Woodburn Fire District

Board of Directors Meeting

Wednesday, July 22, 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 (via TEAMS) Finance Officer Korrin Petersen, Fire Marshal Ortiz, POCV Mark Van Lieu, Firefighter Engineer Grant Dickenson, Firefighter Engineer Jerrod Schuch, Lieutenant Joseph Jacobucci, Firefighter Engineer Zachariah Wright, Firefighter Engineer Grant Dickenson, Volunteer Firefighter Yaset Carlos

Community Members: Brian Will & Roger Will (joined via TEAMS)

Board Chair Cotter opened the meeting at 7:03 p.m. Roll call and the pledge of allegiance were conducted.

Nominations & Appointments for Board Positions

Board Chair Cotter opened the meeting. As we enter a new fiscal year, it is time to appoint Board positions. The first order of business was to open nominations and appointment the Board Chair.

Director Yager nominated Jerry Cotter for the position of Board Chair. The nomination was seconded by Director Ponce. Hearing no other nominations, Board Chair Cotter called for a vote. The nomination passed unanimously.

Board Chair Cotter asked for nominations for the position of Vice-Chair. Director Yager nominated Director Steve Kufeldt for the position of Vice-Chair. The nomination was seconded by Director Ponce. Hearing no other nominations, Board Chair Cotter called for a vote. The nomination passed unanimously.

Board Chair Cotter asked for a nomination for the position of Secretary/Treasurer. Vice Chair Kufeldt nominated Director Yager for the position of Secretary/Treasurer. The nomination was seconded by Director Everts. Hearing no other nominations, Board Chair Cotter called for a vote. The nomination passed unanimously.

Administration:

Approval of Board Minutes from the June 17, 2026, Meeting – Director Yager made a motion to approve the minutes from the June 17, 2026, meeting. The motion was seconded by Vice Chair Kufeldt. 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 June 30, 2026:

Local Government Investment Pool 1:	$3,766,838.02
Local Government Investment Pool, 2024 GO Bond:	$271,522.92
Columbia Bank Checking:	$577,582.16
Total Resources:	$4,615,943.10
Payment of June Net Payables:	$208,075.80
Payment of June Bond Payables:	$0.00
Payment of 2022 GO Bond Debt:	$295,457.50
Payment of June Net Payroll: (includes SAFER firefighters)	$448,449.88

Board Chair Cotter asked if anyone had any questions. Hearing none, he entertained a motion for the approval of the June financial report. 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 Update – Chief Walker provided an update on the Station 22 remodel project; stating that the project is coming along well and has remained within budget. The remodel included turning 3 rooms into 4 and adding windows. Windows had been installed but they were non-opening and should have been opening. The correct windows have been ordered. Director Ponce asked if once complete, they could take a tour of the station before it is reoccupied. Chief Walker confirmed that a time would be arranged. Board Chair Cotter asked how everything was going at Station 23. Chief Walker stated there were still a few things to sort out with the contractor but overall, it is working out well. Director Cotter asked if there were a lot of calls coming in from Gervais and if we had had any feedback from the City of Gervais. Chief Walker stated the call volume from Gervais had been consistent with the past. We did have one walk-in medical patient.

Firefighter Assessment Center – Assistant Chief Corless presented the firefighter assessment exam notification to the Civil Service Commission on Tuesday. The application process will open on August 3rd and close on September 8th. Ride-a-longs will be scheduled for August 15th through September 24th. The assessment center will take place during the week of September 28th. The current list had been extended, however, with multiple retirements coming at the end of the year, combined with the dwindling list, the assessment center will allow the District to establish a new list. Assistant Chief Corless asked the Board if they had any questions. No questions were asked.

Part-Time Administrative Assistant Job Posting – Finance Officer Petersen addressed the Board, directing them to the job posting for the part-time administrative assistant. The application period was July 6th through July 20th. It was advertised in the Woodburn Independent, on the District's website, and through the Oregon Fire Service Office Administrators. We received three applications. Interviews will be held on Tuesday, July 28th. The part-time position will work 24 hours per week. Director Everts asked to clarify what was budgeted, thinking we budgeted for a half time (.50) position. Finance Office Petersen stated financials included hiring someone 24 hours per week. Chief Walker would like the position to work 8 hours days, Monday, Wednesday, and Fridays.

Conflagration Deployment Update – Chief Walker informed the Board that Assistant Chief Corless, Engineer Agee, and Lieutenant Weninger are currently on deployment to the East Evans Fire. Cpt. Koenig had also been deployed to East Evans but has since returned. Engineer Gramzow is currently on deployment to the Rowe Fire and is helping with communications. Director Kufeldt asked about the unprecedented number of fires this year. Chief Walker stated that current conditions show over 2,000 acres with Marion County having 5 task forces deployed. Director Ponce stated they will work 14 days, be given a 2-day rest period and then be likely be sent back out.

Action Items

Approval of Accounting Firm Jarrad, Nowell, & Russell LLC FY 2026 Financial Audit – Finance Officer Petersen stated that included in the Board packet was a letter of engagement from the accounting firm of Jarrad, Nowell, & Russell for the financial audit of fiscal year 2026. This is the same firm that was used last year. The audit was done in a timely manner and lead auditor Russ Reis came and presented the audit to the Board at a regularly scheduled Board meeting. Board Chair Cotter asked about the delay with a prior audit. Finance Officer Petersen stated that the delay was for the year prior. The accountants used then had hired accountants from out of state and were having turnover issues. This was when we had switched to Jarrad, Nowell, and Russell. Hearing no other questions, Board Chair Cotter called for a vote.

