

The Board of: Riceville Volunteer Fire Department
Met at: 6:30PM
On: Monday, February 21, 2022
For: Regular Board Meeting
Moderator: Mark Curran (Chairperson)
Members Present: Paul Campbell, Judy Dillingham, Dan Friday (via telephone),
Kathy Higdon, Lisa McCallister and Carla McLendon

- 1. Call the Meeting to Order:** Mark Curran called the meeting to order at 6:35PM.
- 2. Treasurer's Report:** Katie Payne relayed the financials were emailed to the Board this past week. She announced one correction on the budget worksheet only; not on the expense. Electric (Line item 53041) should read \$1,683.96, which represents two payments made in the month of January. Katie further shared - We seem to be on point with everything else in the budget line items. We are heading into budget season and will be presenting next year's budget to the Board in the next few months. We do not currently have a meeting scheduled with the County, as that occurs when we have a specific request, which we do not have at this time. We are currently awaiting the new date for our contract.
- 3. Approval of Minutes:** Carla McLendon clarified a motion from December's meeting to discuss and approve the ambulance spec sheets via email did take place, with the Board unanimously approving the specs on January 4, 2022. This allowed the Department to proceed with seeking bids.

Draft minutes for the January 24 Regular and Executive Session meetings and the January 31 Special meeting were emailed to the Board on February 14. Dan Friday responded to the email, requesting more information be included under the Public Comment section of the Regular minutes, specifically noting that he had called point of order. He also responded with a concern about the minutes of the Special meeting. Lisa McCallister responded to the email, stating she had received a list of questions rather than an estimate from a contractor regarding the Dorm Remodel.

Dan Friday asked about the motion made during last month's Regular meeting regarding the HVAC system. It is his understanding work may have already started, but an email vote approving work to be done did not occur as outlined in the minutes. Both Lisa McCallister and Mark Curran responded their interpretation of the motion was that an email vote was needed if additional estimates were received. (The Board had been given a copy of the estimates received and approved a not-to-exceed limit for the work during the January meeting. No additional estimates were received.) Judy Dillingham said her understanding was the Board was going to vote by email. Mark Curran sought clarification from Katie Payne, who said typically when an amount has been approved, that gives the Department direction and a limit to get the work done.

Lisa relayed the work was awarded to Pyatt Heating and Cooling, Inc., after all contractors were asked when they could obtain the equipment and perform the work. It is a Goodman system that is being installed, with the total cost (\$21,018) less than the \$25,000 approved by the Board last month.

RVFD Regular Board Meeting (February 21, 2022)

Dan Friday shared that vacant Board seats were discussed during Executive Session, and a Buncombe County Councilperson told him that topic should have been discussed during the Regular meeting. Further, he feels the minutes should record how each Board member votes, not just give the vote count. Carla McLendon said she would research and see if this recommendation pertains to a non-profit organization. Lisa McCallister asked for the reference regarding the recording of votes (i.e., Bylaws, General Statutes). Dan referenced a letter received from Attorney Frue's office and community preference.

Dan made a motion that the minutes record which Board member votes which way on all motions unless the vote is unanimous. Judy Dillingham seconded the motion. Dan, Judy and Kathy Higdon voted in favor of this motion. The remaining Board members were opposed, so the motion failed.

In regard to the request made by Dan Friday for more information to be included under Public Comment, Carla McLendon recommended the following: "Dan Friday requested a point of order, at which time the Chairperson reminded Lee Barrett of the requirement to adhere to the communicated guidelines for Public Comment." Dan was in agreement with this statement, providing it included the number of times he noted "point of order."

Lisa McCallister made a motion to approve the minutes as read/stated with the edits including the generic comment read by Carla and clarification about Lisa's information regarding the dorm remodel. There was no second, so the motion failed.

Dan Friday made a motion to accept the Regular Board meeting minutes as sent, with changes to include clarification about Lisa's information regarding the dorm remodel and recording the number of times he called point of order. Judy Dillingham seconded the motion, which carried unanimously.

Paul Campbell made a motion to accept the January 24th Executive Session minutes. Lisa McCallister seconded the motion. Dan Friday voted no; all other Board members voted in favor of the motion, which carried.

Lisa McCallister made a motion to accept the January 31st Special Meeting minutes. Kathy Higdon seconded the motion. Dan Friday voted no; all other Board members voted in favor of the motion, which carried.

4. Fire Chief's Report: Chief Kelly provided the training report from Division Chief McEntire, relaying we have just completed our first quarter of EMS Con Ed, with a good turnout. He also provided an overview of the monthly call statistics found in his handout. The severe weather event during January resulted in average response times increasing by 1.5 to 2 minutes, primarily because of trying to get to some remote locations. The Department continues to have a large number of overlapping calls (28/22% for January). Chief Kelly asked if anything needed to be added to the reports.

