



Woodburn Fire District
Board of Directors Meeting

Monday, July 22, 2024 Station 21

Attendance: Board Chair Jerry Cotter, Vice-Chair Andy Ponce, Secretary/Treasurer Deb Yager, Director Benito Puente

Absence: Director Sharon Schaub

Staff Present: Fire Chief Joe Budge, Division Chief Jim Walker, Korrin Petersen, Office Administrator/Finance Officer, Lieutenant Alex Weninger

Board Chair Cotter called the meeting to order 7:00 pm.

Administration:

Allegiance to the flag was done prior at the budget committee meeting.

Roll call was completed.

Chief Budge introduced Jordon Tuala'i. Jordon was recently hired as a seasonal firefighter through a grant from the Oregon State Fire Marshal's office. As he pursues a career in the fire service, Jordon recently took a compressed EMT course, and has passed his national EMT certification. The cost of the classes is being reimbursed through a FEMA Assistance to Firefighter Grant that the district was awarded in 2023. Jordan is the first recipient of the grant funds. Chief Budge and board congratulated Jordon on his accomplishment.

Acknowledgement of Meeting Date Change: Board Chair Cotter acknowledged the board meeting date had been changed from the regularly scheduled date of Wednesday, July 17 to Monday, July 22nd. A date change announcement was published in the Woodburn Independent and on the district's website.

Annual Officer Elections for Fiscal Year 2024-2025: Director Ponce nominated Jerry Cotter as Board Chair. The nomination was seconded by Director Yager. The nomination was carried unanimously.

Director Yager nominated Andy Ponce as the board Vice-Chair. The nomination was seconded by Director Puente. The nomination was carried unanimously.

Director Ponce nominated Deb Yager as Secretary/Treasurer. The nomination was seconded by Director Puente. The nomination was carried unanimously.

Approval of June 19, 2024, Meeting Minutes: Director Yager made a motion to approve the meeting minutes from the June 19, 2024, board meeting. The motion was seconded by Director Ponce. The motion was carried unanimously.

Approval of June 19, 2024, Executive Session Meeting Minutes: Director Yager made a motion to approve the executive session meeting minutes from the June 19, 2024, board meeting. The motion was seconded by Director Puente. The motion was carried unanimously.

Treasurer's report was read by Secretary/Treasurer Yager:

As June 30, 2024:

Local Government Investment Pool 1:	\$3,676,582.17
Local Government Investment Pool, GO Bond:	\$2,950,600.22
Columbia Bank Checking:	\$278,233.64
Total Resources:	\$6,905,416.03
Payment of June Net Payables:	\$95,910.48
Payment of June Bond Payables:	\$254,396.70
Payment of June Net Payroll:	\$330,997.84

Director Ponce made a motion to approve the treasurer's report for June. The motion was seconded by Director Puente. The motion was carried unanimously.

Finance Officer Korrin Petersen directed the board to a report showing the beginning fund balances for fiscal year 2025 in comparison to the ending fund balances for fiscal year 2024. Although the numbers are unaudited, she is anticipating a 4.0% increase from what previously projected. The primary reasons for the 4% increase is better than expected tax revenue collection and reimbursements for conflagration deployments.

Information Items

Emerick Phase 1 Contracts Closeouts – Included in the board packet was an accounting of the closeout for the Emerick construction contract and projects. In June, the district cancelled the contracts with Emerick, when key project personnel left employment with Emerick and it was discovered that Emerick was having issues paying their subcontractors. Chief Budge reported that all projects and services that the district has paid for have been delivered. Korrin has been working diligently to go through the invoices to ensure that we are paying the correct amounts. Emerick has yet to contest any of the payments or communications. The final check signed on July 24th will close out all obligations with Emerick.

Station 21, Construction Project Update – Division Chief Walker reported that on July 12th, a subcontractor site walkthrough led by Bremik was completed at Station 21. The subcontractors had until last week to ask any questions. Final estimates are due to Bremik by July 25th. We are anticipating a guaranteed maximum price by August 5th. Director Cotter asked if there seemed to be a lot of interest in the project. Division Walker stated that there was, with a good number attending the pre-bid walkthrough.

Station 23, Construction Project Update – Division Chief Walker stated that the hope was to have the guaranteed maximum price (GMP) from P & C Construction to the board at this meeting. P & C has presented an initial GMP which came in about \$1,000,000 higher than the February 2024 estimate from Emerick. P & C met with the district administration to go over the cost differences. Their presentation included showing that Emerick's estimate left off many significant areas within the scope of work that had been added after the departure of the

Emerick project manager in December of 2023. The presentation also showed the number of subcontractors who bid on each section of the project, along with the average bid. For all breakouts of the project, the figure provided by P & C was the average of the bids received or slightly less. The presentation provided confidence that even if we decide to go with another contractor to get another GMP, the numbers would likely be the same, if not higher. P & C is now working on adjusting the project scope and corresponding pricing to better fit within our budget. We expect revised numbers early next week. Once we have the revised GMP for both stations, we will make a presentation to the board for approval. If needed, an emergency meeting of the board may be called to review the GMP numbers and allow the construction work to begin. Chief Budge stated that while we are very disappointed with the increase in the project cost and the need to trim some areas of the work scope, the good news is we have sufficient funds to finish the projects and meet the obligations promised to voters. He also stated that the high inflation rates over the past two years while the district has been in design phases for both projects has resulted in significant cost increases. Director Ponce stated he is looking forward to getting more information at the next meeting. Board Chair Cotter stated he is disappointed with Emerick's oversight. Division Chief Walker stated that Emerick's issues have cost us some bumps in the road, but it is nothing compared to the difficulties that many other fire districts are experiencing that had projects in the construction phase with Emerick.

