



Woodburn Fire District
Board of Directors Meeting

Wednesday, June 17, 2026

Attendance: Board Chair Jerry Cotter, Director Ed Everts, Director Deb Yager, Director Steve Kufeldt

Absent: Board Vice Chair Andy Ponce

Staff Present: Fire Chief Jim Walker, Assistant Chief Mike Corless, Finance Officer Korrin Petersen, Fire Marshal Omar Ortiz, Firefighter Paramedic Jerrod Schuch, Firefighter Engineer Grant Dickenson, Lieutenant Joe Jacobucci, Lt. Alex Weninger, POCV Gavin Dunn, Firefighter Engineer Zach Wright, Firefighter Paramedic Jared Redmon, Firefighter Engineer Tom Cally, Firefighter Engineer Raul Garza

Community Members: Brian Will (joined via TEAMS)

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

FY 2027 Budget Hearing:

Board Chair Cotter called to order the budget hearing for fiscal year 2026-2027 and noted the hearing has been properly noticed.

Budget Committee Meeting Minutes: Board Chair Cotter entertained a motion to approve the minutes from the April 15, 2026, budget meeting. Director Yager made a motion to approve the minutes as presented. The motion was seconded by Director Kufeldt. Board Chair Cotter asked if there was any discussion, comments; hearing none he called for a vote. With no opposition, the motion was passed unanimously.

Public Comment/Testimony: Board Chair Cotter moved onto public comment; stating each speaker will have up to two minutes to provide testimony. He asked that comments be made to the Board as a whole, remain respectful, and focused on the budget. All testimony will become part of the official record. Before commenting, each speaker whether in person or joining remotely via Microsoft TEAMS must state their name, and address for the record.

No comments were received by the public.

Public Hearing Closure: Board Chair Cotter closed the budget hearing for the fiscal year 2026-2027 budget.

Board Chair Cotter stated the board will consider the adoption of fiscal year 2026-2027 as approved by the budget committee. He read resolution 2025/26-30 a Resolution Adopting FY 2026-2027 Budget and Making Appropriations and Levying Taxes as follows:

Be it resolved that the Board of Directors of Woodburn Rural Fire Protection District No. 6 hereby adopts the budget for the 2026/2027 fiscal year in the sum of \$13,872,758 now on file at the Woodburn Fire District #6 at 1776 Newberg Hwy in Woodburn, Oregon.

Be it resolved that the amounts shown are hereby appropriate for the fiscal year beginning July 1, 2026, for the following purposes:

General Fund: \$7,842,914

GO Bond Project Fund 2024: \$89,701

Debt Service Fund - 2022 and 2024 GO Bond Debt Service: \$772,277

CPR Program Fund: \$3,650

Wildland Program Fund: \$73,000

SAFER Grant Fund: \$1,872,308

For total appropriations of \$10,653,850 and unappropriated ending fund balances \$3,218,908 for a total budget, \$13,872,758.

Upon completion of the reading of the resolution Director Cotter asked the board to consider adopting the budget. Director Yager made a motion to adopt the budget for fiscal year 2026-27 as presented. Director Kufeldt seconded the motion. Board Chair Cotter asked if anyone had any further discussion. Hearing none he called for the vote. With no opposition, the motion was carried unanimously. Board Chair Cotter stated, "Let the records reflect that the motion passed".

Administration:

Approval of Board Minutes from the May 20, 2026, Meeting – Board Chair Cotter stated that the May 20, 2026 meeting minutes were sent out in the board packet prior to the meeting. He entertained a motion to approve the minutes. Director Yager made a motion to approve the minutes as presented. The motion was seconded by Director Everts. Board Chair Cotter asked if there was any further discussion. Hearing none he called for a vote. With no opposition, the motion carried unanimously.

Treasurer's report was read by Secretary/Treasurer:

As of May 31, 2026:

Local Government Investment Pool 1:	\$4,795,324.90
Local Government Investment Pool, 2024 GO Bond:	\$270,633.27
Columbia Bank Checking:	\$430,294.31
 Total Resources:	 \$5,496,252.48
 Payment of May Net Payables:	 \$135,060.00

Payment of May Bond Payables:	\$66,438.63
Payment of 2024 GO Bond Debt:	\$192,412.50
Payment of April Net Payroll:	\$479,799.26
(includes SAFER firefighters & June holiday payout)	

Board Chair Cotter entertained a motion for the approval of the May financial report. Director Kufeldt made a motion to approve the Treasurer's report for May. The motion was seconded by Director Everts. Board Chair Cotter asked if anyone had any further discussion. Hearing none, he called for the vote. With no opposition, the motion carried unanimously.

