



*Woodburn Fire District  
Board of Directors Meeting*

**Wednesday, December 18, 2024**

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

**Staff Present:** Fire Chief Joe Budge, Division Chief Jim Walker, Office Administrator/Finance Officer Korrin Petersen

Absent: Director Benito Puente

**Community Members:** Paul Kovacevich

**Administration:**

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

**Approval of Board Minutes from November 20, 2024:** Director Yager made a motion to approve the board meeting notes as presented. The motion was seconded by Director Schaub. The motion carried unanimously.

Treasurer's report was read by Secretary/Treasurer:

As November 30, 2024:

Local Government Investment Pool 1:	\$3,726,925.89
Local Government Investment Pool, 2022 GO Bond:	\$1,657,430.64
Local Government Investment Pool, 2024 GO Bond:	\$6,382,619.44
Umpqua Bank Checking:	\$230,855.93
 Total Resources:	 \$10,505,131.90
 Payment of November Net Payables:	 \$130,454.59
Payment of November Bond Payables:	\$512,714.58
Bond Loan Payments:	\$235,532.97
Payment of November Net Payroll: (Includes Holiday Payout)	\$322,557.39

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

**Information Items**

**SAFER Grant Hiring Update** – Chief Budge was pleased to report that we had a very successful recruitment process with a total of 110 applicants. Of those 110, 70 met all the requirements and were invited to the assessment, which was held over a four-day period. The candidates are

currently in their 10-day review period, and we are anticipating the Civil Service Commissions certifying the eligibility lists on Friday, December 20<sup>th</sup>. Chief's interviews have been scheduled for January 7<sup>th</sup> for the EMT's and January 9<sup>th</sup> for the paramedics. Board Chair Cotter asked what the increase in number of candidates can be attributed to. Chief Budge stated that our two biggest competitors are TVFR and Clackamas Fire and they are currently in between hiring cycles. There has also been a big surge in certified EMT's after COVID. Lastly and possibly the biggest reason is the removing of the apparatus operator certification and the 2-year degree requirement. The apparatus operator certification is covered during our recruit academy. We are one of the few districts that have the degree requirement in the state. Board Chair Cotter asked what the Chief's interview looked like. Chief Budge stated it would be a panel of Chief Walker and company officers. The top 9 off the EMT list will be interviewed; we plan to hire a total of 7 EMT's. Civil Service Rules state we can take the number of positions plus 2 into the Chief's interview process.

**Assistant Chief Hiring Update** – Chief Walker reported that we had a total of 17 applicants for the Assistant Chief's position. We invited 8 of those to interview. The interview panel consisted of Chief Walker, Cpt. Jon Koenig, Lt. Jeremy Peil, and Finance Officer Korrin Petersen. We had a tough decision, but the panel determined that the best person for the position was Mike Corless. Mike has a long history in the fire service where he worked for the majority of his career at Clackamas Fire and has served the last 3 years as the Assistant Chief for the Aurora Fire District. Chief Corless has experience with the construction of new fire stations, as well as relationships with Metcom and C-Com. Director Ponce stated that he has had the privilege of working with Mike and has always been very impressed with him. Chief Budge stated that knowing that Chief Walker and Corless are ready to step in is making his transition into retirement much easier. Board Chair Cotter expressed his sincere appreciation for the work that Chief Budge has done over the past 8 years, going further to say there is a reason why Woodburn Fire is getting so much interest from lateral firefighters. Director Schaub stated that as a city councilor she has only ever heard positives about both Chief Budge and Walker. Finance Officer Korrin Petersen shared that many candidates for the Assistant Chief (position told the committee heard time and again from the candidates that Woodburn Fire is perceived as a leading district in Marion County).

**Construction Project Updates** – Chief Walker gave the board updates on the Station 21 remodel project and the Station 23 construction project.

Station 21 – The remodel is going smoothly with some of the concrete being poured this week, as well as countertop installation, and ceiling tile replacement. We are waiting for the training room exterior doors and have added painting and updating the flooring with a LVP/carpet material in the training rooms. The anticipated project completion date is January 31<sup>st</sup>.

