



NEIGHBORS HELPING NEIGHBORS SINCE 1888

SCIO FIRE DISTRICT

P.O. Box 1 Scio, OR 97374 * 503-394-3000

BOARD OF DIRECTORS MEETING MINUTES January 20th, 2026

The Board of Directors of the Scio Fire District met at St. 91 located at 38975 SW Sixth Avenue, Scio Oregon.

Board of Directors:

- Paul Dykast, President
- Katrina Clouse
- Rob Zurfluh
- Chad Weaver
- Tonya Fagan

OTHERS IN ATTENDANCE:

Fire Chief Kyle White, Randy Boyer on behalf of the volunteer association, Jason Buskirk on behalf of Columbia Bank, Glen Kerns on behalf of Accuity.

CALL TO ORDER: The meeting called to order at 7:00 pm by President Paul Dykast.

ATTENDANCE: Roll called. Quorum established.

FLAG SALUTE: Flag Salute led by President Paul Dykast.

CONSENT AGENDA: Clouse moved to accept consent agenda which consisted of minutes of December, payment of bills, check review, and 2025-26 expenditure sheet. Fagan seconded the motion. Motion carried (Yes – Dykast, Clouse, Fagan, Zurfluh)

COLUMBIA BANK PRESENTATION: Jason Buskirk, VP of Columbia Bank in Salem, spoke briefly about the district's credit card and the process he would take to increase the credit limit. He recommended credit cards assigned to individuals instead. He also spoke about the interest rate on the district's Building Reserve Fund. He recommended ACH fraud protection for the bank accounts.

ACCUTY AUDIT RESULTS: Glen Kerns with Accuity spoke to the board about the results of the district's annual audit. Before he spoke about the results of the audit, he commented on some things that Jason Buskirk had said. Kerns liked the idea of credit cards assigned to individuals because from an auditor's standpoint, it makes abuse easier to track. He also said the ACH fraud protection is really cheap insurance. From an auditor's standpoint, he doesn't like credit cards that issue reward points because there isn't a good way to track those and ensure that they are being used for business purposes.

Results of Audit:

- The district ended the fiscal year with just under \$780,000 in unrestricted cash.
- The district ended the fiscal year with \$173,000 in restricted cash.

- The districts cash to debt ratio is 3.5:1.
- The district has 7.8 months of cash carry-over.
- The expenditures exceeded the appropriations in a few categories.
- There were two "segregation of duties" findings that are recurring because of the size of the district's accounting department.
- There was a procedural error when recording a transaction that was corrected with a general ledger entry.

Kerns took questions from the board. Clouse asked if there was something the board members could sign to limit their personal liability. Kerns stated that was more of a legal question that he couldn't answer. Zurfluh asked why we were being audited. Kerns stated that it is Oregon law for municipalities to be audited annually with some exceptions. He stated that if board members came up with additional questions after the meeting, they could call or email him at the office.

ADDITIONS OR DELETIONS TO THE AGENDA/ APPROVAL OF AGENDA:

Chief White added 2 items (petty cash, credit card).

Clouse moved to accept the agenda. Fagan seconded the motion. Motion carried (Yes – Dykast, Clouse, Fagan, Zurfluh)

INTRODUCTION OF GUESTS: None

CORRESPONDENCE: None

STAFF REPORTS:

Chief White – 1) We have received 100% of the taxes we expect to get this year. 2) We have onboarded 1 new volunteer within the past month, we have 1 going through the process, and we handed out 1 new application earlier this week. 3) We ended the year 18 calls less than we did last year. 4) We have installed 95 smoke detectors since starting last fall. 5) We started advertising address signs after the last board meeting and have made 94. 6) The ISO representative will be here February 18th to conduct his survey of the district. 7) Our appreciation event is scheduled for March 28th. 8) We need to set a date for our budget workshop. March 7th looks good on the chief's calendar (board members present all approved of this date). 9) Complete Wireless has installed the new base radio on the counter in the front office. Linn County has deposited the funds directly into our LGIP account. We have a resolution scheduled for a vote to raise appropriations to account for the expense. 10) We have a house burn scheduled for this Saturday.

Administrative Assistant – 1) Amy talked about the appreciation event that is scheduled for March 28th.

