



Woodburn Fire District
Board of Directors Meeting

Wednesday, August 21, 2024

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

Community Members: Mayor Frank Lonergan, Paul Kovacevich, Woodburn Ambulance members Logan Chuhulantseff, Abigail Hulett, Meghan Amsberry, Metcom 9-1-1 members Mary Graeber and Tiffany Beck, Patrick and Jen Mae.

Staff Present: Fire Chief Joe Budge, Division Chief Jim Walker, Korrin Petersen, Office Administrator/Finance Officer, POCV Keagan Montgomery, Paramedic Ryan Johnson

Joined via TEAMS: No attendees joined remotely.

Board Chair Cotter called the meeting to order 7:00 pm.

Administration:

Director Cotter called the meeting to order and the Pledge of Allegiance was recited.

Roll call was completed with all directors present.

Chain of Survival – Life Saving Recognitions: Chief Budge opened the meeting by discussing the reason for the lifesaving recognitions that will be presented this evening. In May, a call for help came into 9-1-1 which initiated the chain of survival. The term chain of survival indicates all of the individual pieces that must come together in saving the life of a cardiac arrest patient. The chain includes the operators at METCOM that answered the 9-1-1 call, dispatched resources to the scene and coached the caller to provide CPR. In this case, the chain also includes a police officer that heard the call for help and assisted with providing CPR before the EMTs and paramedics from Woodburn Ambulance and Woodburn Fire arrived on scene to provide advanced life support interventions that resulted in the patient's return of spontaneous respirations. All the pieces in the chain of survival came together that day for Patrick Mae and tonight we are honoring those who played a role in saving his life.

Chief Budge praised the dispatchers at METCOM for exceeding the 90 second goal from call to resource dispatch and meeting that rate on more than 90% of all calls and providing outstanding CPR coaching to the patient's wife. Statistics show that there is an increased rate of survival for cardiac patients when CPR is started by bystanders within 6 minutes of having a heart attack.

The goal in cardiac events is to have a return to spontaneous circulation or ROSC. Woodburn Fire and Woodburn Ambulance are achieving ROSC at nearly twice the national average. Advanced life support provided by a paramedic is usually needed to restart the heart of a cardiac arrest patient and achieve ROSC.

Chief Budge handed out the Code Save awards. A short recess was taken for pictures. The meeting resumed at 7:20 pm.

Approval of July 22, 2024, Meeting Minutes: Director Yager made a motion to approve the meeting minutes from the July 22, 2024, board meeting. The motion was seconded by Director Schaub. The motion was carried unanimously.

Approval of July 29, 2024, Special Meeting Minutes: Director Yager made a motion to approve the July 29, 2024, special meeting minutes. The motion was seconded by Director Puente. The motion was carried unanimously.

Treasurer’s report was read by Secretary/Treasurer Yager:

As July 31, 2024:

Local Government Investment Pool 1:	\$3,297,922.11
Local Government Investment Pool, 2022 GO Bond:	\$2,832,147.99
Local Government Investment Pool, 2024 GO Bond:	\$6,282,848.60
Umpqua Bank Checking:	\$185,010.36
Total Resources:	\$12,597,929.06
Payment of July Net Payables:	\$200,802.67
Payment of July Bond Payables:	\$165,683.86
Payment of July Net Payroll:	\$379,896.94

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

Information Items

AV Upgrade Completed (Station 21) – Chief Budge reported that the new AV equipment in training rooms A & B has been installed. The system is up and running but not yet fully functional. Chief Budge explained that the system is functional enough at this point to be used at this board meeting to allow remote access. The system will also be used for staff and committee meetings. It has much better presentation capabilities than the previous equipment. Each room can be used as separate systems or together when hosting larger groups. The final set-up including HDMI inputs and final programming is scheduled for completion in September.

SAFER Grant Award Contingency Planning for Hiring & Promotions – The district has applied for a \$4,200,000 staffing grant through FEMA’s SAFER program. Award announcement began at the end of July however, the bulk of the announcements have been for Recruitment and Retention Coordinator grants. We anticipate hearing whether the grant application was successful by September 30th at the latest. If awarded the grant, we will be working on hiring (8) additional members to complete the staffing at Station 22. This will be a big lift for the crews and the trainers that will operate an 8-week training academy prior to moving the new recruits onto the line for a full year of on-the-job training. Director Ponce asked if there was a timeline requirement for hiring the new members. Chief Budge stated that there is and we will be ready to move quickly to meet that deadline. The need to move quickly is why the contingency planning is being completed.

