



Woodburn Fire District
Board of Directors Meeting

Wednesday, September 16, 2026

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

Absent:

Staff Present: Fire Chief Jim Walker, Assistant Chief Mike Corless, Finance Officer Korrin Petersen, Fire Marshal Omar Ortiz, Administrative Assistant Natalie Jones, Volunteer Firefighter Mark Van Lieu, C.E.R.T/CPR Coordinator Uli Reich. Staff joined via TEAMS – Firefighter Engineer Thomas Cally, Engineer Paramedic Jorden Jacobucci, Lieutenant Alex Weninger

Community Members: Bryan Will, GA (joined via TEAMS)

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

Administration:

Approval of Board Minutes from the August 19, 2026, Meeting – Board Chair Cotter asked the board if they had any comments or saw any changes that needed to be made to the August 19, 2026, board minutes. Hearing none, he called for a motion. Director Yager made a motion to approve the minutes from the August 19, 2026, meeting. The motion was seconded by Director Kufeldt. Hearing no comments or questions, Board Chair Cotter called for a vote. Chief Walker asked that the board vote by member.

Director Everts voted yes.

Director Ponce voted yes.

Board Chair Cotter voted yes.

Director Kufeldt voted yes.

Director Yager voted yes.

Prior to reading the treasurer's report, Finance Officer Petersen reported that per Director Evert's request at the August board meeting, included with the regular financials, was a revenue vs. expense report. The report is different from the monthly financial reports that are regularly provided. The revenue vs. expense report shows a snapshot of the budget including what was received or spent year to date and what percentages are left to collect or spend within the fiscal year. The revenue vs. expense report is a report that is shared with the company officers monthly at the Operations meetings along with breakdowns of the individual materials and services accounts that the members are responsible for monitoring.

Treasurer's Report was read by Secretary/Treasurer Deb Yager:

As of August 31, 2026:

Local Government Investment Pool 1:	\$2,423,986.60
Local Government Investment Pool, 2024 GO Bond:	\$139,166.18
Columbia Bank Checking:	\$218,095.26
 Total Resources:	 \$2,781,248.04
 Payment of August Net Payables:	 \$98,258.97
Payment of August Bond Payables:	\$65,765.63
 Payment of August Net Payroll:	 \$608,493.33
(includes SAFER firefighters)	

Board Chair Cotter asked if anyone had any questions regarding the financial reports. Director Everts asked about the Station 22 construction project contract and if that had been paid in full. Chief Walker stated the project is not complete, as we continue to wait for back-ordered windows. The contract has not been paid in full. Board Chair Cotter asked if anyone had any further discussion or questions. Hearing none, he called for a motion to approve the treasurer's report.

Director Ponce made a motion to approve the treasurer's report. The motion was seconded by Director Kufeldt. Board Chair Cotter called for a vote.

Director Everts voted yes.
Director Ponce voted yes.
Board Chair Cotter voted yes.
Director Kufeldt voted yes.
Director Yager voted yes.

Information Items

Firefighter Assessment Center Update – Assistant Chief Corless reported that we had a total of ninety-four (94) applicants for our upcoming Firefighter Assessment Center. We will be taking forty (40) into the assessment center. As we reviewed the applications and certifications, there were sixteen (16) of the top forty (40) who had incomplete submissions. We reviewed an additional fourteen (14) of whom seven (7) had incomplete submissions. The applications and submissions were reviewed by the District's Chief Examiner Keith Smith and Assistant Chief Corless. Those who were missing documents were contacted and given forty-eight (48) hours to provide what was missing. The final deadline was Friday, September 11th. The minimum score of those moving on to the assessment center is 93.20. The assessment center will be held September 28th through October 1st. Candidates will be tested on tactical skills and interviewed by two panels. Once scoring is complete, the candidates will be notified and have ten (10) days to review their scores. Once the ten-day review period is complete, a proposed list will be established and go before the Civil Service Commission for certification on October 20th. Of those moving forward are six (6) Woodburn Fire volunteer members. Director Kufeldt asked how many we would be hiring. Assistant Chief Corless stated that we have two (2) members retiring on December 31,

2026, and the list will be used to fill those vacancies. Director Yager asked what responses were received from those who did not provide the required certifications. Assistant Chief Corless stated that some did not respond at all, some got the missing items turned in within the forty-eight-hour (48) deadline and others only submitted a few of the missing certifications. He added that there seemed to be many candidates who did not read the entire job announcement.

