



*Woodburn Fire District
Board of Directors Meeting*

Wednesday, October 15, 2025

Attendance: Board Chair Jerry Cotter, Director Andy Ponce, Director Ed Everts, Director Deb Yager, Director Sharon Schaub

Staff Present: Fire Chief Jim Walker, Assistant Chief Mike Corless, Finance Officer Korrin Petersen, Fire Marshal Omar Ortiz

Community Members: Paul Kovacevich, Brian Will (joined via TEAMS)

Board Chair Cotter opened the meeting at 7:00 pm. Roll call and the pledge of allegiance were conducted.

Administration:

Approval of Board Minutes from the September 17, 2025, meeting – Director Everts asked for clarity in whether there had or had not been any issues with board members responding “all” to group emails. Board Chair Cotter stated that since he has been on the board there had not been any issues but reminded the board that responding “all” to group emails constitutes a meeting and therefore should not be done. Director Yager made a motion to approve the board meeting notes as presented. The motion was seconded by Director Schaub. The motion carried unanimously.

Treasurer’s report was read by Secretary/Treasurer:

As of September 30, 2025:

Local Government Investment Pool 1:	\$1,710,216.85
Local Government Investment Pool, 2022 GO Bond:	\$0.00
Local Government Investment Pool, 2024 GO Bond:	\$1,634,883.13
Columbia Bank Checking:	\$591,168.55
Total Resources:	\$3,936,768.53
Payment of September Net Payables:	\$80,290.51
Payment of September Bond Payables:	\$3,643.55
Payment of September Net Payroll: (includes SAFER firefighters)	\$464,181.90

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

Station 23 Grand Opening Events & WFD Safety Fair – Chief Walker reported that the events of the first week of October on the 3rd & 4th were very successful, with attendance exceeding expectations at all the events. He thanked Finance Officer Petersen for cooking breakfast at the morning Chamber of Commerce event where Station 23 was opened to the business community. There was a good showing of our membership, both career and volunteers, and it was reported to be the highest attended Chamber event this year.

In the afternoon, Fire Marshal Ortiz had set up radio interviews where both he and Chief Walker were able to discuss what has been happening with the fire district and share about fire prevention and safety. Chief Walker thanked Fire Marshal Ortiz for arranging this engagement with the local radio station.

In the evening, we held a public grand opening at Station 23 where we had over 250 people attend between the hours of 4:00 – 8:00 pm. Both mayors from Woodburn and Gervais were in attendance, along with our fire chaplain. During the event, we had a call for a barn fire, which demonstrated the need for two career engines. Within 5 minutes both career engines and a volunteer unit had responded.

On October 4th, we held the district's annual Open House & Safety Fair, where we had 400-600 people in attendance. Fire Chief Walker gave a special thanks to Uli and the C.E.R.T team, for heading up this event and to volunteer firefighters Ray Fahey, James Audritsh, and Mark Van Lieu for providing fire engine rides to those in attendance. These three ran the antique engines non-stop during the event. The engine crews and volunteer members provided extrication demonstrations. We had 36-37 public service booths throughout the bay. Chief Walker also thanked volunteer member Dennis Hagenauer and Warde Hershberger for cooking the hot dogs at the event.

AFG Grant Award, September 2025 – The FEMA AFG grant application previously submitted was awarded to the district in the amount of \$75,000 to purchase two sets of turn out washer and dryers which will be placed at Station 22 & Station 23. The grant is a matching grant, with the district's portion being \$7,000. The district portion has already been met with by the plumbing and electrical work done at Station 23. We were able to accept the grant prior to the government shutdown. The district has received almost \$5,000,000 in grant dollars over the past year and a half.

2022 Voter Approved Bond – At the September meeting, Director Everts had inquired into the messaging presented to voters during the 2022 bond campaign and if that included the remodel at Station 22. Included in the board packet was a copy of SEL 805 which was added to the voter packet in May of 2021 for the 2022 election. The summary included wording that stated, "Improve District training facilities and Provide station maintenance including reroofing and facility updates." Chief Walker stated the facility updates to Station 22 will be kept simple by changing the current 3 dorm rooms into 4, adding egress windows, and reestablishing a public entrance. Chief Walker went on to say that there may be additional savings on the Station 23 project that will help in the funding.

SAFER Grant Update – Board Chair Cotter inquired into whether the government shutdowns have delayed the district receiving reimbursement for the SAFER grant members. Chief Walker stated that we had submitted a reimbursement request prior to the shutdown and are waiting for tax revenue to begin in November to help offset costs expenses while we wait. We have also

received notice from the Oregon State Fire Marshal's office that they are expecting the California conflagration monies to arrive soon. Combined revenues are expected to help get us through until the federal government resumes. Director Everts inquired into our reserves. Finance Officer Petersen stated that we carry over between 4-5 but not quite 5 months into the new fiscal year. Director Everts stated that we should carry over 5 months, being that this would be more prudent than 4.

