



*Woodburn Fire District
Board of Directors Meeting*

Wednesday, March 18, 2026

Attendance: Board Chair Jerry Cotter, Director Andy Ponce, Director Ed Everts, Director Deb Yager

Staff Present: Fire Chief Jim Walker, Assistant Chief Mike Corless, Finance Officer Korrin Petersen, Fire Marshal Ortiz, POCV Cielo Larios, POCV Cierah Binder, Engineer Paramedic Jared Redmon, POCV Dale Nelson, POCV Chris Fitzpatrick, Engineer Raul Gomez, Lt. Ryan Johnson, Engineer Joseph De La Vega, POCV Chase Waters, POCV Eli Corless, Engineer Paramedic Jerrod Schuch, Engineer Zach Wright, Engineer Grant Dickenson, POCV Ray Fahey,

Community Members: Steve Kufeldt, Jay Hannon, friends and family of 2025 award recipients, Brian Will, and Steve Brown also joined via Teams

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

Administration:

Approval of Board Minutes from the February meeting – Director Everts had a question about the board not formally voting to accept the resignation for Sharon Schaub who held position #1 on the board. The board agreed to the formality. Board Chair Cotter moved the resignation acceptance to action items.

Director Yager made a motion to approve the board meeting notes as presented. The motion was seconded by Director Ponce. The motion carried unanimously.

Approve Executive Session Minutes from the February Meeting – Director Yager made a motion to approve the notes as presented. The motion was seconded by Director Ponce. The motion carried unanimously.

Treasurer’s report was read by Secretary/Treasurer:

As of February 28, 2026:

Local Government Investment Pool 1:	\$6,422,715.68
Local Government Investment Pool, 2024 GO Bond:	\$1,167,217.25
Columbia Bank Checking:	\$279,501.37
Total Resources:	\$7,869,434.30
Payment of February Net Payables:	\$94,627.12
Payment of February Bond Payables:	\$2,115.32

Payment of February Net Payroll:
(includes SAFER firefighters)

\$425,178.40

Director Ponce made a motion to approve the Treasurer's report for February as presented. The motion was seconded by Director Everts. The motion carried unanimously.

2025 Award Recipient Presentation – Chief Walker addressed the board, and the audience present to recognize the 2025 award recipients; stating one of the best parts of the job is getting the opportunity to recognize people who show up, and work hard to make the organization better.

Chief Walker called up each award recipient individually and spoke about the contributions and attributes that have set them apart. This included dedication, professionalism in service, leading by example, mentoring, training, going above and beyond, strong engagement, strength of spirit, and demonstrating grit and determination.

The 2025 Awards were given to: Engineer Paramedic Jared Redmon, Firefighter of the Year, Christopher Fitzpatrick, Student of the Year, Cielo Larios, Volunteer of the Year, and Cierah Binder, Rookie of the Year.

Board Chair Cotter stated it is always amazing to hear about the successes of the membership. He thanked them for the work that they do for the district and community.

There was a short recess after the presentation for photos and refreshments.

Information Items

Local Option Levy Update, Ballot Measure 24-520 – At the February board of directors meeting, the board approved moving forward with adding the local option levy to the May ballot. Chief Walker reported that both the SEL 805 ballot title form and the SEL 803 explanatory statement have been submitted and have met all the requirements. We are continuing to get information through media releases, social media posts, and videos. Included in the board packet was a list of Chief Walker's speaking engagements from April through early May. The Union is in support of the levy by sponsoring letters of support, signs, and door hangers.

Station 22 & 23 Project Updates – Chief Walker reported that the District is in the final stage of obtaining the permits for the Station 22 remodel. There was some engineering completed to ensure that the structure would sustain the additional window. The results came back favorably.

The water purification project at Station 23 continues. The district will be using Clear Water to complete the project. Chief Walker will be meeting with their engineer on Monday to make sure the system will fit in the designated space. Although the filters have been ordered it will take 2-3 weeks to arrive. This has been quite the process, but Chief Walker is optimistic that the system will be installed by the first week of April.