Community Center Bond Measure Endorsement – Director Schaub introduced Mayor Frank Lonergan. Mayor Lonergan presented on behalf of the community action committee addressed the board with a presentation about the city’s new community center and asked the board to consider endorsement of the ballot measure for the bond levy.

Mayor Lonergan informed the board the city councilors unanimously voted to place a bond measure for the community center on November’s ballot. The city has received a grant for \$15,000,000 from the State of Oregon for the project and has committed another \$5,000,000 of city funds to the project. The \$15,000,000 grant will expire if not used by July 1, 2025. The community action group has had many discussions with stakeholders from various citizen groups who seem to be in favor of the project. The total construction cost would be \$60,000,000.

If built, the center would completely replace the city’s pool which is now 30 years old and in need of repair. It would also provide a gym, 2nd story walking track, community meeting room for up to 300 people with commercial kitchen, basketball and pickleball courts, bike trails, and a safe space for our youth and seniors.

Mayor Lonergan explained that cities our size have places to use for meeting, gatherings, and recreation. This is a space that we not only need now but will be used by generations in the future. It would be an investment into our future. In order to raise the \$60,000,000 the cost of the bond would .99 per thousand, which equals about \$15.00 per month for home with an assessed value of \$400,000.

Mayor Lonergan provided the board with an example letter of support. Should they agree to support the campaign, they could use this example or write their own. Ideally, the city would like to gather 10-12 letters of support focusing on safety, staying physically active, and planning for our future.

Director Schaub asked the board to decide whether to support the bond as a board or whether they would like to support the bond as individuals. Board Chair Cotter read the example letter out loud to the group. Director Ponce asked if it mattered whether he lived outside of city limits. Mayor Lonergan stated it did not if they supported the bond as a board. Director Ponce stated he was in favor of the board supporting the bond measure because this is something the community needs. Director Yager stated the project aligns with the safety, vision, and mission of the board. Supporting the center will better care for our community. Director Yager asked if there will be opportunities for seniors. Director Schaub stated there will be. Director Puente stated his support and believes it will be a great benefit to engage the community toward improvement. He also sees the need for spaces to hold basketball and pickleball tournaments and will have great economic benefits as well. Director Yager stated as we are seeing more housing and our community grows, the financial burden of the bond tax levy on our current community members will lessen.

Director Cotter asked if the fire district staff could help with developing a letter. Chief Budge stated that because we are public employees we are prohibiting from endorsing or working on the ballot measure in support of the center; however, the board as elected public officials can. The board came to a consensus to endorse the bond measure and to draft their own letter of support of which Director Yager will write.

Director Yager made a motion to approve the board's letter of support for the bond measure on November's ballot for the new community center. The motion was seconded by Director Schaub. The motion was carried unanimously.

Annual Financial Audit – Chief Budge reported that the financial audit for fiscal year 2023-2024 has begun. Auditors will be on-site on Monday, August 26th. Korrin has been busy all week meeting the document requests for the audit and loading them into the portal set-up by the auditors. She is very organized as she undergoes mini audits monthly with consultant Dani Tice. Director Yager said kudos to Korrin who was ready early on and when asked by the auditors to move up her audit date and was ready to comply. Chief Budge reported that an important speaking point during the recent fire district bond renewal was that prior audits were highlighted as having no violations or deficiencies, showing good fiscal responsibility. The transparency and accountability provided by the audits helps develop trust with the voters when no violations or deficiencies are found.

Conflagration Deployments – Chief Walker reported that although we do not have any members currently deployed, we have been deployed to 13 wildfires this fire season.. Woodburn wildland team members include Capt. Jon Koenig, who is an operations chief on a state incident management team (IMT), Engineer/Paramedic Robb Gramzow who is in communications on an IMT. Lt. Joe Jacobucci, Lt. Jeremy Peil, Engineer Raul Garza, and Engineer Dan Agee are all part of the district wildland team. Capt. Koenig and Paramedic Engineer Robb Gramzow have assisted on multiple deployments. Engineer Agee and Garza recently returned from a deployment where they were able to use the district's new brush unit. The report back was that the new apparatus worked great on very rocky and uneven off-road conditions. Chief Walker also reported that the Dodge Ram 1500 that was just purchased last month has been used a lot by our IMT members. The district has already recouped about a third of the cost of the truck through the deployment reimbursements.

