



NEIGHBORS HELPING NEIGHBORS SINCE 1888

SCIO FIRE DISTRICT

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

BOARD OF DIRECTORS **MEETING MINUTES** **June 16, 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

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.

PUBLIC COMMENT: Mandy Boyer thanked the board members for attending the Easter Egg Hunt.

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

ADDITIONS OR DELETIONS TO THE AGENDA/ APPROVAL OF AGENDA:

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

INTRODUCTION OF GUESTS: None

CORRESPONDENCE: None

STAFF REPORTS:

Chief White –1) We have received 96.6% of the taxes we expect to receive this year. 2) The AFG and SAFER grant applications are open. We are working with Gates to submit and AFG grant request for SCBAs. We would be receiving 28 SCBAs and Gates would be receiving 12. The total cost of the request is \$540,000. Chief isn't sure we are going to be able to submit with Gates because their Sam.gov registration is expired. If their Sam.gov registration isn't renewed by the deadline, we'll have to submit

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without them. 3) We are working on a SAFER grant in partnership with Jefferson. If approved, it would allow us to hire a recruitment and retention coordinator and give us money to help offset the cost of onboarding new volunteers. Included in this request is money to help retain our current volunteers (EMT and paramedic training as an example). The total amount requested is \$1.2 million. 4) Chief has submitted an AFG micro grant to replace some old turnout gear. The amount requested is \$47,000. 5) Chief has been working on getting the AC fixed in Brush 91. He took it to the IH dealer in Albany who said it needed a new computer. The cost estimate was \$6,000. Chief bought a used computer from a wrecking yard and is having it shipped in. Once it arrives, he will take it to the dealer and have them flash it. 6) Upstaffing started June 1st. Right now, we have one person on duty per day. This has helped Chief stay in the office more and work on grant writing. 7) We had a house burn scheduled for last Sunday but Chief cancelled it because of high temperatures. The burn has been rescheduled for later in the month. 8) Starting Monday, we are going to offer free blood pressure checks during business hours. 9) We started upgrading our computers. Chief's computer will get replaced this month and Amy's will get replaced next month so that they are replaced in separate fiscal years.

Administrative Assistant – Nothing

Volunteer Association – Nothing

OLD BUSINESS:

AMY NOTARY – In regards to Amy's request to become a notary, Chief read a response from the district's attorney, Lori Cooper, and it read as follows: *There are no issues with the District paying for half (or even ALL) of the costs of your admin obtaining her notary certification.*

Being a notary is more of a public service and not a money-making venture, so there shouldn't be any concerns about ethics issues (i.e., a public employee (such as your admin) using their public office for personal gain).

I have pasted in below the statute that states that notaries are not allowed to charge more than \$10 per notarial act (except in special cases, as discussed in this statute), as well as a provision that allows public entities to charge for use of their notary.

In last month's board meeting, Amy offered two options:

Option #1 – Amy would cover the cost of becoming a notary and could offer the service from the office of the fire station, charging a \$10 fee that she would retain.

Option #2 – The district would cover half of the cost to become a notary. She would offer the service from the office of the fire station free of charge. She would also retain the ability to provide the service while not at work and not on district grounds and would retain the fee.

Weaver made a motion to have the district split the cost of a notary with Amy. In return, she would provide the service while on duty free of charge and would retain the right to provide the service while on her own time and not on district grounds and retain the fee. Fagan seconded the motion. Motion carried (Yes – Dvkast, Fagan, Zurfluh, Clouse, Weaver)

NEW BUSINESS:

RESOLUTION 2026-04 – BUDGET ADOPTION

Weaver moved to approve the budget for the fire district in the following amounts:

General Fund	\$1,261,879
Equipment Reserve Fund	\$276,133
Scio Building Fund	\$154,175
Debt Service	\$469,169
OSFM Grant	\$35,000
VFC Grant	\$15,000

Clouse seconded the motion. Motion carried (Yes – Dvkast, Fagan, Zurfluh, Clouse, Weaver)

FIRE CHIEF EVALUATION – The fire board spent several minutes reviewing evaluations of the fire chief that had been filled out by officers and fire board members. After a period of time, they came back together to announce their review. Dykast reaffirmed that the fire chief was given the option of conducting the review in executive session or open session and the chief chose an open session. Dykast stated that his review was a synopsis of the fire board's review plus the fire board's interpretation of reviews submitted by the officer corps.

One officer asked to have the clutter in the station reduced

Dykast was impressed with the reviews submitted by the officers, stating that they didn't simply just check a box but instead, wrote down thoughtful reviews. He stated that the review was positive and that the chief has the support of the officers.

Weaver appreciated that the chief is approachable and easy to talk to.

Clouse stated that the environment around the station is much better and the toxicity that was present in the past seems to have gone away.

Fagan gives the chief high marks for planning, organization, and teamwork. She appreciates the chief's efforts in educating the new board. She is concerned that the chief spends too much time at work and doesn't take time off.

Zurfluh says it seems like things are going great. He stated that a "cluttered shop is a busy shop."

Weaver echo'd Fagan's concern about the chief not taking time off.

Chief took some time to address the comments and thanked the board for being engaged, enthusiastic, and helping to move the district forward.

FIRE ENGINE PREAUTHORIZATION – The board and the fire chief have previously agreed to search for a used fire engine to replace Engine 94. The chief's concern is that if a fire engine comes on the market, it might be gone by the time of the next board meeting. The chief would like some boundaries and would like to agree on a plan. He would like to increase the preauthorized amount to \$250K but would like the board to have some input before a purchase is made. And he would like the board to agree to meet quickly for a special session in the situation where he finds a fire engine that meets the districts needs. The chief suggested that if he sees a fire engine that meets the needs of the district, he would view it in person. If he wanted to move forward, he would contact President Dykast who would schedule a special session with 24 hours notice. The fire chief would present his recommendations to the board who would approve or deny the request.

Weaver made a motion to increase the preauthorized amount to \$250,000 and in the situation the chief finds a fire engine he would like to purchase, the board will schedule a special session giving the required 24 hour notice to discuss the purchase. Fagan seconded the motion. Motion carried (Yes – Dykast, Fagan, Zurfluh, Clouse, Weaver)

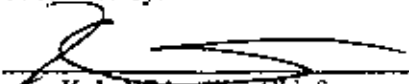
AGENDA SUGGESTIONS: Fagan has concerns after the last election with so many fire district levies failing that the fire district needs to remain focused on planning for the future needs of the district.

GOOD OF THE ORDER & BOARD COMMENTS: None

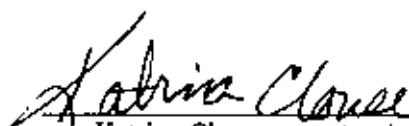
NEXT MEETING: Board Meeting on July 21st, 2026, 7 p.m. Station 91 – 38975 SW 6th Avenue, Scio
OR

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

Submitted by:



Kyle White, Fire Chief



Katrina Clouse, secretary/treasurer