



*Woodburn Fire District
Board of Directors Meeting*

Wednesday, November 20, 2024

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

Staff Present: Fire Chief Joe Budge, Division Chief Jim Walker, Office Administrator/Finance Officer Korrin Petersen, Cpt. Jon Koenig, Engineer Tom Cally

Community Members: Paul Kovacevich

Administration:

Director Cotter called the meeting to order at 7:00 pm. Roll call & pledge of allegiance were conducted.

Approval of Executive Session Minutes from October 15, 2024: Director Yager made a motion to approve the executive session meeting minutes from the October 15, 2024, board meeting. The motion was seconded by Director Ponce. The motion was carried unanimously.

Approval of Board Minutes from October 16, 2024: Director Yager made a motion to approve the board meeting notes as presented. The motion was seconded by Director Puente. The motion carried unanimously.

Approval of Executive Session Minutes from October 16, 2024: Director Ponce made a motion to approve the executive session notes as presented. The motion was seconded by Director Schaub. The motion carried unanimously.

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

As October 31, 2024:

Local Government Investment Pool 1:	\$1,841,881.02
Local Government Investment Pool, 2022 GO Bond:	\$2,162,786.05
Local Government Investment Pool, 2024 GO Bond:	\$6,356,619.88
Umpqua Bank Checking:	\$264,317.71
Total Resources:	\$10,625,604.66
Payment of October Net Payables:	\$120,654.84
Payment of October Bond Payables:	\$318,999.01
Payment of October Net Payroll:	\$343,702.02

Director Schaub made a motion to approve the treasurer's report for October. The motion was seconded by Director Puente. The motion was carried unanimously.

Information Items

WFD Volunteer Firefighter Jose Ortiz EMT Reimbursement – Chief Budge introduced Volunteer Firefighter Jose Ortiz. Jose started working as a volunteer firefighter in 2022. He has earned his Firefighter I certification and has now completed his EMT training and national EMT certification. The cost of the training was \$2,913. Through the 2022 AGF grant, the district was able to be completely reimburse the expense. Chief Budge presented a check for the reimbursement to Jose. The board congratulated Jose on a job well done.

Station Construction Project Update – Division Chief Walker reported that we have run into a few challenges with the wet well waterproofing at Station 23. The wet-well is the reservoir for the fire sprinklers that is required due to the water supply that comes from a well and not from a municipal water system. Halfway through the wet-well installation there was some leaking that occurred with the waterproofing. Although this has been resolved, it has put the project behind 3-4 weeks. The contractor is hoping that they can make up the time as the project continues. Station 23 is expected to be completed sometime in fall of 2025.

Station 21 is progressing quickly. We have added back the uniform storage area which will allow a larger storage area for uniforms that will be needed with an increasing number of firefighters. Bremik Construction has used very little of the \$69,000 contingency fund. Completion is expected around the end of January.

SAFER Grant Hiring Recruitment Update – Chief Budge announced that we have had a very successful firefighter recruitment with a total of 69 applicants that met the minimum qualifications for the positions. Due to the high number of applicants, we have added an additional day to the assessment center, which will test 18 candidates per day for a total of 4 days. Many candidates have taken advantage of the opportunity to ride along with Engines 21 & 22. By meeting many of these folks through the ride-along process, it appears that we will have a very good pool to choose from. We are anticipating the 8 new members will start on March 1, 2025.

Director Ponce asked where we posted the job announcement. Chief Budge stated that we mailed post card fliers to an Oregon EMT list, posted on the district's Facebook and website, National Testing Network. Chief Budge also stated that our members have also been out spreading the word about this hiring opportunity.

Included in the board packet was map and chart of the United States broken down by NFPA by region. Chief Budge directed the board to the documents demonstrating that in the Western region, the average number of firefighters per 1,000 residents is .99. The district serves about 40,000 people. The additional 8 new members will bring our total up to 24. This is still considerably less than the national average.

Director Schaub reported that an arts and mural committee member stopped by the station and asked about construction. 4-5 firefighters out there explained and recognized the arts and murals committee for the donation for the firefighter plaza.

Action Items

Resolution 2024-33 Surplus Air Unit Donation, Aurora Fire District – With the purchase of the new Air Unit, the board was asked to consider donating the 1991 Air Unit to the Aurora Fire

District. Currently we are the only district in north Marion and south Clackamas counties with this type of apparatus therefore, we have frequent response requests from other districts during their fire calls. Allowing the district to surplus the 1991 unit will provide Aurora with the capability to help with the responses to the south Clackamas County districts. Director Ponce asked if the air unit has an on-board compressor. Cpt. Koenig stated that it does not but Aurora has a Bauer compressor at their station for recharging the on-board cylinders.

Board Chair Cotter read the resolution by title. Director Yager made a motion to approve resolution 2024-33 as presented. The motion was seconded by Director Schaub. The motion was carried unanimously.

Chief Budge informed the board that the next six resolutions directly relate to conflagration reimbursements from the Oregon State Fire Marshal's office. WFD had a total of 13 deployments in 2024.

Resolution 2024-34 Elk Lane Conflagration Reimbursement – Board Chair Cotter read the resolution by title. Director Yager made a motion to approve resolution 2024-34 as presented. The motion was seconded by Director Ponce. The motion was carried unanimously.

Resolution 2024-35 Copperfield Conflagration Reimbursement – Board Chair Cotter read the resolution by title. Director Yager made a motion to approved resolution 2024-35. The motion was seconded by Director Puente. The motion was carried unanimously.

