



Woodburn Fire District
Board of Directors Meeting

Wednesday, June 19, 2024 Station 21

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

Staff Present: Division Chief Jim Walker, Korrin Petersen, Office Administrator/Finance Officer,

Staff Absent: Fire Chief Joe Budge

Other Attendees: None

Board Chair Cotter called the meeting to order 7:04 pm.

Administration:

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

Roll call was completed.

Open Budget Hearing: Director Yager made a motion to open the budget hearing. The motion was seconded by Director Schaub. The motion was carried unanimously.

Approval of April 17, 2024, Budget Committee Meeting Notes: Director Yager made a motion to approve the budget committee meeting notes as presented. The motion was seconded by Director Schaub. The motion was carried unanimously.

Close Budget Hearing: Director Ponce made a motion to close the budget hearing. The motion was seconded by Director Puente. The motion was carried unanimously.

Resolution 2024-17 Adopting FY 24/25 Budget & Imposing FY 24/25 Taxes: Director Yager made a motion to adopt the FY 24/25 as presented and approve Resolution 2024-17 which imposed the taxes for fiscal year 2024/2025. The motion was seconded by Director Schaub. The motion was carried unanimously.

Approval of May 15, 2024, Meeting Minutes: Director Yager made a motion to approve the meeting minutes from the May 15, 2024, board meeting. The motion was seconded by Director Schaub. The motion was carried unanimously.

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

As May 31, 2024:

Local Government Investment Pool 1:	\$4,359,333.93
Local Government Investment Pool, GO Bond:	\$3,098,758.02
Columbia Bank Checking:	\$246,026.05

Total Resources:	\$7,704,118.00
Payment of May Net Payables:	\$161,180.32
Payment of May Bond Payables:	\$819,623.66
Payment of Debt Service:	\$265,771.25
Payment of May Net Payroll: (Includes Holiday Pay & Retention Bonuses)	\$408,219.95

Director Schaub made a motion to approve the treasurer’s report for May. The motion was seconded by Director Puente. The motion was carried unanimously.

Executive Session

Director Yager made a motion to go into Executive Session at 7:10 pm. The motion was seconded by Director Schaub. The motion was carried unanimously.

Discipline of Public Officer and Employees: A meeting called to discuss the discipline or termination of a public officer, employee, or staff member, or hear complaints or charges brought against that person, unless the person asks for an open hearing. (ORS 192.660 (2)(b))

Legal Counsel: A meeting may be held in executive session for the purpose of consulting with legal counsel concerning the legal rights and duties of current litigation or litigation likely to be filed. The governing body must bar any member of the news media from attending the executive session if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation. (ORS 192.660 (2)(h))

Director Yager made a motion to adjourn Executive Session and return to the regular Board Meeting at 7:27 pm. The motion was seconded by Director Schaub. The motion was carried unanimously.

Action Items

Resolution 2024-18 – GMC Contractor Selection Station 21 – Director Cotter read the resolution by title and entertained a motion to approve as presented. Division Chief Walker noted that the approval is for the selection of the contractor to provide a guaranteed maximum price and does not commit the district to a contractor for the work.

Director Yager made a motion to approve Resolution 2024-18 as presented naming Bremik as GMP contractor for Station 21. The motion was seconded by Director Schaub. The motion carried unanimously.

Resolution 2024-19 – GMC Contractor Selection Station 23 –

Director Cotter read the resolution by title and entertained a motion to approve the resolution as presented.

Director Yager made a motion to approve Resolution 2024-18 as presented naming P&C as the GMP contractor for Station 23. The motion was seconded by Director Schaub. The motion carried unanimously.

Acceptance of May 21, 2024, Election Results – Board Chair Cotter stated that the election results of 82%/17% is something that everyone should be really proud of. The results are very different from when the district originally went out for the levy 5 years ago. He associates the success to great service, the administration team, and the constant visible outreach to the community.

Director Ponce made a motion to accept the election results showing the passing of ballot measure 24-495, which renews the district's operating levy at the prior rate of 0.35 per \$1000 of assessed value. The motion was seconded by Director Puente. The motion was carried unanimously.

Information Items

Live Fire Training Certification, Burn to Learn, May 23rd – Division Chief Walker updated the board about a live fire training event that the district hosted on May 23rd. When the opportunity for the burn came up, the Chiefs discussed the training opportunity and determined that the primary focus would be training for Live Fire Certification under NFPA 1403. The course was run through DPSST. The goal was to have four members complete the course and get the certification. We ended up having 12 get their Live Fire Instructor Training and the Chiefs became certified as Instructors in Charge. Hubbard Fire members, Woodburn Fire volunteers, and CERT members also participated. The event was very successful, and we are looking forward to the next one.

New Volunteer Coordinator, Mathew Smith – Mathew Smith has accepted our part-time position at the new Volunteer Coordinator. Matt has been a volunteer with the district for 15 years and has been recognized as Rookie of the Year in 2011, Volunteer Firefighter of the Year in 2015 and Volunteer Firefighter of the Year in 2021. His established relationships with the career and volunteer membership has allowed for an easy transition. He has jumped right in and is doing a great job with the administration work and is working on training with our volunteer members.

GO Bond Sale Update – The Preliminary Official Statement (POS) that was sent out to the board for input was finalized and used to establish a credit rating for the remaining sale of the district bond funds. The rating came back as an A1 which is a very good rating and average for a district our size. The bond will go out to investors on June 27th. The bond funds should be received mid-July.

Local Option Levy Results – Division Chief Walker stated the results for the local option levy showed an astounding 82.52% in support. The outcome indicates that we made the right decision to renew the levy instead of asking for additional funds.

Miscellaneous Items & Recognitions

Woodburn Police Department, Thank You – The Woodburn Police Department held their first ever Open House. Woodburn Fire District Students Manuel Martinez and Marshal Bray participated in the event. CERT also attended. The Open House was the same day as the Bike Rodeo. We had enough volunteers to represent at both events.

GEM Equipment, Thank You – GEM Equipment uses our training room monthly to hold their safety committee meeting. The thank you card included in the packet expresses their appreciation for use of the space.

Community Member, Thank You – Last week a Veteran came into our office and asked if we could help him get up his flag before the 4th of July. Volunteer Coordinator Matt Smith and student Manuel Martinez were able to help. Matt used the time to train Manuel, who is seeking to get his aerial certification.


New Apparatus Show Case/Tour – The meeting was adjourned as noted below. After the meeting, the group met the Engine companies from Station 21 and 22 who gave them tours of the new apparatus.

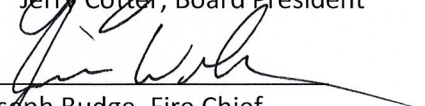
Public Comment

There were no comments from the public. Due to vacation schedule conflicts, the board decided to schedule the next meeting for Monday, July 22, 2024.

Director Schaub made a motion to adjourn the meeting at 7:52 pm. The motion was seconded by Director Yager. The motion was carried unanimously.

Next meeting will be held on: Monday, July 22, 2024.

APPROVED:  Date: 7-22-2024
Jerry Cotter, Board President

ATTEST: 
Joseph Budge, Fire Chief
Woodburn Fire District