Information Items

Civil service Commission Update – Chief Walker provided the board with information regarding a public record request received for Civil Service meeting notes from May 2022 through May of 2026. Two of those years, the District was in a joint civil service commission with Aurora Fire, Canby Fire, and Molalla Fire Districts. During that period, we were not the keeper of those records and therefore had to request the records from the Canby Fire District. After dissolving the joint commission, Woodburn Fire joined with Aurora Fire to establish their own commission which remains established. In researching and compiling the requested records, it was discovered that although the commission(s) had met regularly whether it be 60 days, 100 days, 110 days or other, Oregon statute states that civil service commissions are to meet every 90 days. During the process, Chief Walker read through the material, and it was determined that no other violations in the testing processes, development of eligibility list, or hiring had occurred.

Moving forward, the Civil Service Committee has met and were notified of the meeting frequency requirement. Regular meetings have been scheduled every 90 days moving forward. Those dates have been posted on our website. If there are no items for an agenda, communication will be made indicating so. It is our goal to continually improve our systems.

Director Everts stated he was not up to speed on the Civil Service and its functions. Chief Walker stated the commission provides oversight into the systematic process of how and who we hire. Director Everts went on to ask who our commissioners were and if there were terms. Chief Walker stated that the Woodburn Fire District has two commissions which are Debbie Ballweber and Brian Wagner. The commissioner's terms are four years. Director Everts asked how they are appointed. Chief Walker stated they are appointed by the board. Director Kufeldt inquired into the makeup of the commission. Chief Walker stated that Woodburn has two representatives and Aurora Fire District has one. Director Everts asked if Aurora Fire had been notified. Chief Walker confirmed that Aurora Fire District's Fire Chief Byron Wakefield, Chief Examiner Keith Smith, and all three commissioners were present at the meeting.

Director Everts inquired into the communication with the person who requested the records. Chief Walker stated the communication was done through the public records request and the information requested was provided. Board Chair Cotter asked if there were any other questions; hearing none he moved onto the next informational item.

Gustafson Insurance Workers Compensation Experience Modification Rate Update – Finance Officer Petersen shared semi-annually that she and Chief Walker meet with the District's insurance agent Tim Gustafson from Gustafson Insurance to go over general/automobile insurance policies and workers

compensation policies. During that meeting, Mr. Gustafson explained the SAIF rates each entity with an experience modification rate which is a factor used to evaluate the district and is applied when calculating the premiums. The Experience Modification Rate for the District has been reestablished at a rate of .68 which has lowered the premium and saved the district \$52,119. At the conclusion of the meeting Mr. Gustafson was asked to write a letter of explanation for the board, which has been included in the board packet.

Director Everts asked what the premium costs for the District were. Finance Officer Petersen stated that she did not have the exact numbers with her but would get the figure to Director Everts after the meeting. She went on to state that the number is lower than what was budgeted for in fiscal year 2027. She stated that SAIF calculates the premiums by applying rates to the next year payroll projections. Once the year is completed, an audit is performed to see whether the payroll was over or under what was reported allowing for either a refund or for additional premiums to be owed. She reminded the board that after last year's audit the district had received a refund.

Board Chair Cotter asked if there were any other discussion or questions; hearing none he moved on to action items.

Action Items

Board Chair Cotter apologized, stating that he had previously missed the second page of Resolution 2025/26-30, the resolution adopting FY 2026-2027 budget. Board Chair Cotter read the second page of the resolution imposing the tax:

Be it resolved that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2026/2027:

- 1) At the rate of \$1.6009 per \$1,000 of assessed value for the permanent tax rate.
- 2) At the rate of \$0.35 per \$1,000 of assessed value for the local option levy.
- 3) In the amount of \$785,589 for debt service on general obligation bonds.

Be it resolved that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the general government limitation: permanent tax rate \$1.6009/\$1,000. Local option tax rate \$0.35/\$1,000.

