



Woodburn Fire District
Board of Directors Meeting

Wednesday, February 21, 2024

Station 21

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

Absent: Director Benito Puente

Staff Present: Chief Joe Budge, Division Chief Jim Walker, Korrin Petersen, Office Administrator/Finance Officer, Engineer David Nelson, Engineer/Paramedic Jesse Halpern, Engineer Jeffrey Robinson, Lt. Joseph Jacobucci, Engineer/Paramedic Ryan Johnson, Engineer Jared Redmon, POCV Marshal Bray, Engineer Dylan Selleck, Engineer/Paramedic Jesse Halpern

Other Attendees: Marc Griffin and Ryan Pugh

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

Administration:

Pledge of allegiance.

Roll call was completed.

Approval of January 17, 2024, Meeting Minutes: Director Yager made a motion to approve the meeting minutes from the January 17, 2024, board meeting. The motion was seconded by Director Schaub. The motion was carried unanimously.

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

As January 31, 2024:

Local Government Investment Pool 1:	\$5,873,912.69
Local Government Investment Pool, GO Bond:	\$4,956,273.16
Columbia Bank Checking:	\$247,700.13
 Total Resources:	 \$11,077,885.98
 Payment of January Net Payables:	 \$100,266.15
Payment of January Bond Payables:	\$7,962.05
Payment of January Net Payroll:	\$312,118.37

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

Chief Budge addressed the board and the guest present with a letter of appreciation for Engineer Paramedic Jesse Halpern. Jesse's has done extraordinary work leading, supervising, and mentoring new members through a career recruit academies conducted both last year and this year. Jesse also leads the Field Training and Evaluation Program (FTEP) for new paramedics, teaching district guidelines and protocols and evaluating the new paramedics application in the field. He continually goes above and beyond to take care of needs he sees throughout the station and during day-to-day operations. Jesse also took on a huge project last year when we researched and purchased equipment to develop trauma bags for each of our apparatus. In recognition of his outstanding service, Chief Budge presented a letter of appreciation to Engineer/Paramedic Halpern.

Chief Budge introduced newly hired Engineers Jeffrey Robinson and David Nelson. Director Ponce administered the oath of office.

Board Chair Cotter adjourned the meeting for pictures and congratulations. The meeting resumed at 7:20 pm.

Information Items

Annual SDAO Conference Attendance – Division Chief Walker reported that the district administrative team attended the SDAO conference. SDAO is Special Districts Association of Oregon. They provide services and insurance to small government districts like water districts, sanitation districts, schools, and fire districts. Fire districts are one of the biggest attendees at the annual conferences. This year the conference was held in Seaside and had 750 attendees. The cost for attending the conference was \$1,857.13. This included Korrin attending a class at the pre-conference meeting, and Chief Budge and Division Chief Walker attending the full conference. There are a lot of very valuable classes offered which help keep us updated on the newest laws and regulations and is a great networking opportunity. There are also a lot of classes offered for board members. The board was encouraged to attend next year. The conference will be in February again next year and will likely be held in Bend. Board Chair Cotter stated that he has attended the conference in the past and found it very valuable. Director Ponce stated he would be interested in attending next year.

Annual Financial Audit Reports – Included in the board packet was an audit explanatory summary, copies of fiscal year 2024's adopted budget and the audit financial reports as of June 30, 2023. Office Administrator/Finance Officer Korrin Petersen presented a financial audit report to the board demonstrating the final ending fund balances for fiscal year 2023 were 2.55% higher than what was projected/adopted for fiscal year 2024's budget.

Chief Budge commended Korrin on doing an outstanding job with the audit. The auditors are typically here for a week with follow up questions remotely. The transparency of our records with no findings at all shows a job well done. Korrin is continually working in three fiscal years, the prior for the audit, the current, and projecting for the next fiscal year and does a great job managing this work.

Property tax Revenue Estimates for FY 24/25 – Two different sheets were included in the board packet that came from the Marion County Tax collector's office. One entitled 2024-2025 shows our estimated growth projected for fiscal year 2025. These are the numbers that we will use for our revenue when building next year's budget. The other, entitled 2023-2024 shows that last year the assessor's office predicted a growth of 4.88%. We ended the year with a 5.88%

increase, for a difference of 1%. Although the 11.36% increase for fiscal year 2025 is significant, it is less than was anticipated from the Amazon property. The Amazon building makes up 6% of the total increase with a total assessed value of \$1,600,000. In talking with the city's economic folks, we had been anticipating the building's assessment being around \$4,500,000. This will slow down our hiring process and we likely not be able to hire as we had originally planned.

The Amazon property is being assessed as vacant warehouse space right now because it currently has no robotic infrastructure. Once that is installed the assessed value is expected to increase.

