



Woodburn Fire District
Board of Directors Meeting

Wednesday, February 18, 2026

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

Absent: Director Sharon Schaub

Staff Present: Fire Chief Jim Walker, Assistant Chief Mike Corless, Finance Officer Korrin Petersen, Fire Marshal Omar Ortiz, POCV Dale Nelson, POCV Ray Fahey, Firefighter Jorden Jacobucci, Firefighter Zach Wright, Firefighter Dylan Selleck, Lieutenant Alex Weninger, Firefighter Marshal Bray, Firefighter Brett Kruger, Cpt. Jon Koenig, Firefighter Dan Agee, Firefighter Grant Dickenson, Lieutenant Joe Jacobucci

Community Members: Jay Hannon, Pamela Anderson, Jennifer Stanislaw, Julie Stanislaw, Bill Poehler (Statesman Journal)

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 January meeting – Director Yager made a motion to approve the board meeting notes as presented. The motion was seconded by Director Ponce. The motion carried unanimously.

Treasurer’s report was read by Secretary/Treasurer:

As of January 31, 2026:

Local Government Investment Pool 1:	\$6,754,363.78
Local Government Investment Pool, 2024 GO Bond:	\$1,163,612.21
Columbia Bank Checking:	\$356,552.42
Total Resources:	\$8,274,528.41
Payment of January Net Payables:	\$198,066.67
Payment of January Bond Payables:	\$6,020.16
Payment of January Net Payroll: (includes SAFER firefighters)	\$425,703.60

Director Ponce made a motion to approve the treasurers’ report for January as presented. The motion was seconded by Director Everts and carried unanimously.

Information Items

Board Policy Review & Recommendations – Board Chair Cotter opened the discussion regarding the board policies that the board has been reviewing for several months. Questions had previously been raised by Director Everts during the January board meeting regarding the board’s role in contract negotiations. At that meeting, Director Everts asked the board to consider inserting additional language into the policy to clarify the board’s role.

Following the January meeting, and at the board’s request, Finance Officer Petersen distributed the Fire Chief’s contract and job description to the board for review.

Board Chair Cotter stated that the items referenced by Director Everts were already addressed within the Fire Chief’s contract and job description. He noted that while the board holds the final authority to ratify the collective bargaining agreement, the Fire Chief is responsible for the district’s day-to-day operations and financial management.

Director Everts stated that he felt the policy language could benefit from additional clarification and emphasized the board’s role in reviewing and determining whether to approve contracts.

Director Ponce agreed with Board Chair Cotter regarding the responsibilities outlined in the Fire Chief’s contract and job description, noting that Chief Walker was hired to oversee daily operations and manage district finances. The board also discussed the terminology “ratify” and “approve” in relation to the collective bargaining agreement. Director Ponce commented that the terms are generally used interchangeably in this context.

Chief Walker stated that board participation in contract negotiations would be uncommon and noted that, in most fire districts, negotiations are handled administratively with final approval by the governing board.

Board Chair Cotter noted that the board’s primary responsibility is policy development, while the Fire Chief is responsible for managing district operations.

Board Chair Cotter then asked for a motion to approve the board policies as noted in the draft copy of Resolution 2025/26-25. Director Ponce made a motion to approve the resolution with the addition that the board will have the final authority in ratifying or approving the collective bargaining agreement. The motion was seconded by Director Yager and carried unanimously.

Board Director Resignation – Included in the board packet was a letter of resignation from Board Chair Sharon Schaub. In her letter, Director Schaub stated that she regrettably would need to resign from her position. Fire Chief Walker stated that Sharon was a very active member who will be missed.