Volunteer Recruit Academy 2025-02, Graduation 3/17/2026 – Assistant Chief Corless reported that volunteer recruit academy 25-02 graduated 14 students last night. Five of those were Woodburn Fire volunteers. The joint academy included six different fire districts. He introduced student volunteer

firefighters Eli Corless and Chase Waters who were recently included in the academy and were present at the board meeting. Seventy-five people attended the graduation. This is the second academy the district has sponsored this year. The first was completed in house and had three graduates. Volunteer academy 26-01 is in process. The academy is 17 weeks long and has 302 hours of training. Of the 16 participating, Woodburn has 6 striving to obtain their firefighter I certification and become volunteer members. Director Ponce stated he was excited to hear about the program and participation. Board Chair Cotter commended the district and program on a great job and was happy to see our volunteer numbers rising.

Action Items

Prior to appointing a board replacement after the resignation of Director Schaub, Position #1, Director Yager made a motion to accept her resignation. The motion was seconded by Director Everts. The motion carried unanimously.

Appoint Board Director Sharon Schaub Position #1 Replacement – Included in the board packet were two applications from community members interested in completing her term. Board Chair Cotter introduced the two candidates: A. Steve Kufeldt, and B. Jay Hannon. Both were asked to make a statement.

Steve Kufeldt addressed the board stating he was asked several years ago if he would be interested in serving on the board. He has lived in the community for over 13 years and is an active member of Kiwanis, Chamber of Commerce (as past President and a board member), has served on both the fire district and city of Woodburn's budget committees. He has a heart for the community and good stewardship, offering fiscal oversight. He has been a pastor for over 49 years and has a lot of experience dealing with volunteer organizations. He ended by saying it would be a privilege to serve on the fire board.

Jay Hannon addressed the board stating that each member already knew him. He had heard about the position and has expressed interest in the past in serving as a board member. He currently serves on the district's budget committee and believes that the Woodburn Fire District has challenging times ahead. He went on to say that he would like to be part the team, provide good input, and is an analytical thinker. He welcomes the opportunity to get back into the organization and give back.

Board Chair Cotter opened the floor to the board for any questions. Director Ponce thanked both candidates for their willingness to serve. None of the board members expressed any concern about either candidate.

Board Chair Cotter stated both are very well qualified and asked the board who they felt would be the best fit. Director Yager appreciated the experience of those who have given their lives to providing for the community. She knows both very well but felt that Steve would be a better fit and provide new perspectives. Director Ponce stated that he has known Jay longer and considers him a friend. It would be easy to put Jay on the board, but he appreciates the diversity of opinion that Director Yager mentioned. He also stated that he appreciates the connection that Steve has with the community. Director Everts stated that he doesn't know Steve but has heard his name around the community. Looking at both applications, both are very different but both have a willingness to serve their community. He felt

because of Jay's commitment and ability to look 3, 5, and 10 years down the road, and his work with the volunteer firefighters, from a strategic perspective, he would be leaning toward appointing Jay. Hearing no other discussion, Board Chair Cotter entertained a motion to appoint a board member to position #1 for the remainder of the term. Director Yager stated not to discredit Jay but to keep a cohesive and amicable board and maintain an identity within the community, made a motion to appoint Steve Kufedt. Director Ponce asked Director Yager to clarify. Director Yager clarified her statement. Director Ponce seconded the motion. The motion carried three in favor, one opposed.

Director Kufeldt was welcomed to the board table. Jay thanked the board for the opportunity and stated that if there was anything he could help with in the future to let him know.

Board Chair Cotter administered the oath of office.

