUBLIC TESTIMONY:** No members of the public were present.

**STAFF/GUEST PRESENTATION:** Crosby Grindle discussed the reorganization of the public procurement NPP business units into the NPP Government Division and Crosby is the Vice President. Will more closely align NPP objectives with PPA objectives. Crosby also gave an overview of the template documents created for use by the PPA. The main documents are the RFP; Intergovernmental Agreement; Master Price Agreement. Crosby outlined the RFP plan for RFP's that PPA would do for NPP. Discussed publishing first RFP for office furnishings in the next week or so. Jeff Johnson discussed apparatus plan. Group discussed possible products for RFP's as well as strategy/survey for determining needs of customers.

**NEW BUSINESS:**

**A. Adoption of Board Policy Amendment:** Motion by Mike Duyck and seconded by Dan Peterson to adopt Amendment to Board Policy Section 5.5A regarding email voting. Motion passed unanimously.

**B. Adoption of Intergovernmental Cooperative Purchasing Agreement:** Motion by Mike Duyck and seconded by Dan Peterson to approve. Motion passed unanimously.

**C. Adoption of Template RFP and MPA:** Motion by Mike Duyck and seconded by Dan Peterson to approve both documents. Motion passed unanimously.

**OLD BUSINESS:** No old business

**ADMINISTRATOR'S REPORT:** Discussion by Jeff Johnson regarding PPA insurance and confirmed no actions taken until insurance secured; agreement with Jordan Ramis for legal; meeting with Mark Light at IAFC to discuss PPA/GPO relationship with IAFC and IAFC to provide expertise for specification and evaluation committees; WFCA agreement with NPP has broadened the revenue share model which will broaden the use of the PPA into general government and public safety as well as fire; direction on website review and role of website.

**PRESIDENT'S REPORT:** No report.

**GOOD OF THE ORDER:** Mike Duyck discussed need for overall marketing plan re: PPA involvement with FRGPO and who our audience is and what the message is; Crosby discussed the need for a connection with the procurement community at a national level. Next Meeting is April 3, 2014 at 3:00 pm in the Wilsonville office.

**Meeting adjourned at 1:17 pm**