Resolution 2024-36 Lone Rock Conflagration Reimbursement – Board Chair Cotter read the resolution by title. Director Schaub made a motion to approve resolution 2024-36. The motion was seconded by Director Ponce. The motion was carried unanimously.

Resolution 2024-37 Town Gulch Conflagration Reimbursement – Board Chair Cotter read the resolution by title only. Director Yager made a motion to approve resolution 2024-37. The motion was seconded by Director Schaub. The motion was carried unanimously.

Resolution 2024-38 Larch Creek Conflagration Reimbursement – Board Chair Cotter read the resolution by title. Director Schaub made a motion to approve resolution 2024-38. The motion was seconded by Director Ponce. The motion was carried unanimously.

Resolution 2024-39 Dixon Fire Conflagration Reimbursement – Board Chair Cotter read the resolution by title. Director Yager made a motion to approve resolution 2024-39. The motion was seconded by Director Schaub. The motion was carried unanimously.

Chief Budge commended Captain Jon Koenig and Office Administrator/Finance Officer Korrin Petersen on tag-teaming the reimbursement requests from Oregon State Fire Marshal's (OSFM) office. OSFM reimburses the district for any expenses and provides revenue for the use of our equipment. The revenue funds the entire WFD wildland program.

Chief Walker Contract Approval Consideration – Board Chair Cotter addressed the board regarding Fire Chief Walker's contract proposal that he sent out for review prior to the board meeting. With the board's approval from the October meeting, Board Chair Cotter met with

Division Chief Walker to discuss the contract and salary. Recognizing his knowledge of the district and his experience with operations, the proposal included a starting wage at Step 4 in the amount of \$168,501 for the first 6 months and upon a 6-month review moving up to the Step 5 wage of \$175,310. He asked the board for their thoughts, feedback, and comfortability to move forward with the contract. Director Puente asked where the salary and benefits are compared with other fire chiefs. Board Chair Cotter stated it was within the comparable range. Director Yager shared that considering the position and his experience, she is in favor of moving forward.

Hearing no other comments, Director Yager made a motion to approve the signing of the employment contract for Fire Chief with Jim Walker. The motion was seconded by Director Schaub. The motion carried unanimously.

Division Chief Walker expressed his appreciation for the board's support and for the opportunity to continue to work with the folks at Woodburn Fire.

Chief Budge informed the board that SDAO consultant, Gordon Sletmoe has developed a performance evaluation form that the board can use to evaluate Chief Walker's performance at the 6-month review.

Board Chair Cotter asked where we are in the process of hiring for the Division Chief position. Chief Budge reported that to get a good candidate pool, we have extended the recruitment another week or so.

Executive Session

Executive Session – to consider the employment of an officer, employee, staff member or agent if: (i) the job has been publicly advertised, (ii) regularized procedures for hiring have been adopted, and (iii) in relation to employment of a public officer, there has been an opportunity for public comment. For hiring a chief executive officer, the standards, criteria and policy to be used must be adopted in an open meeting in which the public has an opportunity to comment. This reason for executive session may not be used to fill vacancies in an elective office or on any public committee, commission or other advisory group, or to consider general employment policies. ORS 192.660 (2)(1), ORS 192.660 (7)

The board decided it was unnecessary to go into executive session for further discussion of the fire chief appointment.

Miscellaneous Items & Recognitions

Country Meadows Veteran's Day Celebration B Shift – Chief Budge thanked B Shift for helping the Country Meadow's celebrate Veteran's on November 11th.

Upcoming Community Events:

- Settlemier House Tree Lighting, November 29th
- Mayor's Tree Lighting, December 1st

- WFD Christmas Dinner, December 6th
- Love Santa Money Drive, December 7th
- Gervais Parade, December 7th
- Senior Estates Golf Cart Parade, December 12th & 13th
- Shop with a Firefighter, December 12th & 13th
- Love Santa Gift Wrapping, December 17th
- Gervais Winter Fest, December 19th

Chief Budge's retirement celebration is scheduled for Friday, January 31st. Board Chair Cotter shared his appreciation for the work Chief Budge has done to take the district to the next level. We will forever be grateful to him. He suggested having Chief Budge pin Division Chief Walker the last 5 minutes of the party representing a transition of leadership.

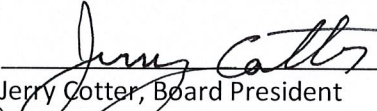
Director Puente thanked the group of WFD members who came to present to the 3rd graders at Heritage Elementary School. The group included Recruitment & Volunteer Coordinator Matt Smith and group of volunteers. Board Chair Cotter stated the amount of community outreach done by the district is outstanding.

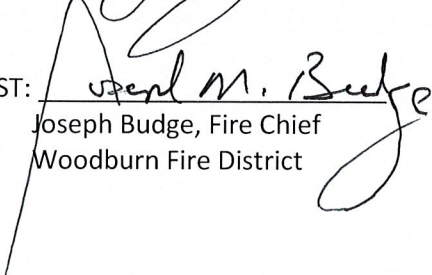
Public Comment

There were no comments from the public.

Director Ponce made a motion to adjourn the meeting at 7:45 pm. The motion was seconded by Director Puente. The motion was carried unanimously.

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

APPROVED:  Date: 12-18-2024
 Jerry Cotter, Board President

ATTEST: 
 Joseph Budge, Fire Chief
 Woodburn Fire District