

*Woodburn Fire District*  
**Board of Directors Meeting**

**Wednesday, August 19, 2026**

**Attendance:** Board Chair Jerry Cotter, Board Vice Chair Andy Ponce, Director Ed Everts, Director Deb Yager, Director Steve Kufeldt

**Absent:**

**Staff Present:** Fire Chief Jim Walker, Assistant Chief Corless, Finance Officer Korrin Petersen, Lt. Jesse Halpern, Firefighter Engineer Christian Waters

**Community Members:** Bryan Will, Michael G., Roger Will (joined via TEAMS)

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

**Administration:**

**Approval of Board Minutes from the July 22, 2026, Meeting** – Director Yager made a motion to approve the minutes from the July 22, 2026, meeting. The motion was seconded by Director Ponce. Hearing no comments or questions, Board Chair Cotter called for a vote. The motion was passed unanimously.

**Approval of Executive Session Minutes from the July 22, 2026, Meeting** – Director Everts made a motion to approve the Executive Session minutes from the July 22, 2026, meeting. The motion was seconded by Director Yager. Hearing no comments or questions, Board Chair Cotter called for a vote. The motion was passed unanimously.

Treasurer's report was read by Secretary/Treasurer:

As of July 31, 2026:

|                                                                   |                    |
|-------------------------------------------------------------------|--------------------|
| Local Government Investment Pool 1:                               | \$3,313,515.55     |
| Local Government Investment Pool, 2024 GO Bond:                   | \$204,417.77       |
| Columbia Bank Checking:                                           | \$305,253.88       |
| <br>Total Resources:                                              | <br>\$3,823,187.20 |
| <br>Payment of July Net Payables:                                 | <br>\$206,466.92   |
| Payment of July Bond Payables:                                    | \$67,968.00        |
| <br>Payment of July Net Payroll:<br>(includes SAFER firefighters) | <br>\$516,934.49   |

Board Chair Cotter asked if anyone had any questions regarding the financial reports. Director Everts asked if the board could get a copy of the general ledger to go along with the financial statements. Chief Walker stated that he would look in to including the report for future meetings. Director Ponce made a motion to approve the Treasurer's report as presented. The motion was seconded by Director Kufeldt. Board Chair Cotter asked if anyone had any further discussion or questions. Hearing none, he called for the vote. The motion carried unanimously.

### Information Items

**Station 22 Construction Update/Turnout Washer & Dryer Installation** – Chief Walker reported that as mentioned at the July meeting, the Station 22 project is coming along very well. The dorm rooms have been converted into four rooms. The original windows that were installed were ordered incorrectly and did not open. New windows are on order and will take four to five weeks to arrive. In the meantime, Woodburn Construction is working on electrical and plumbing for the turnout extractor washer and dryer. This turnout project will be reimbursed through the Assistance to Firefighters Grant. Director Cotter asked if the Waconda station has a turnout washer and dryer and Director Kufeldt inquired about Station 23. Chief Walker replied that although we do not have a set at Waconda, we do have a set at Station 21 and will have them at Stations 22 and 23 once the project is complete. Assistant Chief Corless stated that we are waiting for the equipment to arrive.

**Conflagration Deployments** – Assistant Chief Corless reported that it has been a wild 2026 Wildland Season. To date we have deployed 9 personnel, assigned to variety of positions, deployed to six locations. This is estimated to be roughly 2,500 hours of time working on the fire grounds. Chief Walker covered the most area by attending to the Hayden and 2<sup>nd</sup> Flat Fire. Assistant Chief Corless spent 13 days on the East Evans Fire. Most Woodburn Fire members have returned except for Captain Koenig who is currently on the Grasshopper Fire. He is scheduled to return later this week. Director Kufeldt asked if our equipment remains with our people. Assistant Chief Corless stated that it does, however there may be times that individual members of a Woodburn team may be transferred to another apparatus when assistance is needed.

**Firefighter Assessment Center Update** – Assistant Chief Corless stated that as of 6:30 p.m. we have forty-eight (48) applications; seven (7) of which are volunteers. We will be taking forty (40) to an assessment center at the end of September where they will be interviewed by two panels and go through a fire skills test. Applications will be accepted through September 8<sup>th</sup>. We are estimating an additional twenty (20) applications. Per the Civil Service rules, volunteers that meet the criteria will receive an additional ten (10) points. The application and assessment center is being advertised through the Daily Dispatch and the National Testing Network. Director Ponce stated that the number of applicants we have is very good. Two firefighters will be retiring on December 31<sup>st</sup>.

**Part-Time Administrative Assistant Hiring Announcement** – Finance Officer Petersen reminded the board of the job posting that was discussed at the July meeting. Interviews were held, serving on the panel with herself, was Assistant Chief Corless, and incumbent Fire Chief for Molalla Fire District Dustin Hamilton. The committee unanimously chose Natalie Jones to fill the part-time position. Natalie's first day will be Tuesday, September 8<sup>th</sup>. She will undergo a training period and will then begin her regular schedule of Monday, Wednesday, and Fridays.

## Action Items

## Executive Session

## Miscellaneous Items & Recognitions

Tuesday, August 4<sup>th</sup> National Night Out, City of Gervais – Chief Walker stated that although we were scheduled to attend a lot of different national night events, most were cancelled due to smoke and poor air quality. The City of Gervais went ahead with their event, which was very successful and well attended. Additional vendors included a U.S. Coast Guard helicopter, the Salem Hazmat team, the Oregon Army National Guard, and the State Fire Marshal's Office.

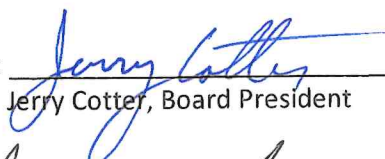
Upcoming events:

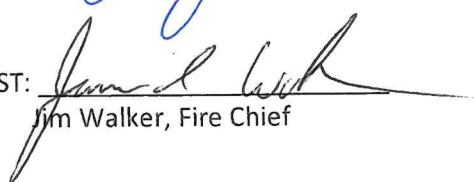
- Saturday, August 22<sup>nd</sup> Fiesta Mexicana Parade – We will be participating in this event and parade which is a great opportunity to be part of the community. POCV Mark Van Lieu will be leading the parade with antique fire truck representing the district.
- Friday, September 11<sup>th</sup> – 9/11 Memorial WFD & Woodburn Pastoral Association will host local first responders on this 25<sup>th</sup> anniversary. Chief Walker gave credit to Finance Officer Petersen who was able to secure a bagpiper to play at the event.
- Saturday, September 12<sup>th</sup> Relay for Life, Centennial Park

**Public Comment:** Board Chair Cotter asked if there were any comments from the public, specifically to those joining remotely. Hearing none, he entertained a motion to adjourn the meeting.

Director Kufeldt made a motion to adjourn the meeting at 7:19 p.m. The motion was seconded by Director Yager. The motion carried unanimously.

Next meeting will be held on: Wednesday, September 16, 2026.

APPROVED:  Date: 9-16-2026  
Jerry Cotter, Board President

ATTEST:   
Jim Walker, Fire Chief