Resolution 2025/26-29 C.E.R.T Donation – Finance Officer Petersen explained to the board that CERT is working toward moving donations received from the district's account into a 501 C account under Ray of Hope. This resolution allows for budget adjustments to be made to capture the donation revenue and expenses. Director Everts inquired into who has the authority to give permission to move the funds and keep them under Ray of Hopes not for profit. Director Kufeldt stated that he also serves on the board of Friends of Woodburn C.E.R.T. The board is working toward becoming incorporated. Rick Puente is the board chair. Instead of becoming a 501C organization, they will be working under the umbrella of Ray of Hope to seek fiscal sponsorships. The board of Friends of Woodburn C.E.R.T are the ones in charge and fiscally responsible. C.E.R.T coordinator Uli Reich and Gary Johnson will present quarterly reports to provide accountability for the group.

Director Yager made a motion to approve Resolution 2025/26-29. The motion was seconded by Director Everts. The motion carried unanimously.

Executive Session

Board Chair Cotter read ORS 192.660 (2)(d) to conduct deliberations with a person designated to carry out labor negotiations. Director Yager made a motion to go into executive session. The motion was seconded by Director Ponce and carried unanimously at 7:52 p.m.

Director Yager made a motion to resume the regular board meeting. The motion was seconded by Director Everts. The motion carried unanimously at 8:16 p.m.

Miscellaneous Items & Recognitions

Senior Estates Family Feud Results – Chief Walker was happy to announce that after a two-year losing streak; Engine 21 A shift was able to beat the Woodburn Police Department at the very fun senior estates police vs. fire family feud. Chief Walker will be presenting next Thursday at the Senior Estates Coffee Hour. This presentation will not be about the levy but about getting to know the fire district through an interactive presentation with prizes for those who participate.

DSA Senior First Class Citizen Award, Dale & Susan Nelson – Congratulations to Dale and Sue Ann Nelson for being awarded the Distinguished Service Award of Senior First Class Citizens by the Woodburn Chamber of Commerce.

Leukemia & Lymphoma Society, Stair Climb Challenge – Most of the SAFER firefighters and Lt. Jesse Halpern participated in a national stair climb challenge to help raise money for the leukemia and lymphoma society. The group raised over \$6,000 which exceeded their goal three times over. This is a significant climb completed in full PPE including air packs.

Director Everts stated that he has been reviewing ORS 294 regarding the appointment of budget committee members. There is a requirement that WFD has not followed in the past that committee members are staggered over three years. There was some discussion about the ORS, past practice, and resolutions to implement in the future. Chief Walker will research the ORS to better formalize a process. The board agreed that the minutes from this meeting will serve as documentation, and notification that the district will investigate the process to ensure the ORS is met.

Public Comment:

Volunteer Firefighter Dale Nelson asked to address the board. Board Chair Cotter provided the guidelines of public comment being limited to 3-5 minutes. POCV Nelson thanked both Chiefs for being very approachable. It is nice to have a good relationship with the administrative staff again. Volunteer counts are down, people are too busy, training demands have increased. Woodburn Fire is doing a good job training new volunteers; however, most are seeking careers within the fire service and eventually move on. He would like to see some expansion of what volunteers can do and find ways to keep people engaged so they will want to stay and serve. There was once a time when Station 22 was staffed by volunteers who responded as a second engine. With the CPAT requirement many of our volunteers are no longer allowed to enter an IDHL environment which limits them to support staff. He would also like to see the volunteers listed on the district website like the organizational chart that shows the names of the district administrative and career staff members. Director Yager appreciated POCV Nelson sharing the information. POCV Nelson said the administration is very good and there are things that he can work on with them because he is very comfortable with the communication reciprocated.

Board Chair Cotter reminded the Board that the April 15th meeting will begin at 5:30 p.m. with the budget committee meeting. This will be followed by the 7:00 p.m. board of directors meeting.

Public Comment: There were no comments from the public.

Director Yager made a motion to adjourn the meeting at 8:39 p.m. The motion was seconded by Director Everts. The motion carried unanimously.

Next meeting will be held on: Wednesday, April 15, 2026.

APPROVED: Jerry Cotter Date: 4-15-2026
Jerry Cotter, Board President

ATTEST: Jim Walker
Jim Walker, Fire Chief
Woodburn Fire District