Chief Budge Retirement Announcement – Chief Budge announced his retirement plans, with a target date of February 1, 2025. The announcement kicks off the discussion of the fire chief hiring processes, announcements, and steps to follow. Special Districts Association of Oregon (SDAO) consulting services has provided a list which was included in the board packet. The first four items on the list need to be completed in open session and include:

1. Develop/Review a clear and concise job description for the position, outlining minimum standards, expectations, and performance evaluation process.
2. Review/develop benefit package for position.
3. Determine recruitment/hiring process to be conducted.
4. Determine selection/screening process.

As per information provided by SDAO, if all of the above are conducted in public session, the interviewing of the candidates can be done in executive session.

Included in the board packet was the current fire chief's job description which was completed in 2017. Chief Budge has made some minor adjustments to fully capture the essence of the job. At the direction of the board, Chief Budge will ask SDAO consulting services to review the job description and complete a benefit package comparison with comparable fire districts. The result of the review and comparable search will be available for the board's review at the September meeting. Also at September's meeting, we will be asking the board to decide whether the process will be an internal or external recruitment. Director Yager stated that we

are fortunate to have very good internal candidates and does not see any reason to go external. Her experience with going through the hiring process for Chief Budge was as an external recruitment cost the district tens of thousands of dollars. She does not see the point when we have qualified internal candidates who may be interested in applying for the position. Board Chair Cotter stated his agreement with Director Yager noting that we likely have some good candidates from within who know the district. He added that he wants to make the process transparent. He also stated that he was on the board during the hiring of Chief Budge and agrees that time and money are factors to consider when recruiting externally. Director Schaub is also in agreement with Directors Yager and Cotter. She stated that if Chief Budge had to leave suddenly, she was confident that we have someone internally that could fill the position. Director Ponce asked if we knew how many staff were interested in applying for the position. Chief Budge stated that we have one interested and there may be more. He went on to say that if the board decided to hold the recruitment internally, we would need to make sure that other members are qualified to apply. He gave the example of the job description currently requiring a bachelor's degree and stated that the board may consider changing that to an associates degree. Director Ponce agreed with the process being transparent and available for all members who may be interested in applying. Director Puente asked how long we would leave the posting open. Board Chair Cotter stated that it should be a minimum of two weeks. Director Yager agreed. Chief Budge stated that there are benefits to both types of search processes. If the board chooses to stay internal, it is good for continuity, especially with our current building projects and apparatus purchases. Additionally, internal candidates would have already developed relationships with the staff and stakeholders within the community. External candidates would take a minimum of a year to understand the full scope of the job and become familiar with policies, staff, and the community. It really takes two years to hit a good stride in the position. Director Yager stated she is in favor of staying internal and ensuring that anyone who meets the qualifications can apply. Chief Budge added that the board does not need to make a decision tonight but would like for them to decide at September's meeting in order to keep the process moving forward. The board gave Chief Budge approval to proceed with the SDAO review of the job description and benefit package in preparation for the September meeting.

Action Items

Resolution 2024-22 – Resolution Authorizing Budget Adjustment for Reimbursement from Keizer Fire District for Intterra Software – There are 3 resolutions included in the packet for board consideration that relate to the IGA's we have with 5 other fire districts relating to the Intterra software subscription. Chief Budge explained that Woodburn is the main point of contact for Intterra subscription. We make the payment directly to Intterra and are reimbursed portions of the cost by the other agencies included in the IGA. If approved, the resolution would allow budget adjustments to the revenue and materials and services side of our financial statement to allocate the reimbursements back into our accounts.

Board Chair Cotter read the resolution by title only. Director Yager made a motion to approve Resolution 2024-22 as presented. The motion was seconded by Director Schaub. The motion carried unanimously.

Director Ponce excused himself, asking for a short recess to take a phone call at 8:12 pm. The meeting resumed at 8:14 pm.

Resolution 2024-23 – Resolution Approving IGA updates with Intterra Partners in Marion County – A security clause modification regarding the Intterra IGA is being requested by the REGIS group that includes nearly all of the fire agencies in the tri-county metro area. This modification grants Intterra permission to work with the REGIS Group to share information on all major incidents with outside agencies responding into Woodburn and Gervais. Chief Budge gave the example of an earthquake; the clause would allow other agencies to have access to facility information stored in the Intterra database. The board of directors from the other agencies within the IGA are also being asked to approve this language.

Director Cotter read the resolution by title only. Director Yager made a motion to approve Resolution 2024-23 as presented. The motion was seconded by Director Ponce. The motion carried unanimously.

