

Agency Fireboard Meeting Minutes

June 17, 2026

Call to Order

The Agency Fireboard meeting was called to order on June 17, 2026.

Discussion Items

Board Organization & Officer Positions

The board discussed current vacancies and the need to fill open officer positions. Current and proposed positions were reviewed, including:

- Chief: Jason Knack
- Treasurer: Danielle (current)
- President: Vacant
- Vice President: Vacant
- Secretary: Vacant

Discussion also included trustee representation and board structure.

Trustee Representation

The board discussed trustee membership and representation, including:

- Two trustees from Agency Township
- Two trustees from Pleasant Township
- One at-large trustee position

Bylaws Review

Board members agreed to review and study the existing bylaws to better understand board responsibilities, governance, and operating procedures.

Financial & Administrative Transition

Discussion was held regarding the transfer of financial and administrative responsibilities, including:

- Treasurer duties and training
- Review of financial records and books
- Ensuring all utilities are enrolled in automatic payment
- Obtaining records, agendas, and meeting minutes from previous officers

Contact Information Updates

The board discussed compiling and updating a complete contact list for all officers, trustees, and fireboard members.

Organization & Record Keeping

Jason Knack requested assistance with organizing:

- Board spreadsheets
- Agendas
- Fundraising information
- Grant information
- Other administrative records

Meeting Requirements

The board reviewed requirements for:

- Posting meeting notices
- Preparing and posting agendas
- Maintaining meeting records and minutes
- Establishing quarterly meeting schedules

USDA Building Loan/Project

Discussion was held regarding the USDA-related building project and verifying applicable deadlines, dates, and requirements.

Fiscal Year

The board reviewed fiscal year dates and discussed the fiscal year ending July 1, 2026.

Action Items

- Compile a complete list of all officer, trustee, and fireboard positions.
- Update contact information for all board members and trustees.
- Assist with organization of board records and administrative documents.
- Review financial records and receive training on treasurer responsibilities.
- Determine differences and responsibilities between Agency Township and related entities.
- Confirm all utilities are enrolled in auto-pay.
- Schedule quarterly meetings.
- Ensure future fireboard meetings are properly posted with agendas.
- Obtain previous agendas and meeting minutes.
- Verify USDA project/building deadlines and requirements.
- Confirm fiscal year-end dates and related reporting obligations.

Adjournment

There being no further business, the meeting was adjourned.

Respectfully submitted,

Secretary

Date Approved: _____