Bond Sale Update – Chief Budge reported that we had a very positive bond sale. Included in the board packet was a credit rating report from Moody Financial which recognizes the fire district's good fiscal management. Due in part to the very good credit rating, there were a lot of bidders on our bond and thanks to a very good treasury bond rate at the time of the sale, the district received a premium in the amount of \$459,034. After preparation, underwriting, and issuance fees \$6,303,285 was deposited into the district's account. From the amount that was deposited, an additional \$44,250 will be paid by the district to rating agency, paying agent and SDAO for advisory services. After all fees have been paid, the district will have a total of \$6,259,035 available for district projects. A new LGIP account was established to secure the money and track the interest earnings.

AFG Award Notification, Paramedic Training – Chief Budge reported that Included in the board packet was a letter from FEMA awarding the district \$178,000 through the Assistance to Firefighter Grant program. These funds are earmarked to help career members obtain their paramedic certifications. If we are awarded the grant through SAFER for hiring, we will need to hire additional paramedics. Paramedics are currently in short supply, and we will likely have more success hiring EMT's. The grant will be used to entice current and new career members with the opportunity to have their paramedic classes and certifications paid for. Board Chair Cotter asked if we could use the grant to train volunteer members. Chief Budge stated that its primary focus is for the career members. Director Ponce asked if there would be a retention requirement for those who use the grant. Chief Budge stated they will be required to sign an agreement to remain with the district for a specific amount of time or be required to pay back the reimbursed amount.

Action Items

Resolution 2024-20 – Authorization for Purchase of Replacement Utility Vehicle and Surplus Sale the Damaged Vehicle – Chief Walker reported that the insurance company determined that cost to repair the district's 1997 Chevy pickup that was involved in accident in May was more than the value of the truck. We currently have three members deployed on various state conflagrations, leaving the fire inspectors office without a vehicle to use in district. This has

resulted in the fire marshal and investigator using their personal vehicles for district business. In looking into the purchase of a new utility truck, the cost estimates came in between \$50,000 - \$70,000, which is too much to absorb at this time. The resolution presented would give permission to purchase a used vehicle with a cost not exceeding \$35,000. Division Chief Walker has been looking at a used Dodge Ram 1500. The current state conflagration rate for pickup trucks is \$1,080 per day. The district pays for gas to and from the incident, but the state pays for all costs associated during deployment. Deploying the vehicles, the insurance money received, and the money that we will get from selling the 1997 will all help to offset the purchase price.

Director Yager made a motion to approve Resolution 2024-20 as presented, approving the purchase of a utility pick up to replace the one that was damaged earlier this year and the surplus sale of the damaged vehicle. The motion was seconded by Director Ponce. The motion carried unanimously.

Approval of WVCC Intterra IGA Amendment – Chief Budge reported that the presented amendment to the intergovernmental agreement between the city of Salem and WFD adds language surrounding a 60-day notice if WVCC no longer authorizes the use of the Intterra software to selected users. It also states that upon informing the Woodburn Fire District, that the Woodburn Fire District as the primary holder of the contract, will notify Intterra if WVCC users withdraw. Director Yager made a motion to approve the amendatory agreement as presented. The motion was seconded by Director Puente. The motion was carried unanimously.

Executive Session

None

Miscellaneous Items & Recognitions

Canby Fire District, Thank You – Included in the board packet was a thank you for Chief Davis of Canby Fire. On July 19th CFD responded to a house fire that required additional resources. Chief Davis commended the Woodburn crew and stated that “they never stopped working”.

Community Thank You for Probable Code Save (Recognitions Pending) – We received a thank you for a woman whose husband had a heart attack. The woman started CPR which was taken over by an officer from the Woodburn Police Department. Engine 21 and the Woodburn Ambulance crew arrived on scene about the same time. The man, believed to be in his mid-40’s is expected to make a full recovery. This incident is currently being investigated for possible life saving recognitions. Board Chair Cotter asked if our paramedics mesh well with those on the ambulance. Lt. Weninger stated that policy states that whoever arrives on scene takes the role as lead paramedic until the patient is transported. This agreement prohibits any sort of disagreement. If a disagreement were to occur, the discussion would take place after the incident has cleared and not while on scene.

Fourth of July Community Events – WFD members had a very busy 4th of July by participating in parades in St. Paul and Gervais and staffing extra apparatus who were on standby in Gervais and Woodburn during the fireworks shows.

Community Connections Day, August 3rd, Legion Park – Korrin is working on the committee who hosts this event. The times of the event will be from 10:00 am – 2:00 pm. The organization gives out backpacks and school supplies to local students.

National Night Out, August 6th – We are getting ready for this annual event and will be all around Woodburn and Gervais in various neighborhoods spending time with our community members.

Fiesta Mexicana parade, August 17th – We will be leading the parade with the mayor and city leadership in the antique fire engine.

Chief Budge reported sad news that the Director of METCOM, Mark Spross passed away unexpectedly over the weekend. There are no details relating to the cause of death. METCOM's operations are still running fine and the executive board is helping the staff deal with the tragedy and is providing operational support and oversight.

Public Comment

There were no comments from the public.

Director Ponce made a motion to adjourn the meeting at 7:44 pm. The motion was seconded by Director Yager. The motion was carried unanimously.

Next meeting will be held on: Wednesday, August 21, 2024.

APPROVED: Jerry Cotter Date: 8-21-2024
Jerry Cotter, Board President

ATTEST: Joseph M. Budge
Joseph Budge, Fire Chief
Woodburn Fire District