Action Items

Appoint FY 2027 Budget Committee – Fire Chief Walker stated that as per Oregon statute each year the Board of Directors is asked to appoint a budget committee to review the next year’s proposed budget. The budget committee is comprised of the Board of Directors and five additional members from the

community who would be willing to serve. A list of the names of the budget committee members was presented to the board. Director Everts asked who on the list had also served in the prior year. Finance Officer Petersen stated that all the members listed had also served last year. There was some discussion that whoever is appointed to fill Director Schaub's vacant position will take her place on the committee. Director Yager made a motion to appoint the budget committee. Director Ponce seconded the motion and the motion carried unanimously.

Appoint Fire Chief Jim Walker FY 2027 Budget Officer – As the district's chief executive officer, it is standard practice to appoint the fire chief as the budget officer. Director Yager made a motion to appoint the fire chief as the budget officer for fiscal year 2027. The motion was seconded by Director Ponce and the motion carried unanimously.

Approve FY 2027 Budget Calendar – The fiscal year 2027 budget calendar was presented to the board. The first budget meeting is scheduled for Wednesday, April 15, 2026. A second meeting, if needed, is scheduled for May 20, 2026. Chief Walker stated that although the District has never needed a second meeting, the District likes to have one scheduled as a precautionary measure. Director Yager made a motion to approve the fiscal year 2027 budget calendar. The motion was seconded by Director Ponce, and the motion carried unanimously.

Adoption of Board Policy, Resolution 2025/26-25 – See notes listed above under "Informational Items".

Board Chair Cotter asked for a motion to approve the board policies as noted in the draft copy of Resolution 2025/26-25. Director Ponce made a motion to approve the resolution with the addition that the board will have the final say in ratifying or approving the collective bargaining agreement. The motion was seconded by Director Yager and carried unanimously.

Local Option Levy, Resolution 2025/26-26 – Fire Chief Walker asked the board for their consider approving Resolution 2025/26-26 which would allow the fire district to ask voters for a .55 cent local option levy to maintain the eight firefighters currently paid for by the SAFER grant. The District has been blessed with the 3-year grant. As we have been looking closely at revenue projections, even the .55 ask will be very close. However, we are sensitive to the community and are asking for the bare minimum needed. If approved the local option levy would be presented to voters during the May election. Keeping two engine companies is imperative to meet the now 4,000 emergency calls per year. Just since 2024, we have seen a 700-call increase and with Woodburn being the third fastest growing city in Oregon, we are expecting those numbers to continue to increase. The increase will cost most households \$9 per month, which is still lower than surrounding fire districts that are comparable to our size.

Board Chair Cotter asked if there were any comments from the public. Community member Jay Hannon asked about compression being applied and how much of that .55 the district will receive. Fire Chief Walker stated that with additional anticipated growth his hope is the calculations will be enough. He affirmed his commitment to minimizing the cost to the community.

Community member Pamela Anderson asked, with the growth of the town, how long is the levy amount estimated to last before it must be revisited. Fire Chief Walker stated the levy would be good for five years.

Director Yager stated she appreciates the research being done and making the community aware of the impact. Board Chair Cotter stated that we would lose eight firefighters. Since we added the second engine we are twice as busy as we once were. With new apartments, Amazon, increased traffic, and additional homes if we did not have the two engines, we would have to rely on Hubbard Fire to assist us, which would delay response times. Chief Walker stated that Woodburn is the 21st largest city in Oregon. Director Ponce commended the District on being aggressive and efficient. He went on to say that when two engine companies are on scene fire loss is reduced and lives are saved.

Chief Walker handed out a letter of support for the levy from IAFF Local 1660

SEL 803 and SEL 805 forms were included for the board's review. Board Chair Cotter read the entirety of the resolution, asking voters to impose an additional .55 local option levy.

Director Ponce made a motion to approve the Resolution 2025/26-26. Director Everts seconded the motion and carried unanimously.