Resolution 2024-24 – Resolution Adopting Revised Civil Service Rules – Chief Budge stated that a comprehensive revision of the civil service rules has been completed. The revision began almost a year ago and were initially intended to strike language that related to the Canby and Molalla Fire Districts who were previously included in the joint commission. In reviewing the information, Chief Budge felt it was a good time to revisit the Oregon Revised Statutes that governs civil service for firefighters to ensure the existing rules included all of the ORS requirements. Because Woodburn firefighters are represented by a union and Aurora firefighters are not, language needed to be included that stated that the Collective Bargaining Agreement with Local 1660 takes precedence over the rules in those areas that are addressed by the CBA. The union’s attorney has reviewed the changes and has been in contact with the district’s attorney and has come to an agreement on the rule revisions and the exclusion language for represented members. The Woodburn labor group is in the process of a final review of Article 15.. This article addresses resignations and defines a member that is considered to be “in good standing”. Director Ponce asked if Chief Budge was good with the changes that were made. Chief Budge stated that he is. Chief Budge asked the board to consider the adoption of the rules as presented pending the final acceptance of the language in Article 15 by the Woodburn career firefighters.

With no other questions, Board Chair Cotter read the resolution by title only. Director Yager made a motion to approve Resolution 2024-24 pending the labor groups acceptance of the revised language in Article 15. The motion was seconded by Director Schaub. The motion was carried unanimously.

Resolution 2024-25 – Resolution Establishing a Maximum Project Budget for The Station 21 Project and Authorizing Chief Budge to Sign a Phase 2 Construction Contract with Bremik Construction – Division Chief Walker reported that we had received an initial guaranteed maximum price (GMP) from Bremik construction on the Station 21 project at the end of last week. The project cost came in at \$1,880,000, which is about \$200,000 higher than the latest GMP estimate from Emerick construction. The district administrative team met and had some hard decisions to make on areas that we could consider deleting from the project scope. A spreadsheet with the proposed deletions was included in the board packet for review. One of the main scopes deleted is the extension of the training room where the antique fire engine would have been stored and displayed. Chief Walker explained that we had to prioritize those projects related to safety and emergency response operations and although the addition would

have been a nice showcase, it did not fit within the budgeted amount. Deleting the addition will allow us to add back the above ground fuel tanks at Station 23, which will help us become operationally self-sufficient with fuel for the apparatus and emergency generators for 10 days following a regional disaster. In lieu of the antique engine addition, we do have plans to add an opening with glass doors from the training room that will go out onto the new firefighter plaza.

Chief Walker reported that the revised guaranteed maximum price is not completely nailed down, but we are asking the board to consider approving the resolution to establish a project budget not to exceed \$1,750,000. Board Chair Cotter inquired into the deletion of steel stairs vs. wood stairs. Division Chief Walker stated that that is in the shop and is used for a bail out training prop. Without the steel stairs, the crews will continue to use the wooden prop for their annual refresher training. Hearing no other questions, Board Chair Cotter read the resolution by title only.

Director Yager made a motion to approve Resolution 2024-25 as presented. The motion was seconded by Director Puente. The motion carried unanimously.

Resolution 2024-26 – Resolution Authorizing Budget Adjustment for Reimbursement from Mt. Angel Fire District for Intterra Software – This resolution accounts for the reimbursement received from the Mt. Angel Fire District for the Intterra software.

Board Chair Cotter read resolution by title only. Director Ponce made a motion to approve Resolution 2024-26 as presented. The motion was seconded by Director Yager. The motion carried unanimously.

Resolution 2024-27 – Resolution Authorizing Approval of IGA with Aurora Fire District for the Support of Civil Service Commission – The joint Civil Service Commission for the Aurora and Woodburn Fire Districts have appointed Keith Smith as chief examiner. Per state statute, a chief examiner must be appointed by the commission to oversee promotional and hiring processes. Up until this point, Chief Budge has been performing the duties of chief examiner which is allowed by ORS. However, best practice is to have an outside chief examiner for the oversight instead of someone who is associated with one of the districts. If approved, the resolution would provide the structure for the Woodburn Fire District and the Aurora Fire District to share the financial and administrative support for the commission and the services provided by the chief examiner. Chief Budge explained if Keith works to oversee a testing process it would take approximately 4-5 hours. If we asked him to provide an entire assessment center, it would take 200-300 hours of work. Keith is also the chief examiner for the Silverton Fire District. Director Yager asked if there was any conflict with him working for Silverton. Chief Budge said there was none.