Station 23 – Due to issues with the well we are about 3 weeks behind, but P & C is doing everything they can to catch up. The fire suppression tank arrived today. The cement footing work was done last week, and they are hoping to pour the foundation within the next two weeks. P & C is confident that they will be able to make up time once the foundation is poured and they are able to begin framing.

## Action Items

**Resolution 2024-40 Telephone Conflagration Reimbursement** – Board Chair Cotter read the resolution by title. Director Yager made a motion to approve resolution 2024-40 as presented. The motion was seconded by Director Schaub. The motion was carried unanimously.

**Resolution 2024-41 Rail Ridge Conflagration Reimbursement** – Board Chair Cotter read the resolution by title. Director Schaub made a motion to approved resolution 2024-41. The motion was seconded by Director Yager. The motion was carried unanimously.

**Resolution 2024-42 Show Fly Conflagration Reimbursement** – Board Chair Cotter read the resolution by title. Director Ponce made a motion to approve resolution 2024-42. The motion was seconded by Director Yager. The motion was carried unanimously.

**Resolution 2024-43 Falls Fire Conflagration Reimbursement** – Board Chair Cotter read the resolution by title only. Director Schaub made a motion to approve resolution 2024-43. The motion was seconded by Director Ponce. The motion was carried unanimously.

**Resolution 2024-44 Durkee Conflagration Reimbursement** – Board Chair Cotter read the resolution by title. Director Yager made a motion to approve resolution 2024-44. The motion was seconded by Director Schaub. The motion was carried unanimously.

**Resolution 2024-45 Shoe Fly Immediate Response Conflagration Reimbursement** – Board Chair Cotter read the resolution by title. Director Ponce made a motion to approve resolution 2024-45. The motion was seconded by Director Schaub. The motion was carried unanimously.

**Resolution 2024-46 Pilot Rock Conflagration Reimbursement** – Board Chair Cotter read the resolution by title. Director Yager made a motion to approve resolution 2024-46. The motion was seconded by Director Ponce. The motion was carried unanimously.

**Resolution 2024-47 Green Pro Conflagration Reimbursement** – Board Chair Cotter read the resolution by title. Director Schaub made a motion to approve resolution 2024-47. The motion was seconded by Director Ponce. The motion was carried unanimously.

**Resolution 2024-48 Fossil Complex/Service Conflagration Reimbursement** – Board Chair Cotter read the resolution by title. Director Ponce made a motion to approve resolution 2024-48. The motion was seconded by Director Schaub. The motion was carried unanimously.

**Resolution 2024-49 Walmart Shop with a Firefighter Grant** –Chief Budge reported the grant from Walmart is used for the Shop with a Firefighter program. He recognized the work that Korrin and Robb Gramzow do in applying for this grant every year. It was a much harder process this year, but we were able to get the funds and help the police as well. The event was very well attended by our firefighters. Board Chair Cotter read the resolution by title. Director Yager made a motion to approve resolution 2024-49. The motion was seconded by Director Schaub. The motion was carried unanimously.

**Misc.** – Chief Walker shared that P & C Construction who is working on Station 23 has been a great organization to work with. They really wanted to get involved with Woodburn and have volunteered at both the Love Santa money drive and the Love Santa gift wrapping events.

Director Yager suggested doing some sort of recognition for their support. Chief Budge stated that we have been mentioning them on our social media page. Korrin suggested presenting something to them at the groundbreaking ceremony when Station 23 is complete.

**Executive Session**

None

**Public Comment**

There were no comments from the public.

Director Schaub made a motion to adjourn the meeting at 7:44 pm. The motion was seconded by Director Ponce. The motion was carried unanimously.

Next meeting will be held on: Wednesday, January 15, ~~2024~~ 2025.

APPROVED: Jerry Cotter Date: 1/15/2025  
Jerry Cotter, Board President

ATTEST: Joseph M. Budge  
Joseph Budge, Fire Chief  
Woodburn Fire District