Excluded from limitation: General obligation bond debt service \$785,589.

Board Chair Cotter entertained a motion to adopt the resolution and impose the taxes. Director Yager made a motion to impose the taxes for the fiscal year 2026/2027 as presented. Director Kufeldt seconded the motion. Board Chair Cotter asked if there were any further discussion or questions; hearing none he called the vote. With no opposition, the motion carried unanimously.

Resolution 2025/26-31 AFG Paramedic Grant Reimbursement – Board Chair Cotter read: Resolution 2025/26-31; Resolution Appropriating Unanticipated Donation from FEMA's Assistance to Firefighter Grant (AFG) Program. Assistant Chief Corless reminded the board that in 2023, the District was awarded a grant through FEMA's Assistance to Firefighter Grant (AFG) program. The 90/10 cost share grant

allows members to continue their education through reimbursement for those who complete a paramedicine program. Firefighter David Nelson was the first to use the grant. He has completed all required course work, taken all the state and national tests, and completed the District's FTEP process. He is now working as a fully certified paramedic. The cost for David's program was \$54,123.12, of which reimbursement was received in the amount of \$48,710.81. A portion of the related expenses were associated with expenditures from the prior fiscal year and therefore will not require appropriations. However, \$25,149.39 was appropriated within the current fiscal year. The resolution presented allows for budget adjustments associated with those expenses to Small Grant Revenue and budget adjustments to expenditures offsetting the reimbursement to Personnel Services for Overtime, Retirement, Taxes, and Materials and Services to EMS/Safety.

Assistant Chief Corless asked if there were any questions. Hearing none, Board Chair Cotter entertained a motion to approve Resolution 2025/26-31 as presented. Director Kufeldt made a motion to approve Resolution 2025/26-31 as presented. Director Yager seconded the motion. Board Chair Cotter asked if there were any other discussions; hearing none, he called for a vote. With no opposition, the motion carried unanimously.

Resolution 2025/26-32 ADP Reimbursement for Uncashed Check – Board Chair Cotter read: Resolution 2025/26-32 Resolution Appropriating Unanticipated Revenue from ADP for Reimbursement of a Non-Negotiated Payroll Check. Finance Officer Petersen stated that on March 1, 2026, she was notified that a payroll check written on November 28, 2025, had not been negotiated. She subsequently followed up with the member who confirmed that he could not locate the check. The check was reissued in-house and ADP was notified. Per ADP policy, the reimbursement would not be issued until 180 days had passed. The reimbursement was received. The resolution allows for budget adjustments to Miscellaneous Revenue and to Personnel Services. Board Chair Cotter entertained a motion to approve Resolution 2025/26-32. Director Yager made a motion to approve 2025/26-32 as presented. The motion was seconded by Director Kufeldt. Director Cotter asked if there were any further questions or discussion; hearing none, he called for a vote. With no opposition, the motion carried unanimously.

Executive Session

None

Miscellaneous Items & Recognitions

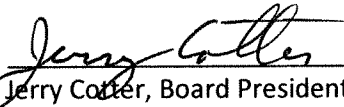
Chief Walker presented a list of upcoming community events.

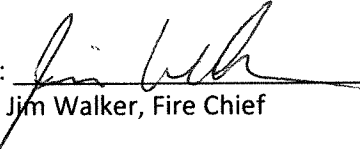
- Saturday, June 27th Egg Drop for Marion County at Willamette Mission Park
- Saturday, July 4th St. Paul July 4th Parade
- Saturday, July 4th Woodburn Fireworks Staffing
- Saturday, July 4th Gervais Fireworks Staffing
- Saturday, August 1st Community Connections Day
- Tuesday, August 4th National Night Out
- Saturday, August 22nd Fiesta Mexicana Parade
- Saturday, September 12th Relay for Life

Public Comment: Board Chair Cotter asked if there were any comments from the public. Hearing none, he entertained a motion to adjourn the meeting.

Director Yager made a motion to adjourn the meeting at 7:32 p.m. The motion was seconded by Director Everts. With no opposition, the motion carried unanimously.

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

APPROVED:  Date: 7-22-2026
Jerry Cotter, Board President

ATTEST: 
Jim Walker, Fire Chief