Executive Session

Board Chair Cotter read ORS 192.660 (2)(d) to conduct deliberations with the person designated to carry out labor negotiations. WFD/Local 1660 Collective Bargaining Agreement and asked for a motion to go into executive session.

Director Yager made a motion to go into executive session at 7:10 p.m. The motion was seconded by Director Ponce. Hearing no other comments or questions, Board Chair Cotter called for a vote.

Director Everts voted yes.
Director Ponce voted yes.
Board Chair Cotter voted yes.
Director Kufeldt voted yes.
Director Yager voted yes.

Upon returning from executive session, Board Chair Cotter asked for a motion to return to the regular board meeting. Director Yager made a motion to return to the regular board meeting. The motion was seconded by Director Ponce. Hearing no other comments or questions, Board Chair Cotter called for a vote.

Director Everts voted yes.
Director Ponce voted yes.
Board Chair Cotter voted yes.
Director Kufeldt voted yes.
Director Yager voted yes.

The regular Board of Directors meeting resumed at 7:35 p.m.

Action Items

Approval of proposed Collective Bargaining Agreement with Revisions – Reviewed in executive session were a proposed tentatively agreed upon Collective Bargaining Agreement and summary of changes between the District and Local 1660. Board Chair Cotter asked if the board had any further comments or questions. Hearing none, he asked for a motion to approve the proposed Collective Bargaining Agreement. Director Yager made a motion to approve the agreement with the revisions noted. The motion was seconded by Director Ponce. Board Chair Cotter asked if there was any further discussion. Hearing none, he called for a vote by member.

Director Everts voted yes.
Director Ponce voted yes.

Board Chair Cotter voted yes.
Director Kufeldt voted yes.
Director Yager voted yes.

Let it be noted that the Woodburn Fire District Board of Directors approved the tentatively agreed upon Collective Bargaining Agreement. The board commended Chief Walker and Assistant Chief Corless on the completion of this agreement.

Miscellaneous Items & Recognitions

Upcoming events:

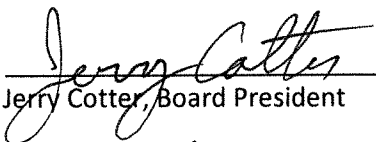
- Saturday, October 3rd – WFD Open House. C.E.R.T Coordinator Uli Reich reported that the open house would be held from 11:00 a.m. until 2:30 p.m. The times have been slightly adjusted from years past to accommodate vendors and visitors. We have just over 30 vendors participating, which is slightly down from prior years. The Fire District will be providing demos, antique fire engine rides, a children's firefighter challenge, and serving hotdogs. The newly formed Woodburn High School student C.E.R.T program is expected to participate.
- WHS C.E.R.T. Program – Uli also reported that this newly developed program is in its first year and currently has 55-57 students enrolled in the classes. Students will not only be helping at the Open House, but they will also be helping to staff a first aid tent at Bauman Farms Harvest Festival which begins this weekend and goes through the end of October.
- C.E.R.T National Conference – Uli reported that he, Gary, and Connie Johnson all attended the National C.E.R.T conference which was held in Irvine, California. This was a great opportunity for networking and training. Uli hopes to have additional members attend next year. While there, he obtained his certification to teach future C.E.R.T leaders. The "train-the-trainer" program had twenty (20) applicants, Uli was one (1) of six (6) accepted.
- 9/11 Memorial and First Responder Breakfast – Finance Officer Petersen thanked Director Kufeldt and the Woodburn Area Ministerial Association for providing breakfast to local area first responders on September 11th. The event was well attended. Engine 21 C Shift led by Cpt. Jon Koenig had great input in the setup and program, which made the event the best held to date.

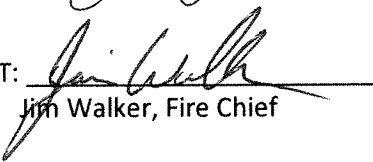
Public Comment: Board Chair Cotter asked if there were any comments from the public, specifically to those joining remotely. Hearing none, he called for a motion to adjourn the meeting. Director Kufeldt made a motion to adjourn the meeting. The motion was seconded by Director Ponce. The following votes were cast to adjourn the meeting:

Director Everts voted yes.
Director Ponce voted yes.
Board Chair Cotter voted in favor.
Director Kufeldt voted in favor.
Director Yager voted in favor.

The meeting was adjourned at 7:46 p.m.

Next meeting will be held on: Wednesday, October 21, 2026.

APPROVED:  Date: 10/21/2026
Jerry Cotter, Board President

ATTEST: 
Jim Walker, Fire Chief