Civil Service Annual Personnel Roster & Salary Schedule Certification – The Civil Service Commission met earlier in February. Part of the commission's requirement is to certify the personnel roster and salary schedule on an annual basis. They have reviewed each classification and approved the information as presented. The process allows the district to remain transparent and in-line with comparable districts.

Board members Cotter and Ponce asked a few clarifying questions about the list.

FY 24/25 Woodburn Fire District Organizational Goals – Included in the board packet were districts goals for fiscal year 2023/2024 and a draft of the goals 2024/2025. A big portion of the goals are surrounding bond management and are a precursor to the budget planning process for next fiscal year.

Local Option Levy Certification for May Ballot – Chief Budge referred to the documentation surrounding the local option levy request that will be include in the voter's pamphlet in May. Marion Elections office has certified and assigned 24-495 as the ballot measure number. All documents have been filed with the county along with the explanatory statement which will be included in the voter's pamphlet.

Action Items

Local Option Levy – Board of Directors Letter of Support – Board Chair Cotter distributed a letter of support for the board to review. If approved, the letter will be added to the voter's pamphlet in May. The letter would need to include a signed authorization from each board member. Director Ponce stated that he liked the letter. Chief Budge stated that he has consulted with an attorney as to whether it would be appropriate to use district funds for filing fee. The attorney stated that the district funds should not be used to pay the filing fee for the letter; however, Local 1660 who may be willing to cover the cost. The cost to file the letter of support is \$400.

Director Schaub asked if the levy passes would be able to increase firefighter and paramedic staffing. Chief Budge stated that the levy would allow us to maintain the staffing that we currently have but over the next 5 years, as the city's development increases so will the amount the district will receive from the levied funds. This may allow the hiring of additional emergency personnel. Director Schaub asked if the levy would increase taxes. Chief Budge stated that would not. Passing the levy would allow the renewal of the levy at the current rate. He added that the average homeowner in Woodburn and Gervais would pay about \$5.60 per month. Director Schaub asked if the tax was just for residents of Woodburn. Chief Budge stated that anyone who lives within the fire district would be assessed the tax. Director Schaub approved

the letter. Director Yager approved the letter with a correction of her and Director Schaub's last names.

Director Ponce made a motion to approve the letter with the corrections noted. The motion was seconded by Director Yager. The motion carried unanimously.

IGA IT Services City of Woodburn – An intergovernmental agreement was presented for the board's approval. The agreement would allow the district to continue working with the City of Woodburn's IT department on all computer-related issues. The new cost for services is \$100 per hour, having gone up \$15 from the prior year.

Director Yager made a motion to authorize Chief Budge to sign the IGA with the City of Woodburn as presented. The motion was seconded by Director Schaub. The motion was carried unanimously.

IGA WFD Use of Aurora Fire District Training Facility – An intergovernmental agreement with the Aurora Fire District was presented for the board's approval. The agreement would allow Woodburn to use of the Aurora Fire District's training facility and serves as a hold harmless agreement. There is no charge for the use of the facility. The training facility is located on Ehlen Rd. in Aurora near I-5. This is where Aurora Fire District is planning to build their new station.

Director Yager made a motion to authorize Chief Budge to sign the IGA with the Aurora Fire District as presented. The motion was seconded by Director Ponce.

Chief Budge stated that this agreement is good for us as we move forward. Aurora now has the staffing ability to move up and cover our district while we train and in turn we can go up and help cover their district. Having Aurora's facility close and available will also save us a lot of money in building our own training facility.

Updated Bond Expenditure Plan with Revised Project Estimates – Marc Griffin from Orange Wall Architects and Ryan Pugh from Emmerick Construction presented updated plans and cost for Gervais Fire Station 23. Most of the changes made came after a walk through of Canby Fire's Station 363 which we had originally based our plans around. The dorm rooms, day room, and kitchen at Station 363 were too small so were increased. We also added a drive through bay, three trench drains for slopping, and adequate exhaust fans.

The plans also include a fire pump room, work out space, turn out storage, laundry, separate decontamination room and exterior patio. Marc went through the interior and exterior site plans.

Presented to the board was a side-by-side cost comparison from the estimate provided in September 2023 to what is being presented today. Ryan from Emmerick stated that the walkthrough and revision from the Canby 363 station increased the square footage by approximately 900 square feet. However, the primary estimated increases are coming from mechanical, engineering, and plumbing. These estimates are about \$1,000,000 higher than what was estimated in September but should be considered high estimates. Without a lot of plan detail, subcontractors do not have enough information to provide firm numbers.

