



NEIGHBORS HELPING NEIGHBORS SINCE 1888

SCIO FIRE DISTRICT

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

BOARD OF DIRECTORS MEETING MINUTES February 18th, 2025

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
- ☒ Sioux Ellis, Vice President
- ☐ Pat Traeger, Secretary/Treasurer
- ☒ Larry Brown, Director
- ☒ Katrina Clouse, Director

OTHERS IN ATTENDANCE:

Fire Chief Kyle White, Rosalie Parker, multiple members of the public and the fire district.

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: Katrina Clouse moved to accept consent agenda which consisted of minutes of January, payment of bills, check review, and 2024-25 expenditure sheet. Sioux Ellis seconded the motion. Motion carried. (Yes – Paul Dykast, Ellis, Larry Brown, Clouse)

ADDITIONS OR DELETIONS TO THE AGENDA/ APPROVAL OF AGENDA: Ellis moved to accept the agenda. Clouse seconded the motion. Motion carried. (Yes –Dykast, Ellis, Brown and Clouse)

INTRODUCTION OF GUESTS: None

CORRESPONDENCE: None

STAFF REPORTS:

Chief White –1) Results of the survey are in the board packet. Chief would like the board to review and come back next meeting with questions or comments. 2) Have 3 people going through the onboarding process. 3) We have received 96.5% of the taxes owed the district. 4) The appreciation event will be March 1st at Tallman Brewery. 5) We will be approving the budget calendar at the next board meeting. 6) The time to file for one of the 3 open board positions is currently open and closes on March 20th. 7) Volunteer Misty Kastle has completed her paramedic training, passed all of her tests, and is a certified paramedic. She started a job working as a paramedic with the Jefferson Fire District.

Administrative Assistant – The OFDDA conference is scheduled for November 20th – 22nd in Seaside.

Volunteer Association – Nothing at this time.

OLD BUSINESS:

SLIP ON UNIT UPDATE: Chief has bought a slip on unit from the Lyons Fire District and is working on making some upgrades and repairs to it. Chief has bought a Ford F-550 brush rig from the Pullman Fire Department. He paid \$18,500 for the truck plus commission. He expects the graphics to cost around \$1500 and the radio installation to cost another \$500. After the grant money is used, he expects to be into the truck for around \$7,000. Clouse asked if this truck counts as one of the two the board authorized the chief to purchase. Chief confirmed that the board authorized him to spend \$50,000 each for 2 trucks and that this purchase would count as one of those two. Dykast expressed his appreciation to the chief for his maneuvering and research and that the price for this truck is significantly lower than what he expected the district would have to spend. Ellis expressed her appreciation to the chief for using his own funds to make the purchase with the intention of getting reimbursed from the district. Dykast asked what it would take to fix our banking situation so that we could make larger purchases. Chief explained that this purchase was made difficult because the seller only accepted wire transfers and our bank account isn't set up for wire transfers as it is currently established. Chief reminded the board that the VFC grant sunsets in September and we need to purchase a second truck by then. There was discussion between Ellis and Chief regarding how to pay for the match.

STATION 93 BREAK IN: Chief reviewed the break-in the district had experienced at Station 93 in January and the fact that the district doesn't have cameras out there. He had received a quote from SMTA to install cameras and was surprised that the price was around \$3,500. There was some discussion between Clouse and Chief regarding what was included in the quote. Chief stated that he is looking at alternatives such as Ring cameras. Clouse suggested Chief talk to her partner because he does security as a profession.

VACATION/SICK LEAVE DOCUMENT: Chief reviewed the vacation/sick leave document that was introduced last month with the discussion being tabled. There was discussion regarding the ability to cash out vacation. Ellis asked if Chief could provide to the board a leave balance for employees. Chief explained that employees fill out monthly timesheets that denote time-off taken and that is reviewed by the president of the board. Ellis asked if we could create a system to ensure that employees didn't take time off they haven't earned. Clouse asked about the ability to donate unused sick leave to another employee. Chief talked about flexing time. Clouse stated she didn't like the idea of being able to roll over sick leave. Chief explained that if that were the case, on January 1, the employee wouldn't have any sick leave and if they were to be sick, they would be unpaid if they took a day off. The discussion settled on rolling over 40 hours per year.

Ellis moved that we allow employees to carry over 40 hours of sick leave per year, and that the board approve the other benefits as written in the vacation/sick leave document. Clouse seconded the motion. Motion carried (Yes - Dykast, Ellis, Brown, and Clouse)

NEW BUSINESS:

RESOLUTION 2025-03 (ELK LANE CONFLAGRATION)

Resolution to accept a check from the Oregon State Fire Marshal in the amount of \$43,614.70.

Clouse moved to accept Resolution 2025-03. Ellis seconded the motion. Motion carried (Yes – Dykast, Ellis, Brown, and Clouse)

DISCUSSION REGARDING MOVING AMY BACK TO THE FRONT DESK

Ellis led a discussion about moving Amy back to the front desk. Chief informed the board that we have made a few changes to notify staff that someone has come through the front door. The front doors have been unlocked and the chime has been activated on the front doors. If the doors are locked, it's because Amy has taken the day off and the chief is out of the office. Chief explained that most fire departments in

the area have some form of insulation between the office staff and the public. Lyons has a vestibule with sliding window that provides separation. Albany and Lebanon have the same thing. Stayton has a buzzer and the office staff has to buzz you in. Chief couldn't think of a department around our area that doesn't have some level of protection for the office staff. Chief underscored that the event that caused us to start locking the doors was traumatic. Chief also wanted the board to know that Amy does several things that should require an additional level of security (I-9 and W4 forms with personal information on them, large checks from OSFM) and it is helpful to have a locking office to store those items instead of having them spread out on the desk in view of the public. Chief understands the need to have someone visible from the front door. Chief stated that he and Amy would work on Amy having more of a presence in the front office.

PUBLIC COMMENT: Rosalie Parker asked Chief and Amy what their opinions were about moving Amy back up front.

AGENDA SUGGESTIONS: Unintelligible from Clouse, Ellis would like talk about requirements to be on the board

GOOD OF THE ORDER & BOARD COMMENTS: . Discussion ensued about bylaws and lengthy member absences. Chief stated that according to lawyers contacted, the board is unable to remove a board member due to lengthy absences and this is due to the ORS' and the way special districts are formed. Amy suggested having a board member boot camp. Ellis stated that board members shouldn't be allowed to be present with alcohol or drugs in their system.

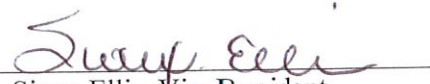
NEXT MEETING: Board Meeting on March 18th, 7 p.m. Station 91 – 38975 SW 6th Avenue, Scio OR

ADJOURNMENT: Dykast adjourned the meeting. Meeting adjourned at 7:57 PM

Submitted by:



Kyle White, Fire Chief



Sioux Ellis, Vice President