



*Woodburn Fire District
Board of Directors Meeting*

Wednesday, January 17, 2024 Station 21

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

Absent: None

Staff Present: Chief Joe Budge, Division Chief Jim Walker, Dani Tice (note taker)

Staff Absent: Korrin Petersen, Office Administrator/Finance Officer

Community Members: Paul (Husband of Director Schaub)

Board Chair Cotter called the meeting to order at 7:04pm.

Administration:

Pledge of allegiance.

Roll call was completed.

Approval of November 15, 2023, Meeting Minutes: Director Yager made a motion to approve the meeting minutes from the November 15, 2023, board meeting. The motion was seconded by Director Schaub. The motion was carried unanimously.

Approval of November 15, 2023, Executive Session Meeting Minutes: Director Yager made a motion to approve the executive session meeting minutes from the November 15, 2023, board meeting. The motion was seconded by Director Puente. The motion was carried unanimously.

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

As November 30, 2023:

Local Government Investment Pool 1:	\$5,787,662.06
Local Government Investment Pool, GO Bond:	\$4,948,383.53
Columbia Bank Checking:	\$207,977.28
Total Resources:	\$10,944,022.87
Payment of November Net Payables:	\$65,270.62
Payment of November Bond Payables:	\$8,003.88
Payment of November Net Payroll:	\$464,672.03
(includes holiday payout & CBA Adjustment July-Oct.)	

As December 31, 2023:

Local Government Investment Pool 1:	\$6,159,616.93
Local Government Investment Pool, GO Bond:	\$4,963,875.36
Columbia Bank Checking:	\$199,979.80

Total Resources: \$11,323,472.09

Payment of December Net Payables:	\$136,063.12
Payment of December Bond Payables:	\$22,338.33
Loan Payment / Bond Interest:	\$110,771.24
Payment of December Net Payroll:	\$360,901.18

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

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

Information Items

Career Firefighter Hiring Update – Division Chief Walker

2 New Hires starting 2/5/24; staffing will be 16 FTE with the departure of (1) career member in early March. Chief Walker provided a report on the training process for the new hires including the 6 week academy followed by 10.5 months additional training while in a shift assignment.

New Apparatus In-Service & Arrival Schedule – Division Chief Walker

Included in the staff report was a breakdown of the bond expenditures associated directly with apparatus purchased, received, and ordered. Division Chief Walker Reported the following:

- **Tender 21 & Tender 22** – Received by the district. Training on the new equipment completed. Final equipment mounting underway. Expected in-service date: January 31st. - \$434,445 each = \$868,890
- **Brush 21** – Received by the district. Training on the new equipment completed. Final equipment mounting underway. Expected in-service date: January 31st. - \$250,972
- **202 Command Vehicle** – In transit from Texas, arrival in district expected 1-29-2024. Estimated March in-service date. – cost estimate - \$150,000
- **Engine 21** – Final inspection at the Pierce factory in Florida scheduled for 1-29-2024. Estimated in-service in March. \$634,601
- **Air Unit 21** – Scheduled to begin construction at the Pierce factory in February or early March. Target completion is March or early April. - \$543,575
- **Engine 22 Replacement** – Saber pumper ordered on 12/14/2023. Expected delivery spring 2026 (30-32 months from ordering to completion) - \$963,643
- **Brush 23** – Ordered 12/18/2023. Chassis to arrive June of 2024. Completed by Cascade Fire – February 2025. – estimate cost \$260,000

The total anticipated cost for the apparatus is \$3,671,681. Chief Budge noted that no additional apparatus are needed or are being considered for the 2021 bond. He also thanked Division

Chief Walker for carrying through with all these purchases and the apparatus committee for their detailed participation in the specification process.

Action Items

Resolution 2024-1 Local Option Levy Renewal Proposal – Chief Budge gave a presentation concerning the Levy Renewal.

Board Chair Jerry Cotter read the resolution by title only. Director Yager made a motion to approve Resolution 2024-1. The motion was seconded by Director Schaub. The motion was carried unanimously.

Resolution 2024-2 Verathon Refund – This is a refund for Glideslope that was purchased and returned in fiscal year 2023.

Board Chair Jerry Cotter read the resolution by title only. Director Yager made a motion to approve Resolution 2024-2 Verathon Refund. The motion was seconded by Director Schaub. The motion was carried unanimously.

Chief Budge reported that resolutions 2024-3 through 2024-6 directly relate to the shared cost associated with the purchase of the Intterra incident response program. The Woodburn Fire District entered intergovernmental agreements with Marion County District 1, Keizer, Hubbard, and Mt. Angel Fire District for the purchase of the program.

Resolution 2024-3 MCFD#1 Intterra Reimbursement – Board Chair Jerry Cotter read the resolution by title only. Director Yager made a motion to approve Resolution 2024-3 MCFD#1 Intterra Reimbursement. The motion was seconded by Director Schaub. The motion was carried unanimously.

Resolution 2024-4 Keizer Fire District Intterra Reimbursement – Board Chair Jerry Cotter read the resolution by title only. Director Schaub made a motion to approve Resolution 2024-4 Keizer Fire District Intterra Reimbursement. The motion was seconded by Director Yager. The motion was carried unanimously.

