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## SCIO FIRE DISTRICT

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

### BOARD OF DIRECTORS MEETING MINUTES April 15th, 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, Tanya Fagan, 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:** Sioux Ellis moved to accept consent agenda which consisted of minutes of March, payment of bills, check review, and 2024-25 expenditure sheet. Larry Brown seconded the motion. Motion carried. (Yes – Paul Dykast, Ellis, Larry Brown)

**ADDITIONS OR DELETIONS TO THE AGENDA/ APPROVAL OF AGENDA:** Chief White has 3 additions: Records Retention Policy, Building Reserve Fund, Type 6 in Chehalis. Ellis moved to accept the agenda. Brown seconded the motion. Motion carried. (Yes –Dykast, Ellis, Brown)

**INTRODUCTION OF GUESTS:** None

**CORRESPONDENCE:** None

**STAFF REPORTS:**

*Chief White* –1) We have collected 99.3% of the taxes we expected to collect so far. 2) The district will host a Town Hall for the 5 citizens who are running for Fire Board. This will be an opportunity for the candidates to introduce themselves to the public and for the public to ask questions of the candidates. The Town Hall will be at Station 91 May 1<sup>st</sup> starting at 7pm. 3) We have received the wildland upstaffing grant from OSFM. The firefighters will pick their shifts at the Monday drill on June 2<sup>nd</sup>. The first shift will be July 1<sup>st</sup> and the last shift will be September 23<sup>rd</sup>. 4) Chief White has submitted an application for a VFC grant that, if approved, will be a \$10,000 grant that would be used to buy tools. 5) Chief White has



submitted an application for a Firehouse Subs grant that, if approved, would allow the district to purchase 3 new defibrillators that would be carried on the staff vehicles. 6) We still have not heard any word on the status of the SAFER or AFG grants. Chief is building next year's budget under the assumption that we won't get another SAFER, at least not before the budget is adopted. 7) We have 4 firefighters going through the Santiam Academy. They recently passed their Firefighter 1 skills tests and are moving onto their Firefighter 2 training. Their graduation is May 28<sup>th</sup> and they will be recognized at the June board meeting. 8) We are holding a water shuttle class in early May. This is a class that members are required to take in order to drive the tenders. 9) Many of our members will be attending the wildland Field Day on May 31<sup>st</sup> to get sign-offs for their wildland certifications. 10) We were contacted by a citizen who has a house on Hwy 226 towards Lyons that he would like us to burn down. Chief White and Chief Boyer are working with the owner on necessary steps. 11) We found a roof leak at Station 91. McMahon has been hired to fix the leak. 12) At the May board meeting we will hand out the fire chief evaluation forms and we will do the evaluation at the June board meeting.

*Administrative Assistant* – 1) Amy has placed the WHA Insurance Annual Forecast in the board packets. 2) a reminder that there will be a budget meeting at 6pm on May 20<sup>th</sup>. Budget binders will be delivered to board members and budget committee members the week of May 6<sup>th</sup>.

*Volunteer Association* – There will be an Easter egg hunt this Saturday at the high school. Lamb and Wool Fair is coming up and we will be doing an extrication demonstration during the car show again.

#### **OLD BUSINESS:**

STATION 93 MINI-SPLIT – The new mini-split has been installed at Station 93 but Best Heating had to order a part to complete the programming. Chief was able to get a 5 year warranty on the mini-split.

#### **NEW BUSINESS:**

RESOLUTION 2025-04 – APPROPRIATION TRANSFER – We have sent firefighters out of state on EMACs (Emergency Management Assistance Compact), most notably for the California wildfires. As part of the EMAC requirements, we had to pay our firefighters before submitting for reimbursement and then show proof of payment. These funds need to come from our general fund and, unfortunately, we didn't budget for this additional money. In order to remain compliant with Oregon budget law, we need to transfer appropriations within our budget so that we don't exceed our appropriations in the Personnel Services category. The resolution would transfer \$30,000 of appropriations from Materials and Services and \$10,000 from Capital Outlay to Personnel Services (a total of \$40,000 to Personnel Services). There were some questions from Ellis regarding how the appropriations work. Chief White explained that because we haven't received a reimbursement for the EMACs yet, we can't increase our appropriations. Normally when we receive a reimbursement check, we pass a resolution to accept the unanticipated income and that resolution also increases our appropriations in that category. Because we haven't received the check, we can't increase our appropriations and we need to absorb the increase within our current budget. We will eventually receive the reimbursement check(s) and be able to increase our appropriation but it may not happen until the next fiscal year.

**Ellis moved to approve Resolution 2025-05. Brown seconded the motion. Motion carried (Yes – Dykast, Ellis, Brown)**

FEMA AUDIT - Chief White explained that FEMA is auditing the district as part of the SAFER grant and they want copies of the district's procurement policy, hiring policy, and records retention policy. Chief White explained that the district doesn't currently have any of those policies. He has received example policies from some of our neighboring fire districts, modified them specific to Scio, and placed them on district letterhead.

PROCUREMENT POLICY – There were questions from Ellis about “delegation of authority.” After some discussion amongst the board members, they decided to change some language that wouldn’t allow the board president to speak on behalf of the board or sign contracts on behalf of the board.

HIRING POLICY – Adopted without changes

RECORDS RETENTION POLICY – Adopted without changes

**Ellis moved to approve the policies as amended. Brown seconded the motion. Motion carried (Yes – Dykast, Ellis, Brown)**

BUILDING RESERVE FUND – Chief White detailed that we have about \$150,000 in our Building Reserve Account that isn’t interest bearing. Chief White would like to transfer these funds to an LGIP interest bearing account in hopes of generating about \$8,000 per year.

**Ellis moved to move our Building Reserve Fund to an LGIP interest bearing account. Brown seconded the motion. Motion carried (Yes – Dykast, Ellis, Brown)**

TYPE 6 BRUSH RIG IN CHEHALIS – Chief White has found a used Type 6 brush rig in Chehalis, Washington. Chief White detailed that he has previously been authorized to spend up to \$50,000 on a pickup with the intension of installing a slip-on unit on the truck. The Type 6 he has found is a little over his authorization limit but already has the pump, piping, and tank. He would like the board to authorize him to spend up to \$60,000 on said vehicle.

**Ellis moved to authorize the chief to spend up to \$60,000 on the used Type 6 brush rig in Chehalis. Brown seconded the motion. Motion carried (Yes – Dykast, Ellis, Brown)**

PUBLIC COMMENT: None

AGENDA SUGGESTIONS: None

GOOD OF THE ORDER & BOARD COMMENTS: Ellis thanked the citizens who are running for the board and showing up to board meetings. Dykast reminded the board that there is a board member training session on June 3<sup>rd</sup> at Scio City Hall.

NEXT MEETING: Board Meeting on May 20th, 7 p.m. Station 91 – 38975 SW 6<sup>th</sup> Avenue, Scio OR

ADJOURNMENT: **Dykast adjourned the meeting.** Meeting adjourned at 7:40 PM

Submitted by:

  
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Kyle White, Fire Chief

  
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Sioux Ellis, Vice President