EMT AFG Reimbursement – Assistant Chief Corless shared that in 2023 the district was awarded a grant EMT for training of volunteers. Two student volunteers have just completed their EMT classes and obtained their certification. The district received \$5,680.04 in reimbursement for those two students. We have also been awarded a grant for those interested in obtaining their paramedic certification. We currently have one member in the program and expect to have one additional once they are through their probationary period.

Conflagration Reimbursement Update – Finance Officer Petersen reported that in the board packet were several resolutions related to conflagration deployments that the district participated in earlier this year. The district deployed to a total of 8 wildfire deployments of which we have been reimbursed for 6.

District Website (Board Bios) – Finance Officer Petersen directed the board to a board bio form. With the revamping of the district website, she would like to add brief bios about each board member. She has also followed up with Cpt. Peil on establishing district email addresses for the board members. This was discussed at a prior board meeting to help protect the board members' personal devices in case authorities needed to confiscate devices during an investigation. There was some discussion amongst the board as to what could or could not happen during an investigation. The district administration will investigate purchasing tablets or iPads and follow up with getting the emails established.

Executive Session

None

Action Items

Board Policy – Revisions/Recommendations – At the September meeting, the board discussed reviewing and revising the board policies as outlined in board policy 3.5, stating a review shall be on a three-year cycle. Board members took copies of the policies home from that meeting to review and present revision at the October meeting.

Director Ponce noticed some repetition in 9.11 & 9.12 and noted that 13.1 needed to be updated to state Assistant Chief in lieu of Division Chief.

Included in the board packet was a completely updated version that Finance Officer Petersen had worked on to incorporate some of the language recommended by Special Districts Association of Oregon.

Board Chair Cotter thought the additions were good and appreciated how it now reads like a manual. He also appreciated the inclusion of language on how meetings are conducted. He would like to add language about allowing board members to attend meetings virtually when they are unable to do so in person. Director Everts stated he would like to see a link placed on our website for the community to attend the meetings virtually. Finance Officer Petersen stated

the link is on the website under the Board Meetings tab. Director Everts would like the board to have additional time to review the revised version suggesting that they take the copy presented and cross out anything they would like to have reviewed at the next meeting.

Chief Walker informed the board that there is no specific timeline on when the review and policies need to be approved. Director Everts stated he would like to have more time, and that it is more important that they are all in agreement.

Director Schaub agreed with the recommendation and stated that, like the city incorporating language from the League of Cities, it was important to add the Special District's information.

Liz Loomis, Public Affairs Consultant Contract – Chief Walker recommended that the district rehire Liz Loomis Public Affairs to help us prepare for a local option levy campaign. The district had utilized her help during the last levy renewal campaign. She was able to provide good messaging and has a good idea of where the community may be.

The contract for her services was included in the board packet for review. The total cost would be \$44,000, of which \$30,000 was included in the fiscal year 2026 budget. The request for a levy increase would allow the district to maintain current staffing level, including the 8 members hired under the SAFER grant. Director Everts asked if we are obligated to pay the full \$44,000. Chief Walker stated that the contract is up to \$44,000 but it could be less. Her firm only takes up to 16 organizations per year. Due to her very high success rate, she is very selective about who she takes on. Director Yager stated that historically when we have an election with a high approval rate, the next one is low. Because the last levy was so successful, this one may be harder to get passed. The decision to go out for the levy increase sooner than later, in May, is to prepare for an unsuccessful vote. If it does fail in May, we will have a second chance in November. If it fails in November, we would like to give the 8 SAFER firefighters notification that they may want to begin looking elsewhere.

Director Yager made a motion to approve Fire Chief Walker to sign the contract with Liz Loomis Public Affairs as presented. The motion was seconded by Director Schaub. The motion carried unanimously. Director Schaub stated that Liz has a good approach. Chief Walker stated that he appreciates how she isn't afraid to tell us what a good or bad idea is.

Resolution 2025-26/05, Elk Fire Conflagration Reimbursement – A resolution appropriating unanticipated revenue from the Oregon State Fire Marshal's office for the Elk Fire conflagration. Board Chair Cotter read the resolution by title. The resolution approves increasing the revenue account, and personnel services to appropriate the associated expenses. Director Yager made a motion to approve Resolution 2025-26/05. The motion was seconded by Director Schaub. The motion carried unanimously.

Resolution 2025-26/06, Flat Fire Conflagration Reimbursement – A resolution appropriating unanticipated revenue from the Oregon State Fire Marshal's office for the Flat Fire conflagration. The resolution approves increasing the revenue account, and personnel services to appropriate the associated expenses. Director Yager made a motion to approve Resolution 2025-26/06. The motion was seconded by Director Ponce. The motion carried unanimously.

