

The Board of: Riceville Volunteer Fire Department
Met at: 6:30PM
On: Monday, April 18, 2022
For: Regular Board Meeting
Moderator: Mark Curran (Chairperson)
Members Present: Paul Campbell, Kent Creasman, Judy Dillingham, Dan Friday, Kathy Higdon, Dan Little, Lisa McCallister and Carla McLendon
Guest(s): Keith Bost, Management Solutions for Emergency Services

1. **Call the Meeting to Order:** Mark Curran called the meeting to order at 6:35PM.
2. **Treasurer's Report:** Financial reports for the month ending March 2022 were emailed to the Board on April 15. Katie Payne relayed there is nothing of note to report and that we are in line with where we should be. Currently, there is no expectation that any budget amendments will be needed for the remainder of this fiscal year. Carla McLendon made a motion to accept the financial reports. Lisa McCallister seconded the motion, which carried unanimously.
3. **Approval of Minutes:** Draft minutes for the March 21 Regular meeting were emailed to the Board on March 28. Dan Friday responded to the email, requesting his perception of the motion regarding the Daily Shift Schedule Email be recorded in the minutes. After lengthy discussion, Lisa McCallister made a motion to accept the minutes as written, which was seconded by Dan Little. Paul Campbell, Kent Creasman, Dan Little and Lisa McCallister voted yes. All other Board members voted no, so the motion failed. Dan Friday then made a motion the minutes be accepted, providing his perception of the motion be recorded in the minutes "as to not allow BOD members proper information to do their required over-sight. The motion would keep information from BOD members." Judy Dillingham seconded the motion. Kent Creasman, Dan Little and Lisa McCallister voted no. All other Board members voted yes, so the motion carried.
4. **Fire Chief's Report:** Chief Kelly provided an overview of the Chief's and Training Officer's reports, which were emailed to the Board on April 13. Total Calls continue to increase, with the first quarter ending at 70 calls greater than this time last year. Chief Kelly has previously pointed out Overlapping Calls, which continue to rise and adversely affect Average Response Time (ART). The ART is a combination of both EMS and Fire responses, which goes up when the ambulance is responding from the hospital to the scene.
5. **Old Business:**
 - A. **Proposed 2022-2023 Budget** - Katie Payne provided another brief overview of the content and layout of the Department's Proposed 2022-2023 Budget, which was provided to the Board at last month's meeting. Discussion of the Capital Plan included the Department will be making the last payment on Ambulance 1110 and Engine 11-2 this year, as well as (hopefully) the first payment on a new ambulance. Engine 11, Truck 11 and Chief 11 have been budgeted for next year. Discussion of the Operating Budget breakdown included health insurance (Blue Cross/Blue Shield) is reflected in

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Salaries & Benefits, with Insurance representing an umbrella policy for vehicle, property, liability and employee accident/sickness on top of Worker's Comp. Dan Little made a motion to accept the Proposed 2022-2023 Budget. Kent Creasman seconded the motion, which carried unanimously.

B. Women's Shower Repair – Chief Kelly reported Phillip Gee (of Phil's Tile and Stone) started the work on the shower in the Women's Dorm, which is currently at a standstill. Chief Kelly is in communication with Mr. Gee almost daily, and has requested pictures, providing proof of supplies purchased. Mr. Gee has communicated that he will be able to devote all of his attention to this job this week.

C. Concrete Pad – Dan Friday reached back out to the Contractor (Travis of Countryside Landscaping) to see why the work has not been completed. The work was to have been done today, but it rained. Work should be completed next week or the following week at the latest. Discussion took place regarding what options the Board has if the work does not get completed. (Dan is still agreeable to personally covering the \$400 for the concrete work if necessary.) Discussion took place about the invoice being \$1,100 over the estimate; other work that has not been done (inside bay doors); and work not itemized on either the estimate or invoice, making it difficult to know if the Contractor has been paid in full, overpaid or is still owed money once the remaining work is completed. Dan asked Lisa McCallister to send him the estimate and invoice so he could have that information in hand when he next speaks with Travis. He also recommended Travis be given another three weeks in which to get the concrete work done. If not done by that time, Dan will cover the \$400 and someone else can be found to do the concrete work.

D. Ambulance Purchase – Chief Kelly provided information on two ambulances being considered. The first is a Custom Select Wheeled Coach. As of last Friday, this vehicle is still available and will be coming off the line in September. It is a Ford 450 chassis, 4WD, diesel. The chassis is scheduled to be on site the end of May. The box is not yet in production but is scheduled to be completed and mounted in September. This vehicle has a VIN number. Employees who evaluated a similar vehicle in Transylvania County liked this model.

The second ambulance is a Spartan, Dodge chassis, 4WD, diesel, which would be available in approximately 22 months. Fleet management for this vehicle is located in Charleston, South Carolina.

Next steps would be to meet with the vendor to discuss spec changes (i.e., graphics, cabinet relocation), determine final price and sign a contract. The Wheeled Coach is currently \$4,000 less than the Spartan, but this is subject to change depending upon the requested change orders.

After further discussion, Dan Little made a motion to submit a Letter of Intent to the vendor, expressing interest in purchasing the Custom Select Wheeled Coach. Kent Creasman seconded the motion, which carried unanimously. Katie Payne will draft the Letter of Intent.

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E. County Letter – The County Attorney’s office accepted the Board’s response submitted on March 28 as “complete and insightful.” Additional information regarding the Department of Labor (DOL) and Department of Health and Human Services (DHHS) matters was requested and has been provided to their office.

6. New Business:

Action Without Meeting – The Board took “action without meeting” on two matters since the March meeting. The first pertained to the Board’s response to a letter from the County Attorney’s office. A motion was made and approved at the March meeting to allow the Board to vote on the final response via email due to the deadline given by the County Attorney’s office.

The second pertained to the Women’s Dorm Shower, which had been closed for safety reasons. The Board has been attempting to line up a contractor to conduct the dorm remodels for over a year now. Due to the safety concern associated with the Women’s Dorm Shower, a request was made to discuss/vote on proceeding with a particular contractor via email.

The process for taking and documenting “action without meeting” was discussed, to include reasons (provided by Keith Bost, MSFES) to use it sparingly.

7. Public Comment: Mark Curran asked if there was any public comment. Judy Bias expressed her appreciation to the Paramedics and staff, as her family needed help twice this past month.

8. Adjournment to Executive Session: Dan Friday made a motion for the Board to adjourn to Executive Session at 7:52PM to discuss the Monthly Chief’s Report. Dan Little seconded the motion, which carried unanimously. Chief Kelly and Keith Bost were asked to attend Executive Session. The Board returned from Executive Session at 8:47PM and moved back into the Regular meeting.

9. Monthly Chief’s Report: Mark Curran made a motion to add the following items to the Monthly Chief’s Report, to be re-evaluated at the July Board meeting: number of full-time employees; number of part-time employees who went to full-time; number of new hires; number of staff who separated employment; and number of hours over 12 the engine and ambulance are out of service. Dan Friday seconded the motion. Lisa McCallister abstained. All other Board members voted yes, so the motion carried.

10. Adjournment: Dan Little made a motion to adjourn the meeting at 8:49PM. Dan Friday seconded the motion, which carried unanimously.