Volunteer Association – 1) Nothing to report.

OLD BUSINESS:

None

NEW BUSINESS:

RESOLUTION 2026-01 – Unexpected Income from Cram, Flat, and Moon Complex Deployments – The fire district received a reimbursement check from the Oregon State Fire Marshal's Office for their deployment to the Cram, Flat, and Moon Complex fires. The amount of the check was \$127,631.03. This resolution authorizes the district to increase appropriations in the Personnel Services and Equipment Reserve categories.

Clouse moved to accept Resolution 2025-13. Fagan seconded the motion. Motion carried (Yes – Dykast, Clouse, Fagan, Zurfluh)

RESOLUTION 2026-02 – Unexpected Income from an ETA Radio System Grant – The fire district received reimbursement from the Linn County Treasurer for a grant received to install a new base radio in the office of the fire station. This resolution authorizes the district to increase appropriations in the Communications Equipment category.

Clouse moved to accept Resolution 2025-14. Fagan seconded the motion. Motion carried (Yes – Dykast, Clouse, Fagan, Zurfluh)

POSITION DESCRIPTION – At the last board meeting, Fagan asked to see a fire chief’s job description. Chief White included a copy of the job description the district sent out when they advertised his job. This was put on the agenda to allow board members to comment or modify the job description. No discussion or action was taken by the board.

ACCOUNTING AND PETTY CASH – Chief and Amy had previously met with Koopman Consulting regarding finding ways to reduce Amy’s workload and chief noted that in December, Amy put in 40 hours of overtime. Chief informed the board that starting tomorrow, he is going to have Koopman take over the accounting portion of paying and recording invoices. In addition, Chief would like to get rid of Petty Cash because of the amount of time it takes to reconcile. Some discussion occurred as to the reason for petty cash and how members would get reimbursed if there was not a petty cash account.

Clouse moved to dissolve Petty Cash. Fagan seconded the motion. Motion carried (Yes – Dykast, Clouse, Fagan, Zurfluh)

CREDIT CARD – Fagan recommended going with the structure Buskirk recommended. Zurfluh asked how many accounts we have and how much money total. Amy stated we have 4 accounts. Chief White stated we probably have 1.1 or 1.2 million across all accounts. Zurfluh asked what the interest rate is. Chief White stated the LGIP accounts are around 4.5% interest. Zurfluh stated that we should be able to negotiate a better deal on interest. Chief White stated that the board previously authorized the district to seek an increase in our credit limit to up to \$20,000. Zurfluh asked if we wanted a 3rd card for the volunteers. Chief White stated that he doesn’t think there is a need and it would be harder to track and reconcile the purchases.

Clouse moved to have the district apply for 2 new credit cards, one for the fire chief and one for the administrative assistant, with a combined credit limit of no more than \$20,000. Fagan seconded the motion. Motion carried (Yes – Dykast, Clouse, Fagan, Zurfluh)

PUBLIC COMMENT: Sue Ellis stated that before the district does any more business with Koopman Consulting, the board should insist that a board member have unrestricted access to Koopman and be able to contact them whenever they want to. She stated that in the past, Koopman has been reluctant to talk directly with board members.

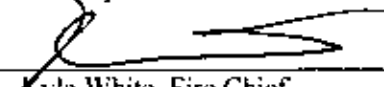
AGENDA SUGGESTIONS: Dykast stated that we will add Koopman access to next month’s agenda.

GOOD OF THE ORDER & BOARD COMMENTS: Fagan thanked Chief White the quick communication on social media with regard to emergencies in the community.

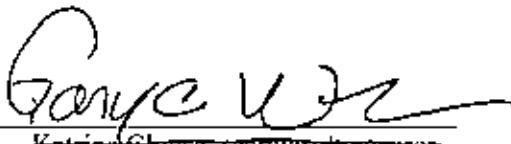
NEXT MEETING: Board Meeting on February 17th, 2026, 7 p.m. Station 91 – 38975 SW 6th Avenue, Scio OR

ADJOURNMENT: Dykast adjourned the meeting. Meeting adjourned at 8:09 PM

Submitted by:



Kyle White, Fire Chief



Katrina Clouse, secretary/treasurer
Vice President
Chad/ Weaver