Board Chair Cotter read the resolution by title only. Director Puente made a motion to approve Resolution 2024-27 as presented. The motion was seconded by Director Schaub. The motion carried unanimously.

Resolution 2024-28 – Resolution Authorizing Budget Adjustment for Reimbursement from Hubbard Fire District for Intterra Software – This resolution accounts for the reimbursement received from the Hubbard Fire District for the Intterra software.

Board Chair Cotter read the resolution by title only. Director Ponce made a motion to approve Resolution 2024-28 as presented. The motion was seconded by Director Schaub. The motion carried unanimously.

Resolution 2024-29 – A Resolution Authorizing the Addition of the Above Ground Fuel Tanks & Related Expenses to the Station 23 Project – Division Chief Walker explained, if this resolution is approved, it would allow for the addition of the fuel tanks to the Station 23 project scope. This will allow the district to be self-sustained with a 6,000-diesel fueling tank and 500-gallon regular gas tank. A copy of the revised site plan was included for the board’s review. Director Ponce asked what we will be doing about DEF fuel. Chief Budge stated that we store DEF in the shop and will continue that practice. Board Chair Cotter asked if the tanks will be protected from the environment. Chief Budge stated they are built double walled and are being manufactured at GK Machine in Donald. Chief Budge added that the district received multiple bids for the tanks and GK was the least expensive and highest quality tanks available.

Hearing no other questions, Board Chair Cotter read the resolution by title only. Director Yager made a motion to approve Resolution 2024-29 as presented. The motion was seconded by Director Puente. The motion carried unanimously.

Executive Session

None

Miscellaneous Items & Recognitions

Chief Budge reported that district members have had a very busy July and August with many events throughout the communities we serve.

Hubbard Hop Fest Parade Participation – Volunteer members Dale Nelson, James Audritsh, Dennis Hagenauer, Matt Smith, Emily Storm and Will Stokes participated in the Hubbard Hop Festival parade. A community member shared that the Woodburn Fire members represented themselves and the fire district in a very professional manner.

Community Connections Day – Korrin is on the Community Connections Day committee. We had 4 on-duty career members, Korrin, Liz Kelly, the district’s fire inspector, and 5 volunteer members participate in this event that allowed the public an opportunity to interact with police and first responders.

National Night Out – District members included 4 from the on-duty crew, 3 from administration and 9 volunteers that helped with this event. We were able to visit neighborhoods in 15 different locations in Woodburn and Gervais. Residents from Gervais inquired about Station 23 and seemed very excited about having a fire station in their community.

Canby Fire District Thank You – Chief Budge received a thank you from the Canby Fire Chief Jim Davis for the help provided by E-21 B-Shift on a brush fire south of Canby on 99 E at South End Rd. This was a second alarm fire that required the assistance from a type 2 helicopter. Director Yager asked if they had found the source of ignition. Division Chief Walker stated they had not at this time.

Fiesta Mexicana – Five volunteer members took apparatus for the Fiesta Mexicana parade, where elected officials were able to ride. Director Schaub stated that as a council member, she was able to ride in the 1954 fire engine and she thanked Mark Van Lieu for his many years of service in helping with this event.

9/11 Remembrance Ceremony & First Responder Breakfast – We will be hosting a 9/11 remembrance ceremony. Chief Budge reported that Korrin does a great job putting on this event which includes a breakfast for the first responders. Again this year we have invited members from Woodburn Ambulance, Woodburn Police, and the Marion County Sheriff's office to participate.

Groundbreaking Ceremony, Gervais Station 23, September 17th – Korrin has sent out the groundbreaking invitations for September 17th. We met with P & C Construction on the Station 23 project today, permits have been issued for the septic tank, we are just a few days away from getting the building permit. They will have equipment on-site and have some of the earthwork started by the end of the month.

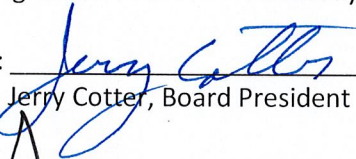
Public Comment

There were no comments from the public.

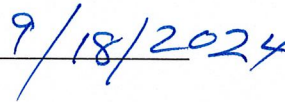
Director Yager made a motion to adjourn the meeting at 8:50 pm. The motion was seconded by Director Ponce. The motion was carried unanimously.

Next meeting will be held on: Wednesday, September 18, 2024.

APPROVED:


Jerry Cotter, Board President

Date:



ATTEST:


Joseph Budge, Fire Chief
Woodburn Fire District