



Woodburn Fire District
Board of Directors Meeting

Wednesday, October 16 2024

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

Staff Present: Fire Chief Joe Budge, Division Chief Jim Walker, Accountant Dani Tice

Absent: Director Benito Puente, Office Administrator/Finance Officer Korrin Petersen

Community Members: Paul Kovacevich

Administration:

Director Cotter called the meeting to order at 7:02 pm. Roll call & pledge of allegiance was completed.

Approval of September 18, 2024: Director Yager made a motion to approve the meeting minutes from the September 18, 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 September 30, 2024:

Local Government Investment Pool 1:	\$2,320,156.42
Local Government Investment Pool, 2022 GO Bond:	\$2,462,915.42
Local Government Investment Pool, 2024 GO Bond:	\$6,338,461.39
Umpqua Bank Checking:	\$273,747.38
Total Resources:	\$11,395,280.61
Payment of September Net Payables:	\$75,331.53
Payment of September Bond Payables:	\$238,040.12
Payment of September Net Payroll:	\$420,618.43

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

Information Items

Annual Open House Report – Very Successful, 500 + visitors and 26 vendors.

Emergency Food Supply for District Operations – Purchased 25 food boxes with 10 day supply

Construction Project Updates – Division Chief Walker

SAFER Grant Award – Will also include LT promotional process, hopefully within house.

Action Items

Resolution 2024-32 Bauman Farms CERT Donation –

Board Chair Cotter read the resolution by title only. Director Yager made a motion to approve Resolution 2024-32 as presented. The motion was seconded by Director Schaub. The motion carried unanimously.

Valley Fab Enterprise Zone Request –

Board Chair Cotter entertained a motion to approve the rural industrial property tax exemption submitted by Valley Fab Enterprises to the Marion County tax assessor office. Director Yager made a motion to approve the tax exemption as presented. The motion was seconded by Director Schaub. The motion was carried unanimously.

Fire Chief Selection Process Continuation –

Executive Session

Executive Session – to consider the employment of an officer, employee, staff member or agent if: (i) the job has been publicly advertised, (ii) regularized procedures for hiring have been adopted, and (iii) in relation to employment of a public officer, there has been an opportunity for public comment. For hiring a chief executive officer, the standards, criteria and policy to be used must be adopted in an open meeting in which the public has an opportunity to comment. This reason for executive session may not be used to fill vacancies in an elective office or on any public committee, commission or other advisory group, or to consider general employment policies. ORS 192.660 (2)(1), ORS 192.660 (7)

Director Yager made a motion to adjourn the regular meeting and go into Executive Session at 7:20pm. The motion was seconded by Director Schaub. The motion was carried unanimously.

Director Schaub made a motion to end Executive Session and resume the regular board meeting. The motion was seconded by Director Yager. The motion was carried unanimously.

Conditional Employment Offer

A Motion was made by Director Yager to make a conditional offer to James Walker for the position of Fire Chief for Woodburn Fire. The motion was seconded by Director Schaub. The motion was carried Unanimously.

Chief Budge will get the contract drafted and forwarded to the Board members next week.

Miscellaneous Items & Recognitions

Walmart Shop with a Firefighter Grant –

Trunk or Treat, October 26th – The City of Woodburn will be hosting its annual Trunk or Treat event in the downtown plaza. Woodburn Fire Volunteers have already begun signing up to participate in this event.

Love Santa Money Drive, December 7th – Woodburn Fire career and volunteer members will be positioned around town to collect money and unwrapped new toys to donate to Love Santa Inc. the proceeds will go towards helping families who need assistance this holiday season. They are taking money instead of canned food, as it is easier to meet the needs with the proper food.

Congratulations Letter, Congresswomen Andrea Salinas –

This grant will provide schooling for 4 EMT's to move on to being a Paramedic. One has already started the process. The grant money can also be used to pay for back fill.

Public Comment

There were no comments from the public.

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

Next meeting will be held on: Wednesday, November 20, 2024.

APPROVED: Jerry Cotter
Jerry Cotter, Board President

Date: 11-20-2024

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