Void Moon Complex Fire Resolution 2025/26-22 – Finance Officer Petersen informed the board, that much like the financial reports submitted to them monthly, reports are also reviewed by the operation committee. During the February operations meeting, an error relating to materials and services line item entitled “conflagration expense” was discovered to be inaccurate. The budget vs. actual of this line item should always be equal to zero because of the reimbursement for the expense through the State Fire Marshal's office. Upon investigating the error, it was discovered that resolution 2025/26-22 allowed for budget adjustments to the revenue and personnel services only. The error has been corrected in resolution 2025/26-27. Director Yager made a motion to void resolution 2025/26-22. The motion was seconded by Director Ponce and the motion carried unanimously.

Moon Complex Fire Revised Resolution 2025/26-27 – Director Yager made a motion to approve resolution 2025/26-27. The motion was seconded by Director Everts and the motion carried unanimously.

West Salem Live Burn, Resolution 2025/26-28 – Assistant Chief Corless was approached by West Salem High School Fire Science coordinator Jennifer Stanislaw regarding the district's participation in a live burn event that will be held at the school. The program provides student participants with the opportunity to obtain their Firefighter 1 certification. As part of the program Special District Association of Oregon is requiring board approved resolutions to allow fire agencies to participate during the controlled burn. Assistant Chief Corless stated that costs associated with the project has been budgeted for under Fire and EMS training. Director Ponce asked what the structure was going to be used for the training. Jennifer Stanislaw stated that the program has a 16x16 small burn room that meets the NFPA 1403 standard. If approved one to two Woodburn Fire members with one engine will be helping at this event. Director Yager made a motion to approve resolution 2025/26-28 with the inserted date of May 28, 2026. The motion was seconded by Director Ponce and the motion carried unanimously.

Fire Chief – 12 Month Review – As part of Fire Chief Walker's installation, a six and twelve-month review process was formulated by former Fire Chief Budge and Special District's Association. This process is completed in executive session under ORS 192.660 (2) (i) and ORS 192.660 (8).

Director Yager made a motion to adjourn the regular meeting at 7:44 p.m. and go into executive session. The motion was seconded by Director Ponce. The motion was carried unanimously.

Executive Session

ORS 192.660 (2) (i) ORS 192.660 (8) To review and evaluate the performance of an officer, employee, or staff member if the person does not request an open hearing. This reason for executive session may not be used to do a general evaluation of an agency goal, objective, or operation of any directive to personnel concerning those subjects.

Director Yager made a motion to return to the regularly scheduled meeting at 8:54 p.m. The motion was seconded by Director Everts and carried unanimously.

Miscellaneous Items & Recognitions

Thursday, February 26th – Engine 21A Police vs. Fire Family Feud, Senior Estates Auditorium.

Board Chair Cotter observed the last burn to learn and saw the C.E.R.T team in action. He was very impressed by how well they took care of everyone. The C.E.R.T banquet will be held on Saturday, February 28th.

Community member Jay Hannon addressed the board and would like to be considered to fill the vacancy created by Director Schaub’s resignation. Board Chair Cotter stated that we will have a transparent process. Finance Officer Petersen stated that she has spoken to the legal team at SDAO, who recommended posting the vacancy for two weeks before the next board meeting on the district’s website. Director Everts stated that SDAO may have an application template that can be used for the process. Korrin will be posting the position on March 4th.

Wednesday, March 11th – Homeschool Group Tour Station 21

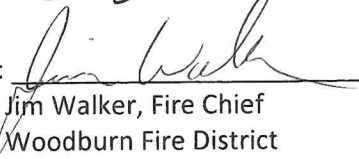
Wednesday, March 18th – 2025 Award Recipients honored at WFD Board of Directors Meeting.

Public Comment: There were no comments from the public.

Director Yager made a motion to adjourn the meeting at 9:01 p.m. The motion was seconded by Director Ponce. The motion was carried unanimously.

Next meeting will be held on: Wednesday, March 18, 2026.

APPROVED:  Date: 3/18/2026
Jerry Cotter, Board President

ATTEST: 
Jim Walker, Fire Chief
Woodburn Fire District