Once a mechanical engineer is brought on board for the pre-construction design phase, we will be able to get the financials dialed in and be able to provide subcontractors with better detail to bid the project off of. The competitive bid process is expected to begin in April or May which should bring the MEP costs down and will help to define the greatest maximum price.

Chief Budge stated that early work at Station 23 is beginning shortly. The work will include adding a temporary road which will cross over the drainage ditch and extend out to the wellhead, as well as getting temporary electrical on-site.

The estimated cost increases for the work at Station 21 were also reviewed with an increase of \$60,826 from the estimates received in September. Early work for Station 21 would include \$50,470 for painting and carpet and \$100,000 for upgrading the AV equipment in both training rooms and the board room which would include wireless mics, larger digital displays, upgraded speakers with the ability to do training and meetings remotely.

An additional change presented for Station 21 was to the front façade of where the antique fire apparatus will be stored. The board was shown two options, and all agreed that the new roof line was an improvement to the original plan proposed. The City of Woodburn's Arts and Murals committee has donated \$60,000 for a firefighter memorial bronze frame and water feature that will be on display in the new plaza.

A updated bond expenditure plan for all of the bond related projects was reviewed and discussed. The financial summary shows that after all the projects are complete, we should have \$361,303 remaining. The remaining funds will be used to make improvements to Station 22's parking lot and building. All the numbers are beginning to be locked down and will continue to be tracked and firmed up as we move towards getting the guaranteed maximum pricing from the subcontractors.

Director Yager made a motion to approve the early work projects as presented for Station 21 and Station 23 and to approve the revised bond expenditure plan as presented. The motion was seconded by Director Ponce. The motion was carried unanimously.

Resolution 2024-13 Bond Sale – In May of 2021 voters approved a general obligation bond in the amount of \$12,760,000. On July 20, 2022, the board approved a resolution allowing \$6,960,000 of those funds to be sold. Resolution 2024-13 was included in the board packet. The board was asked to consider approving this resolution which would authorize the sale of the remaining bond funds, \$5,800,000, to be sold.

Board Chair Cotter read the resolution by title. Director Yager made a motion to approve Resolution 2024-13 as presented. The motion was seconded by Director Ponce. The motion was carried unanimously.

Resolution 2024-14 SDIS Insurance Claim Reimbursement – In September of 2023, an accident which occurred at Station 24 resulted in damage to the building and a piece of apparatus. The total cost to repair the building was \$20,034.41. After the insurance deductible of \$2,500 was applied, Special District's Insurance reimbursed the district \$17,534.41 for the claim. Resolution

2024-14 would allow budget adjustments to the revenue and expense accounts for the reimbursement.

Board Chair Cotter read the resolution by title. Director Yager made a motion to approve Resolution 2024-14 as presented. The motion was seconded by Director Schaub. The motion was carried unanimously.

Appoint Budget Officer – Board Chair Cotter informed the board that historically the appointed budget officer is the fire Chief.

Director Yager made a motion to appoint Chief Budge as the budget officer. The motion was seconded by Director Schaub. The motion was carried unanimously.

Appoint Budget Committee – A list of budget committee members was presented for the board to review.

Director Yager made a motion to approve the budget committee as presented. The motion was seconded by Director Schaub. The motion was carried unanimously.

Adoption of FY 24/25 Budget Calendar – Korrin had put together a budget calendar showing that the budget committee would meet on April 17th before the regular board meeting at 5:30. If an additional meeting is required a second meeting could be arranged for May 15th. The board is scheduled to adopt the approved budget for fiscal year 2024-25 on June 19th.

Director Yager motion to adopt the budget calendar as presented. The motion was seconded by Director Ponce. The motion was carried unanimously.

IGA City of Woodburn, Arts & Mural – The board was asked to consider approving an intergovernmental agreement with the City of Woodburn for the donation of \$60,000 from the Arts and Mural committee for the firefighter structure, water feature and lighting project.

Director Yager made a motion to approve IGA as presented. The motion was seconded by Director Schaub. The motion was carried unanimously.

Executive Session

None

Miscellaneous Items & Recognitions

Thank you to the Hoodview Church of God – Chief Walker thanked Pastor Steve Kuhfeldt and the Hoodview Church of God for allowing us to use their facility for and MCI/Active Shooter drill.

Budget Committee Meeting, April 12, 2024, 5:30 pm

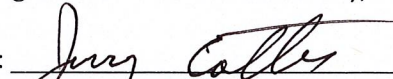
Public Comment


Director Yager stated that she was happy to see our new firefighters, appreciated being informed about the station projects and price increases and congratulated Korrin on a job well done with the audit.

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, March 20, 2024.

APPROVED:  Date: 3/21/2023
Jerry Cotter, Board President

ATTEST: 
Joe Budge, Fire Chief
Woodburn Fire District