



Aurora Fire District * Woodburn Fire District Civil Service Commission

**April 23, 2026
Meeting Minutes
9:00 a.m.**

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

ABSENT: AFD Chief Byron Wakefield, Commissioner Brian Wagner

CALL TO ORDER – 9:00 a.m.

Commissioner Ballweber called the meeting to order.

APPROVAL OF MEETING MINUTES DECEMBER 30, 2025 – Commissioner Arrasmith made a motion to approve the minutes. The motion was seconded by Commissioner Ballweber. The motion carried unanimously,

NEW BUSINESS –

- 1. NOTIFICATION OF PROBATIONARY FIREFIGHTER TERMINATION** – Chief Walker informed the commission that on April 14, 2026, one of the probationary firefighters hired through the SAFER grant, did not make it through the probationary period and unfortunately was terminated.
- 2. EXTENSION OF 2025 WFD EMT ELIGIBILITY LIST** – Chief Walker presented the 2025 EMT Eligibility List that was approved by the commission in December of 2024. Although the list was effective for one year, the commission is asking for permission to extend it up to thirty months.

In accordance with Civil Service rule 6.2, Commissioner Arrasmith made a motion to extend the Woodburn Fire District EMT eligibility list with a new expiration date of December 31, 2026. The motion was seconded by Commissioner Debbie Ballweber. The motion carried unanimously.

- 3. RECOMMENDATION FOR REMOVAL FROM 2025 EMT ELIGIBILITY LIST** – Chief Walker asked the commission for approval to remove candidate Tri Tran from the EMT Eligibility List. Mr. Tran was scheduled for an interview on January 7, 2025, did not show up for the interview and did not contact the District to cancel.

Commissioner Arrasmith made a motion to remove Tri Tran from the 2025 EMT eligibility list pursuant to Civil Service Rule 6.4(4) due to failure to appear for the Chief’s interview scheduled on January 17, 2025, with no prior notice or subsequent communication provided to the department. The motion was seconded by Commissioner Ballweber. The motion carried unanimously.

GOOD OF THE ORDER –

ADJOURNMENT – Commissioner Arrasmith made a motion to adjourn the meeting. Commissioner Ballweber seconded the motion. The motion carried unanimously, and the meeting adjourned at 9:14 a.m.

Next meeting is scheduled for:
Date: TBD
Time: TBD
Location: TBA