



**EAST PRIEST LAKE FIRE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
December 18, 2025 at 6:30 P.M.
48 E Trout Lane, Coolin ID 83821
In Person or Join Meeting by Zoom**

MEETING MINUTES

Welcome - (Commissioner Clevenger) The meeting was called to order by Commissioner Clevenger at 6:32 P.M. Commissioner Tom Clevenger, Commissioner Keith Hanson, Ann McKinstry (zoom), Chief Tom Renzi, Secretary Jaime Yob, Assistant Chief Dave Tewel (zoom)

Declaration of Quorum - (Commissioner Clevenger) quorum present

ACTION ITEM

Approval of October 16, 2025 Meeting Minutes - (Commissioner Clevenger) Minutes handed out and reviewed. Motion by Commissioner Hanson: move to approve meeting minutes as presented. Seconded by Commissioner Clevenger. Motion approved.

REPORTS

Financial Report ACTION ITEM - (Secretary Yob) Before the meeting all Commissioners, Chief and Assistant Chief were provided with a Balance Sheet, Check Register and Oct-Nov ICCU Statement. Secretary gave a financial report for Oct-Nov to include total assets, income received and bills paid. All questions answered. Motion by Commissioner Hanson: move to approve statements, bills and reports as presented for Oct-Nov 2025. Commissioner McKinstry seconded. Financial report approved.

Fire Chief's Report - (Chief Renzi)

Volunteer turnouts came in and are in storage. Extraction equipment received and added to engine. Forms have been updated to reflect changes. Statistics for this year's district calls were reviewed along with total hours of training. Discussed the recent turnover for all Chiefs at the lake this last couple of months.

OLD BUSINESS

Land Update No update to give, no land available. Everyone continues to look.

NEW BUSINESS

Declare Commissioner Elected & Take Oath of Office For election there was only one qualified candidate for Commissioner Sub-District 3, Ann McKinstry's. Commissioner Clevenger declared Commissioner McKinstry elected. Her oath of office for fire commissioner will take place at the first regularly scheduled board meeting after January 1st.

Fraud Commissioner Clevenger went over districts practices and what the district does to prevent and detect fraud.

ISFCA Membership and AD&D Renewal ACTION ITEM Reviewed yearly renewal paperwork. All commissioners are ok with renewing ISFCA Membership for another year. Not going to sign up for AD&D, have not in the past.

Commissioner Meeting Schedule ACTION ITEM Suggestion to move to quarterly meetings now that there is not much to discuss until land is found and district can move forward with next steps of building a station. Motion by Commissioner Hanson: move to change regular commissioner meeting to meet quarterly starting in February 2026. Seconded by Commissioner McKinstry. Motion approved. Next meeting February 19, 2026 at 6:30 P.M. and everyone will meet quarterly after that.

Audit FY25 ACTION ITEM FY25 expenditures will go over state requirements for an audit. Motion by Commissioner Hanson: move to proceed with FY25 audit and complete letter of engagement with Decoria & Company. Seconded by Commissioner McKinstry. Motion approved.

ID Cards ACTION ITEM Discussed possibly getting ID Cards for active volunteers. Suggestion to see if the other fire districts would be interested in splitting an ID Card machine so all districts can use it. Assistant Chief Tewel will look further into this and let Chief know so he can reach out to all the districts to see their thoughts. Tabling for next meeting to discuss further.

Kudos/Comments/Concerns One of the volunteers was at an auction today and found a good 4x4 engine with low miles and good engine up for auction. The one Chief has been looking for is getting harder and harder to find. Chief will look into it further. Tender he was previously looking into sold.

Adjourn Motion by Commissioner Clevenger: move made to end the meeting at 7:20 P.M. Commissioner Hanson seconded and the meeting was ended.

Next Regular Meeting February 19, 2026 6:30 P.M. Next meeting will be at 48 East Lake Trout Lane, Coolin, ID 83821
Come to our convenient Fire Training in Coolin 1st Saturday 9 A.M. and 3rd Wednesdays 6 P.M.
Contact Chief Tom Renzi at (509) 638-9388 for more info!