



Aurora Fire District * Woodburn Fire District Civil Service Commission

**June 11, 2026
Meeting Minutes
9:00 am**

IN ATTENDANCE: Commissioner Bettyann Arrasmith, Commissioner Debbie Ballweber, Commissioner Brian Wagner, Chief Examiner Keith Smith, AFD Byron Wakefield, WFD Fire Chief Jim Walker, WFD Finance Officer Korrin Petersen

ABSENT:

CALL TO ORDER – 9:00 am

Commissioner Ballweber called the meeting to order.

APPROVAL OF MEETING MINUTES APRIL 23, 2026 – Commissioner Arrasmith made a motion to approve the minutes. The motion was seconded by Commissioner Wagner. The motion carried unanimously,

NEW BUSINESS –

REVIEW OF CIVIL SERVICE COMMISSION MEETING & COMPLIANCE REQUIREMENTS –

WFD Fire Chief Walker informed the Commission that Woodburn Fire District had received a public records request for all Civil Service Commission agendas and meeting minutes from 2020–2026. As part of gathering and reviewing the requested records, the District also reviewed the requirements outlined in ORS 242 to ensure continued compliance with all statutory provisions.

During this review, it was identified that Commission meetings have generally been held on a regular basis, with some meetings occurring in less than 90 days and others occurring slightly beyond the 90-day meeting schedule referenced in the statute. Chief Walker noted that since the establishment of the joint Civil Service Commission between Aurora

Fire District and Woodburn Fire District, meetings have consistently been conducted to address Commission business and fulfill statutory responsibilities. He stated that adhering to a 90-day schedule is not a substantial change from current practice and will help ensure clear compliance with ORS 242 requirements.

Commissioner Ballweber asked if we needed to meet even if we have nothing to meet about. Chief Walker stated that if there is nothing to discuss, in order to have records of communication, the committee will be contacted via email or will have a short TEAMS meeting. Commissioner Ballweber affirmed that is what is already being done.

Chief Walker stated that since AFD & WFD established the joint commission, we have met every 106-115 days. The 90-day requirement is not a drastic change from current practice, and it ensures that we are complying. Commissioner Arrasmith affirmed that meeting every 90 days will not be difficult to accomplish.

Chief Walker further stated that the intent of the Commission has always been, and will continue to be, to do the right thing at the right time. Commissioner Wagner inquired about meeting notifications, and Chief Walker advised that meeting notices and related information will be updated and posted on the District's website to support compliance with Oregon public meeting law requirements.

The Commission has remained active in carrying out its responsibilities and maintaining the integrity of the civil service process, and there have been no issues affecting the Commission's ability to fulfill its duties. Moving forward, the Commission will work with District staff to ensure meeting schedules, notices, minutes, and appointment records are consistently maintained in accordance with ORS 242 requirements.

The public records request also appears to seek confirmation that Commission meetings are being conducted in accordance with statutory requirements and that commissioner appointments are renewed by the Board of Directors every four years, as provided under ORS 242. The Commission is reviewing these administrative processes and will take any necessary steps to ensure continued compliance.

Commission Acknowledgement: Commissioner Bettyann Arrasmith made a motion to:

1. acknowledge that certain prior meeting intervals exceeded the ninety (90) day interval referenced in ORS 242.712 and Commission Rule 2.8;
2. acknowledge that the issue was identified during an administrative review conducted following receipt of a public records request;
3. direct that regular meetings be scheduled no less frequently than every ninety (90) days moving forward;
4. reaffirm the Commission's commitment to compliance with Oregon Public Meetings Law and applicable Civil Service statutes and rules; and
5. direct District staff and Commission officers to take reasonable administrative measures necessary to maintain ongoing compliance with statutory meeting and notice requirements."

The motion was seconded by Commissioner Wagner. The motion carried unanimously.

Chief Walker stated that regular quarter meetings will be scheduled in the Months of January, April, July, and October. It was agreed that the 3rd Tuesday of the month would work best. There will be additional meetings scheduled as needed to have commission oversight into testing processes, eligibility lists, and other items that may need attention prior to the regularly scheduled meeting.

Commissioner Wagner made a motion that the Civil Service Commission establish regular quarterly meetings to occur a minimum of every 90 days, which meeting dates to be publicly noticed in accordance with Oregon Public Meetings Laws.

The motion was seconded by Commissioner Arrasmith. The motion carried unanimously.

GOOD OF THE ORDER – Chief Walker thanked the commission for attending the meeting and for the oversight they provide to the fire districts.

ADJOURNMENT – Commissioner Arrasmith made a motion to adjourn the meeting. Commissioner Wagner seconded the motion. The motion carried unanimously, and the meeting adjourned at 9:18 a.m.

Next meeting is scheduled for:

Date: A date will be scheduled for July meeting

Time: TBD

Location: TBA