

AGENCY FIRE BOARD

Regular Meeting Minutes

Date: Wednesday, July 8, 2026

Time: 7:00 PM

Location: Agency Fire Department, Agency, Iowa

Call to Order

Fire Chief Jason Knaak called the meeting to order at 7:00 p.m.

Roll Call

Members Present

- Jason Knaak
- Larry Sample
- Carleton Dial
- Keith Crist
- Kevin McDaniel
- Mike Holcomb
- Jim Lind
- Sara Jane Douglas
- Angel Schafer, City Clerk/Treasurer

Members Absent

- Lane Morrison, City of Agency Representative
-

Approval of Agenda

Larry Sample made a motion to approve the agenda.

Second by Carleton Dial.

Motion carried.

Election of Officers

President

Jim Lind nominated Larry Sample.

Second by Jason Knaak.

Larry Sample was elected President.

Vice President

Jim Lind nominated Carleton Dial.

Second by Keith Crist.

Carleton Dial was elected Vice President.

Secretary/Treasurer

Sara Jane Douglas nominated herself for Secretary/Treasurer.

Second by Kevin McDaniel.

Sara Jane Douglas was elected Secretary/Treasurer.

Sara Jane Douglas stated she accepted the position contingent upon receiving proper training for all Treasurer and Secretary responsibilities. Fire Chief Jason Knaak stated Doug Techel would provide the necessary training.

Fire Chief

Carleton Dial made a motion to approve Jason Knaak as Fire Chief.

Second by Keith Crist.

Motion carried.

The Board noted that all officer positions are elected annually during the first meeting held in March. Due to the extended lapse between meetings, officer elections were conducted at this meeting.

Board Representation

Agency Township Trustees

- Keith Crist
- Carleton Dial

Pleasant Township Trustees

- Larry Sample
- Kevin McDaniel

City of Agency Representatives

- Jim Lind
 - Lane Morrison
-

At-Large Trustee

Mike Holcomb volunteered to serve as the At-Large Trustee.

Sara Jane Douglas made a motion to appoint Mike Holcomb as the At-Large Trustee.

Second by Sara Jane Douglas as recorded in the meeting notes.

Motion carried.

Old Business

President Larry Sample stated the Agency Fire Board Bylaws have not been updated since approximately 2000. The Board agreed the bylaws should be reviewed and revised and requested the item be placed on the next meeting agenda.

Board members were asked to review the current bylaws before the next meeting and prepare recommendations or suggested revisions.

New Business

Secretary/Treasurer Transition

Sara Jane Douglas will meet with Doug Techel to receive training regarding:

- Treasurer responsibilities
 - Financial records
 - Accounting books
 - Budget preparation
 - Previous meeting records
 - USDA reporting
 - Utility accounts
 - Automatic payments
 - Insurance information
 - Administrative duties
-

Financial Discussion

Mike Holcomb reviewed several annual responsibilities including:

- Annual budget preparation
- Submission of the annual budget to the City of Agency and USDA
- Maintaining an updated Board roster
- Annual budget deadline of April 15
- USDA reporting requirements

The Board discussed that USDA contacts change periodically and should be kept current.

The USDA loan is believed to have originated in 2006 and is scheduled to mature in 2037. These dates should be verified.

The Board also discussed that the fiscal year ended July 1, 2026, and that USDA may require year-end financial reporting.

Automatic Payments

The Board discussed verifying that all recurring expenses remain on automatic payment, including:

- USDA loan
 - Utilities
 - Insurance
 - Other recurring expenses
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Worker's Compensation Audit

Angel Schafer advised the Board that the City has a Worker's Compensation audit scheduled within the next several weeks. Information from prior records, as well as current Board information, will be needed.

Board Communications

Sara Jane Douglas will prepare an updated Board roster and distribute it to all members.

Future meeting agendas and approved meeting minutes will be emailed to Angel Schafer for posting on the City website, City Facebook page, and City newsletter when applicable.

Grants

The Board discussed the importance of maintaining current financial records and reporting requirements in order to remain eligible for grants.

Grant opportunities discussed included:

- Wapello County Foundation
- Oktoberfest
- The Legacy Foundation

The Board acknowledged receiving a \$30,000 grant from The Legacy Foundation during June 2026 toward the purchase of a new brush truck.

The USDA primarily provides loan funding but has previously assisted with grant funding for the fire station building.

Fire Department Report

Fire Chief Jason Knaak reported the department has responded to **69 calls** so far during 2026.

Next Meeting

The next regular meeting will be held:

Wednesday, August 12, 2026

7:00 p.m.

Agency Fire Station

Board members were encouraged to review the bylaws before the meeting and prepare recommendations for revisions.

Adjournment

Sara Jane Douglas made a motion to adjourn.

Second by Jim Lind.

Motion carried.

Meeting adjourned.

Respectfully Submitted,

Sara Jane Douglas

Secretary/Treasurer

ACTION ITEMS

Sara Jane Douglas

- Meet with Doug Techel for Treasurer/Secretary training.
- Obtain previous meeting minutes, agendas, and financial records.
- Verify all automatic payments.
- Obtain USDA contact information.
- Confirm USDA reporting requirements.
- Review current financial records.
- Prepare updated Board roster.
- Email future agendas and approved minutes to Angel Schafer.
- Verify loan information and payment schedule.
- Begin organizing annual budget records.

Larry Sample

- Contact Doug Techel regarding Treasurer training.
- Add bylaw review to the August meeting agenda.

Entire Board

- Review existing bylaws before the August meeting.
- Bring recommendations and suggested revisions.
- Review Board responsibilities.

Information to Verify

- USDA loan start date.
- USDA loan maturity date.
- AutoPay status of all recurring bills.
- Current USDA contacts.
- Insurance contacts.

Annual Deadlines

- **March:** Election of Officers
 - **April 15:** Annual Budget due to USDA and City
 - **July 1:** Beginning of Fiscal Year
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AGENCY FIRE BOARD CONTACT ROSTER

Name	Position	Phone	Email
Larry Sample	President / Pleasant Township Trustee	641-777-6263	lsample@pcsia.net
Carleton Dial	Vice President / Agency Township Trustee	641-799-9529	gradercarl@yahoo.com
Sara Jane Douglas	Secretary/Treasurer	641-954-1830	sdouglas@ottumwaradio.com
Jason Knaak	Fire Chief	641-226-3794	back4fab@outlook.com
Keith Crist	Agency Township Trustee	641-226-9308	catpeddler57@yahoo.com
Kevin McDaniel	Pleasant Township Trustee	641-226-4596	kevinmcdaniel41@gmail.com
Mike Holcomb	At-Large Trustee	641-777-3799	mghchief9087@gmail.com
Jim Lind	City of Agency Representative	Phone Needed	jdl_1959@hotmail.com
Lane Morrison	City of Agency Representative	Phone Needed	fastlanedumpsters@gmail.com
Angel Schafer	City Clerk/Treasurer	641-937-5215	cityofagency@gmail.com

Missing Contact Information

- Jim Lind — Phone Number
- Lane Morrison — Phone Number