Sam Owen Fire District
Commissioner's Meeting
December 10, 2025

Attendance:
Tim Scofield, Chief
Sarah Knight, CPA
Terry Jensen, District 3 Commissioner, Chairman
Lisa Wendle, District 2 Commissioner
Tony Butler, District 1 Commissioner, Treasurer
Todd Wendle, Newsletter, Reporter
Kelly Thompson, Captain
Chris Popov, VolunteerFire Fighter
Jack Craemer, Captain
Cody Lofland, Captain, Trainer
Al Sly,Captain, Media
Tim Sanders, Engineer

Agenda:
The meeting was called to order at 6:00 P.M. by Chairman Jensen.
Action Item: There are no changes to the posted agenda.
Action Item: Commissioner Wendle makes a motion to accept the minutes from the 11/12/25 and 12/3/25 meetings as written. She is seconded by Commissioner Butler. All in favor.

There are no public comments at this time.

Chief's Report:
There have been 5 medical calls and 3 fire calls so far this month. During a response to a rollover accident, the volunteers that responded out of Station 2 learned allot. The rollover happened during poor weather. It was good practice. The Chief reports that the new recruits all did very well.

Station 1 is in good working order at this time.

Station 2 is in good condition too. There is a plan in the works to have the road at Station 2 paved in the Spring due to a Federal Grant. The SOFD will want to join in on this paving project to have the driveway paved. Road & Bridge will keep the SOFD informed about when the bids are let out. The Chief told Avista to also consider joining the paving project. Joining this project will help save on the cost of paving the driveway. The SOFD driveway will have to have extra thick asphalt due to the weight of the trucks and water. Some grading work needs to be done before the asphalt is done. A storm water plan will need to be in place.

> The Chief is to schedule grading work.
> The Chief is to create storm water plan.

The equipment is in good working order. New Engine #1301 needs to have the decal work done.

Cody Lofland reports that the last training for 2025 will be a night cold water rescue exercise. Todd Wendle reports that Rookie level 1 and Rookie level 2 courses are complete. Ropes and CPR need to occur after January along with a CPR refresher course. Then Specialty classes can be scheduled.

Tim Sanders is working on an equipment checklist for each vehicle. As of January every volunteer will have to sign off on each vehicles list as part of their duties. Eventually an Emergency Operator Training class will occur.

Community Relations:
Not much new to report. A year end newsletter is being worked on. A residency flyer is also being created.

Chris Popov reports that there is no new info on the AFG Grant. Over 7000 applications were sent in. He also sent in a Waterworks Grant. The list for the RSP Grant is to be completed before then end of the week. The SOFD was awarded $4,093.00.

When the new AFG Grant opens the SOFD will apply for a boat again. Chris Popov will continue to write grant applications for the SOFD. There is no local cost effective Grant Writer available.

Treasurer's Report:
Sarah Knight reports that the SOFD is on budget. The Department of Lands has paid all outstanding bills. She informs the Commissioner's that the Mountain West CD is up for renewal. They have 10 days to make any changes to the CD. Commissioners Jensen & Butler will be handling this. The following bills were presented for payment:

Alexa Garrison	$120.00
Avista	$214.64
Citi Card	$429.33

Clark Fork Chevron	$ 340.68
Co-Op Energy	$ 322.80
Evergreen Homestead	$ 633.84
Jack Creamer	$5,433.70
Larsen	$1,275.00
Lawn Lizards	$ 312.00
Lightning Creek Const.	$ 648.50
Mike White Ford	$1,911.38
Molly Simko	$ 110.00
Rivers End LLC	$ 225.00
Shawn Finnerty	$ 212.24
Visa	$1,277.55
Waterfront Property	$ 99.56
EFTPS	$2,754.22
Kelly Thompson	$2,195.09
Tim Sanders	$1,023.54
Cody Lofland	$ 93.25
Katherine Cifu	$ 374.02
Tim Scofield	$2,120.90

Umpqua Bank Savings account as of 12/10/25 $29,276.00
Umpqua Bank Checking account as of 12/10/25 $233,726.27
Umpqua Bank CD as of 12/10/25 $207,529.96
Mountain Wast CD as of 12/10/25 $202.626.15

Action Item: Commissioner Wendle makes a motion to accept the Treasurer's Report and to pay the bills. She is seconded by Commissioner Butler. All in favor.