Director Yager made a motion to approve the accounting firm of Jarrad, Nowell, & Russell to complete the fiscal year 2026 financial audit. The motion was seconded by Director Ponce. Hearing no other discussion or questions, Board Chair Cotter asked for a vote. The motion was carried unanimously.

Ratify Shared Fire Marshal IGA – Chief Walker directed the Board to the Fire Marshal IGA with the Molalla Fire District. The Molalla Fire District had reached out to ask for service assistance, upon the retirement of their Fire Marshal. The IGA is a way for us to help a neighboring agency and be fiscally responsible. In talking with Fire Marshal Ortiz, he agreed this was something that he and Inspector Kelly could help with. This is a trial-based program, that allows Molalla Fire the opportunity to see if a part-time Fire Marshal will be sufficient. Chief Walker asked the Board to consider ratifying the contract.

Director Yager asked when the assistance would begin. Chief Walker stated that it began July 1, 2026. Director Ponce stated that included in the contract was a 90-day opt-out clause for either District. Director Kufeldt asked if the one day a week changes his salary. Chief Walker stated that it does not. The agreement is solely providing additional revenue to the District. Director Everts asked what would happen if he couldn't make out to Molalla. Chief Walker stated that it is based on hours and a lot of the plans review can be completed online. Director Everts asked why they are not hiring their own. Chief Walker stated that they are not sure they need a full-time person. Their former person was their mechanic, a paramedic, and served as their Fire Marshal. He went on to say, it is very difficult to find someone willing to work part-time.

Hearing no other questions, Board Chair Cotter called for a motion. Director Yager made a motion to ratify the IGA with the Molalla Fire District for shared Fire Marshal services. The motion was seconded by Director Ponce. Hearing no other discussion or questions, Board Chair Cotter called for the vote. The motion carried unanimously.

Resolution 2025/26-33 MES Refund – Finance Officer Petersen stated that a duplicate payment was made to MES in the amount of $3,643.05. The District's financial software should not allow for the entry of duplicates to occur, however, once discovered MES was notified and the reimbursement was requested and subsequently received. The resolution allows for the budget adjustment, which will accurately reflect the expenses for Firefighter Equipment and Supply.

Board Chair Cotter read the resolution by title. Hearing no discussion or questions, Board Chair Cotter called for a motion. Director Ponce made a motion to approve Resolution 2025/26-33 as presented. The motion was seconded by Director Yager. The motion carried unanimously.

Resolution 2025/26-34 Hughes Fire Refund – Finance Officer Petersen stated like the prior resolution, overpayments were made to Hughes Fire Equipment. The difference is the high volume of invoices received from Hughes and adjustments that have since been made to the billing process. Prior to the overpayment, invoices were being emailed to both the ordering party and to the finance officer. With the volume of invoices coming in from Hughes, having two invoices sent and approved at different times has become problematic. Moving forward, all invoices will be emailed solely to the Finance Officer.

Board Chair Cotter read the resolution by title. Hearing no discussion or questions, Board Chair Cotter asked for a motion to approve the resolution. Director Yager made a motion to approve Resolution 2025/26-34 as presented. The motion was seconded by Director Ponce. Board Chair Cotter called for the vote. The motion was carried unanimously.

Resolution 2025/26-35 City of Woodburn C.E.R.T Donation – Finance Officer Petersen stated that C.E.R.T received the second half of their donation from the City of Woodburn, under the state of emergency for packing and delivering food boxes. Although the check was supposed to be made payable to A Ray of Hope for the C.E.R.T team, it was made payable to the Woodburn Fire District. Approving the resolution will authorize the budget adjustments for the unanticipated revenue and expense associated with the donation.

Board Chair Cotter asked about the process of the 501(c.) Director Kufeldt who is also on the Friends of C.E.R.T Board stated that C.E.R.T. donations are collected and tracked under the umbrella of the Ray of Hope, who is working as their financial umbrella. Friends of Woodburn C.E.R.T are working toward establishing their own 501 (c), which will allow them the opportunity to apply for additional grants.

Board Chair Cotter asked if there were any other questions. Hearing none, he read the resolution by title and asked for a motion to approve the resolution. Director Yager made a motion to approve Resolution

2025/26-35 as presented. The motion was seconded by Director Kufeldt. Hearing no further discussion or questions, Board Chair Cotter called for the vote. The motion carried unanimously.

Executive Session

Under ORS After reading ORS 192.660 (2)(d) – to conduct deliberations with persons designated to carry out labor negotiations; Board Chair Cotter asked for a motion to go into Executive Session.

Director Yager made a motion to go into executive session at 7:35 p.m. The motion was seconded by Director Ponce. The motion carried unanimously.

Director Yager made a motion to adjourn executive session and resume the regular Board meeting at 7:51 p.m. Director Kufeldt seconded the motion. The motion carried unanimously.

Miscellaneous Items & Recognitions

Community Thank You's were included in the Board packet.

Upcoming events: The Board was invited to attend and support the following events:

- Saturday, August 1st Community Connections Day
- Tuesday, August 4th National Night Out
- Saturday, August 22nd Fiesta Mexicana Parade, Director Kufeldt thanked Mark Van Lieu for bringing the antique engine to the Kiwanis Chuck Wagon Breakfast on the 4th of July. Board Chair Cotter appreciates Mark's hard work in maintaining the antique engines and taking them out of all the community events.
- Saturday, September 12th Relay for Life

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 Yager made a motion to adjourn the meeting at 7:56 p.m. The motion was seconded by Director Everts. The motion carried unanimously.

Next meeting will be held on: Wednesday, August 19, 2026.

APPROVED: Jerry Cotter Date: 8-19-2026
Jerry Cotter, Board President

ATTEST: Jim Walker
Jim Walker, Fire Chief