Resolution 2024-5 Hubbard Fire District Intterra Reimbursement – Board Chair Jerry Cotter read the resolution by title only. Director Yager made a motion to approve Resolution 2024-5 Hubbard Fire District Intterra Reimbursement with correction to the amount to be stated as \$3,327.00. The motion was seconded by Director Ponce. The motion was carried unanimously.

Resolution 2024-6 Mt. Angel Fire District Intterra Reimbursement – Board Chair Jerry Cotter read the resolution by title only. Director Yager made a motion to approve Resolution 2024-5 Mt. Angel Fire District Intterra with correction to the amount to be stated as \$3,327.00. The motion was seconded by Director Schaub. The motion was carried unanimously.

Chief Budge reported that Resolutions 2024-7 through 2024-12 directly relate to unanticipated reimbursements and revenues received by the Oregon State Fire Marshal's office for wildland conflagration deployments that WFD members responded to in 2023. District members were

deployed to a total of (7) conflagrations. The total of the reimbursement and revenues equaled \$141,916.11. Chief Budge reported that the district has now been reimbursed for all (7) deployments.

Resolution 2024- 7 Lookout Fire Conflagration Reimbursement – Board Chair Jerry Cotter read the resolution by title only. Director Ponce made a motion to approve Resolution 2024-7 Lookout Fire conflagration reimbursement. The motion was seconded by Director Puente. The motion was carried unanimously.

Resolution 2024- 8 Bensel Road Fire Conflagration Reimbursement – Board Chair Jerry Cotter read the resolution by title only. Director Ponce made a motion to approve Resolution 2024-8 Bensel Fire conflagration reimbursement. The motion was seconded by Director Puente. The motion was carried unanimously.

Resolution 2024-9 Bedrock Fire Conflagration Reimbursement – Board Chair Jerry Cotter read the resolution by title only. Director Schaub made a motion to approve Resolution 2024-9 Bedrock Fire conflagration reimbursement. The motion was seconded by Director Yager. The motion was carried unanimously.

Resolution 2024-10 Smith River Fire Conflagration Reimbursement – Board Chair Jerry Cotter read the resolution by title only. Director Ponce made a motion to approve Resolution 2024-10 Smith River conflagration reimbursement. The motion was seconded by Director Puente. The motion was carried unanimously.

Resolution 2024-11 Golden Fire Conflagration Reimbursement – Board Chair Jerry Cotter read the resolution by title only. Director Yager made a motion to approve Resolution 2024-11 Golden conflagration reimbursement. The motion was seconded by Director Schaub. The motion was carried unanimously.

Resolution 2024-12 Priceboro Fire Conflagration Reimbursement – Board Chair Jerry Cotter read the resolution by title only. Director Yager made a motion to approve Resolution 2024-12 Priceboro conflagration reimbursement. The motion was seconded by Director Schaub. The motion was carried unanimously.

Resolution 2024-13 Intterra IGA, City of Salem, Willamette Valley Communications Center – Explanation was provided by Chief Budge

Board Chair Jerry Cotter read the resolution by title only. Director Yager made a motion to approve Resolution 2024-13 Intterra IGA, City of Salem, Willamette Valley Communications Center. The motion was seconded by Director Schaub. The motion was carried unanimously.

Executive Session

None

Miscellaneous Items & Recognitions

December's Community Outreach Report – The district members were very busy in the month of December. Listed below are summary of community outreach activities participated in:

- Friday, December 1st – Chamber's Greeter's Christmas Fundraiser Love Santa. District donated 72-hour emergency preparedness kit.
- Christmas Tree Lights, Settlemier House
- Saturday, December 3rd – Mayor's Tree Lighting, Woodburn
- Friday, December 8th – Christmas Parade, Gervais
- Saturday, December 9th – Love Santa Collection Day
- Wednesday, December 13th – Shop with a Firefighter & Love Santa Gift Wrapping
- Thursday, December 14th – Shop with a Firefighter & Senior Estates Golf Cart Parade
- Friday, December 15th – Golf Cart Parade

Recognition of Outstanding Incident Performance MVA 12/28/23 – Chief Budge read the narrative of the incident provided by LT Weninger. The patient was extricated from the vehicle and enroute to the hospital via Life Flight within 30 minutes of the arrival of E-21. Chief Budge reported that this incident serves as a great example of what can be accomplished with a highly trained 4-person crew equipped with the state of the art apparatus and equipment. Director Yager appreciated hearing how staffing and apparatus make the difference.

Firefighter Awards Night, Saturday, February 3, 2024 - Woodburn Estates & Golf, 6:00 pm. Please RSVP by Friday, January 26th.

Oregon Fire District Directors Association Newsletter –

SDAO Conference February 8-10, 2024


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

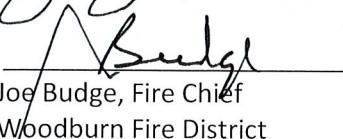
Public Comment

There were no comments from the public.

Director Yager made a motion to adjourn the meeting at 7:52pm. The motion was seconded by Director Schaub. The motion was carried unanimously.

Next meeting will be held on: Wednesday, February 21, 2024.

APPROVED:  Date: 2/21/2024
Jerry Coxter, Board President

ATTEST: 
Joe Budge, Fire Chief
Woodburn Fire District