The Chief reports that the Idaho Survey and Ratings is still working on its report. It needs more data from the SOFD re hydrants.

> Chief to work on hydrant report for Idaho Survey & Ratings.

Old Business:

Action Item: Residency House Rules and Shift Coverage Agreement. The Chief noted a couple of typos that need to be changed. It will now state that pets wont be allowed in fire house or living space unless documentation is provided from a Doctor and approved by the Chief.
Commissioner Butler makes a motion to accept the House Rules with the above mentioned corrections. He is seconded by Commissioner Wendle. All in favor.

The Commissioners discussed the Shift trade Agreement for the dwelling at Station 2. They agreed that it should state 96 hours per month. Concern about finding the right candidate and the right wording to the agreement that would not exclude someone that might be a really good fit for the job except for a few things that didn't comply with the wording.
Jack Craemer felt that the agreement time span should be longer than 3 three months because of how long it takes to integrate someone and train someone. The Commissioners decided that the 96 hours commitment was good. The Chief should be able to make changes per applicant. A three month commitment will be the starting time frame. An interview process goes with each resident applicant.

Action Item: CommissionerWendle makes a motion to adopt the Shift Trade Agreement reflecting the 96 hours per month and a starting commitment of 3 months. She is seconded by Commissioner Butler.

Action Item: The 3-5 year plan with the wording changed to " Physically limited in their capabilities" for the job description is presented to the Commissioners. Commissioner Wendle makes a motion to accept the plan with the new wording and is seconded by Commissioner Butler. All in favor.

Station 1 Renovation. Kelly Thompson reports that the framing is complete. The rough in plumbing is done. The electrician should complete his work soon. The heat pump will be moved to another wall. All this work to date has come in under budget. There will be a heat pump in each room. A big one will be on the end wall . Insulation, dry wall, trim, flooring, paint and cabinets need to be done.

Station 2 Renovation. Jack Craemer and Ken Foster and Tim Brown report that the Kitchenettes are complete. One mini fridge is installed. The other has been ordered and is on its way. Both units need to be cleaned.

The Chief needs a deposit to retain the painter. He will need a check for $1,800.00 made out to All Surface Coatings as the deposit. The remainder, in the amount of $6,000.00 will be paid at completion.

>The Chief to get check for the painter, and get estimated start time.

Idaho is an at will employment State. A probationary period is not required.

Guideline #3.09 will be revisited at next month's meeting.

Guidelines #3.06 & #3.03 are approved of with the corrections.

Action Item: Commissioner Butler makes a motion to approve of SOG #3.03 as worded, and SOG #3.06 with the amended wording. Commissioner Wendle seconds the ,motion. All in favor.

Officers can be involved with the updating of SOP's & SOG's. Commissioner's are welcome to attend Officer's Meetings.

The roofing at Station 1 has an excess of moss on it. Kelly Thompson recommends having it assessed. Chris Popov knows of a product that can be sprayed on with a hose that he has used. It will remove the moss. He feels that the SOFD should try this product first. He will get product information the Chief.

> Chris Popov to get Moss product info the Chief.

There is nothing new to report on #1391's repairs.

New Business:
In reviewing the equipment that the SOFD owns. It was found that there is an older extrication device that is deemed surplus. The SOFD already owns newer devices. Engines #1321 & #1322 both have battery operated ones. The Chief would like to sell the older extrication device.
Action Item: Commissioner Butler makes a motion to declare the older device as surplice in order to sell it. Commissioner Wendle seconds the motion. All in favor.

The Chief reports that the price estimate for all the boat repairs is being worked on. The list is extensive. The grant that could potentially help with the repair costs happens late in the year. It is recommended that the SOFD go ahead with the most necessary "need to""repairs, and the prioritize the "want to" repairs. This item will be brought up in next month's meeting agenda.

> Put boat repairs update on meeting agenda.

> Get price quotes for radar frame from several manufacturers.

Action Item: A motion was made by Commissioner Butler to go into executive session Idaho Code 74-206(a) at 7:15 P.M. He is seconded by Commissioner Wendle. All in favor. Commissioner Jensen - Aye. Commissioner Butler - Aye. Commissioner Wendle -Aye.

Executive session ends at 7:27 P.M.

Action Item: Commissioner Wendle makes a motion to adjourn at 7:30 P.M. She is seconded by Commissioner Butler. All in favor. Meeting adjourned.

Respectfully submitted,

Alexa Garrison, Secretary