Dan Friday requested the Chief's Report and Financials be emailed to the Board by the Wednesday before the Board meeting. Dan also requested standardization of the Daily Shift Schedule email, as it looks different depending upon who sends the message. He asked if "ambulance in service" meant for the District or the County. Mark Curran

RVFD Regular Board Meeting (February 21, 2022)

agreed with Dan about the format, but questioned why the Board is getting the daily email, as it appears to be a matter of operations. Lisa McCallister agreed, reiterating that we have been advised to refrain from getting involved in operations. It is her understanding the practice was put in place in the absence of a Chief. Now that the Department has a Chief, she feels the Board should not be receiving the email. Dan voiced that he would like to continue receiving the email. Lisa made a motion that the Daily Shift Schedule message go to the Chairperson, who will apprise the Board if needed. There was no second, so the motion failed. Mark will reach out to Keith Bost of Management Solutions for Emergency Services (MSFES) tomorrow for his guidance on this issue.

5. Old Business:

A. Dorm Remodel – Mark Curran relayed we remain unable to find someone to do the whole scope of work. He shared a recommendation to just do the showers now, completing the remainder of the work later. Dan Friday recommended contacting the Asheville Homebuilders Association, request 20 to 100 numbers, and make calls. Chief Kelly said he would follow up on this recommendation tomorrow. Lisa McCallister relayed it had been recommended in the past to form committees to coordinate projects, with a point person for each project. Mark said committees would be formed “from here on out.”

B. Concrete Pad – Dan Friday relayed the contractor (Travis of Countryside Landscaping) said he will be working in the Riceville area in the next couple of weeks and will complete the concrete work, weather permitting (dry and ground temperature of at least 35 degrees).

C. HVAC Installation – Pyatt Heating and Cooling, Inc., is nearing completion of installation, with a projected completion date of this Wednesday or Thursday.

D. Ambulance Purchase – Chief Kelly relayed the bids had been reviewed. None of the vendors were able to complete the entire list of items requested and approved by the Board. He will be reaching out to the vendors tomorrow, giving them two business days to reply/clarify items left blank on the bids.

6. New Business:

A. Vacant Board Seats – Mark Curran relayed interviews were conducted on January 31 with the four interested individuals, and the Board is ready to vote. The five processes for voting were discussed/explained. Dan Friday made a motion to do a roll call. There was no second, so the motion failed. Judy Dillingham recommended using a ballot. The Board discussed the process for using a ballot, and Dan said he would verbally relay his vote to the Chairperson since he is participating remotely. Ballots were handed out, and Board members voted for filling the seat associated with the term of October 2020-2023. The votes were tallied, and Mark announced Dan Little received the majority votes for this seat. Board members then voted for filling the seat associated with the term of October 2019-2022. The votes were tallied, and Mark announced Kent Creasman received the majority votes for this seat. Both will be asked

RVFD Regular Board Meeting (February 21, 2022)

to complete a Board Interest form, so their contact information will be on file. Mark thanked the remaining candidates for their interest.

B. Vice President Election – Mark Curran explained the nomination process and called for a motion. Paul Campbell made a motion to appoint Dan Little, who accepted the nomination. Kent Creasman seconded the motion, which passed unanimously.

7. Public Comment: Mark Curran announced we will be sticking to the guidelines, to include the three-minute limit. Paul Campbell read the associated guidelines.

Before opening the meeting for comment, Mark shared the Board had received a letter from the Department of Labor (DOL) regarding COVID issues within the Station, as shared by an anonymous individual. Chief Kelly was asked to respond to the letter, which has been done. The Board also received a letter from the office of County Attorney Frue, in which several concerns from an anonymous concerned citizen were relayed. Mark spoke with Attorney Perry Fisher, who advised he ask Keith Bost, MSFES, to prepare a response. Mr. Fisher will review and forward the response to Mr. Frue's office.

Steve Barnwell asked for clarification on the three-minute component of the guidelines, specifically if a Board member should interrupt during that time. Katie Payne relayed there should be no comment from the Board, unless it is to call a point of order.

Francis Schaeffer thanked all Board members for giving of their time and trying to conduct business in a civil manner.

Lee Barrett congratulated the new Board members. He also had contact information for someone to complete the concrete pad work. Mark Curran explained this work had already been paid for, but thanked Lee for his input.

8. DOL Letter: Dan Friday commented he does not feel the response to the DOL addressed the complaint outlined in the letter. He felt there should have been more specific information, to include timesheets with names (later commented the names could be redacted), showing when an employee tested positive and when they returned to work. Katie Payne relayed the response referenced CDC guidelines numerous times, which is what the Department follows, and to provide employee names would be a violation of HIPAA. Carla McLendon commented the DOL would most likely follow up with the Department if the response did not address their concerns/letter.

9. Adjournment to Executive Session: The Board did not adjourn to Executive Session, as there was no business necessitating this action.

10. Adjournment: Dan Friday made a motion to adjourn the meeting at 7:50PM. Paul Campbell seconded the motion, which carried unanimously.