Resolution 2025-26/07, Rowena Fire Conflagration Reimbursement – A resolution appropriating unanticipated revenue from the Oregon State Fire Marshal's office for the Rowena Fire conflagration. The resolution approves increasing the revenue account, and personnel services and materials and services to appropriate the associated expenses. Director

Schaub made a motion to approve resolution 2025-26/07. The motion was seconded by Director Yager. The motion carried unanimously.

Resolution 2025-26/08, Bauman Farms CERT Donation – A resolution appropriating unanticipated revenue from Bauman Farms which was donated to C.E.R.T for their volunteer work. The resolution approves increasing the revenue account, and materials and services, allowing the funds to go directly to C.E.R.T. Director Yager made a motion to approve Resolution 2025-26/08. The motion was seconded by Director Schaub. The motion was carried unanimously.

Resolution 2025-26/09, St. Paul Rodeo Association CERT Donation – A resolution appropriating unanticipated revenue from the St. Paul Rodeo Association which was donated to the C.E.R.T for their volunteer work. The resolution approves increasing the revenue account, and materials and services, allowing the funds to go directly to C.E.R.T. Director Yager made a motion to approve Resolution 2025-26/09. The motion was seconded by Director Ponce. The motion carried unanimously.

Resolution 2025-26/10, Wooden Shoe Tulip Farm Safety Fair Donation – A resolution appropriating unanticipated revenue from the Wooden Shoe Tulip Farm which was a donation to the fire district for its annual safety fair. The resolution approves increasing the revenue account, materials and services, allowing the funds to go directly towards the event. Director Schaub made a motion to approve 2025-26/10. The motion was seconded by Director Yager. The motion carried unanimously.

Resolution 2025-26/11, AFG EMT Grant Reimbursement – A resolution appropriating unanticipated revenue from the FEMA's AFG grant program which was a reimbursement to the fire district for EMT classes taken by volunteer members. The resolution approves increasing the revenue account, materials and services, allowing the funds to go directly back toward the expense account. Director Yager made a motion to approve Resolution 0025-26/11. The motion was seconded by Director Schaub. The motion carried unanimously.

Resolution 2025-26/12, Alder Springs Fire Conflagration Reimbursement – A resolution appropriating unanticipated revenue from the Oregon State Fire Marshal's office for the Alder Springs conflagration. The resolution approves increasing the revenue account, and materials and services to appropriate the associated expenses. A correction was noted prior to the approval. Director Ponce made a motion to approve Resolution 2025-26/12 with the corrections as noted. The motion was seconded by Director Yager. The motion carried unanimously.

Resolution 2025-26/13, Bullard Fire Conflagration Reimbursement – A resolution appropriating unanticipated revenue from the Oregon State Fire Marshal's office for the Bullard conflagration. The resolution approves increasing the revenue account, and personnel services and materials and services to appropriate the associated expenses. Director Yager made a motion to approve Resolution 2025-26/13. The motion was seconded by Director Schaub. The motion carried unanimously.

Resolution 2025-26/14, Long Bros. Bldg. Supply Safety Fair Donation – A resolution appropriating unanticipated revenue from Long Bros. Building Supply which was a donation to the fire district for its annual safety fair. The resolution approves increasing the revenue account, materials and services, allowing the funds to go directly towards the event. Director Schaub made a motion to approve Resolution 2025-26/14. Director Yager seconded the motion. The motion carried unanimously.

Miscellaneous Items & Recognitions

Friday, October 17th GHS Football game and homecoming bonfire. Volunteer members will attend and monitor the event.

Wednesday, October 22nd Fire Marshal Ortiz and Fire Inspector Kelly will be teaching fire safety to the kindergarten classrooms at Gervais Elementary School.

Monday, October 27th, Nellie Muir Elementary School students will be walking over to Station 21 for a field trip.

Saturday, October 25th. District members will be participating in the City of Woodburn's annual Trunk or Treat event.

Thursday, November 6th Fire Marshal Ortiz will be attending Lincoln Elementary School's college and career day.

Friday, December 5th is the Woodburn Fire District family Christmas dinner.

Saturday, December 6th we will be collecting money throughout town for Love Santa.

Tuesday, December 9th we will be wrapping gifts for Love Santa.

Thursday and Friday, December 11th & 12th we will be participating in the Senior Estates annual Golf Cart Parade.

Chief Walker stated that our members have been very busy with community outreach, and we will continue to be involved and part of community service.

Public Comment: There were no comments from the public.

Director Schaub made a motion to adjourn the meeting at 8:00 pm. The motion was seconded by Director Yager. The motion was carried unanimously.

Next meeting will be held on: Wednesday, November 19, 2025.

APPROVED:  Date: 11-19-2025
Jerry Cotter, Board President

ATTEST: 
Jim Walker, Fire Chief
Woodburn Fire District