

The Board of: Riceville Volunteer Fire Department
Met at: 6:30PM
On: Monday, November 15, 2021
For: Regular Board Meeting
Moderator: Mark Curran (Chairperson)
Members Present: Mark Dillingham, Judy Dillingham, Dan Friday,
Kathy Higdon, Lisa McCallister, Carla McLendon and
Dean Reed
Not Present: Paul Campbell

1. **Call the Meeting to Order:** Mark Curran called the meeting to order at 6:35PM.

2. **Treasurer's Report:** Dorinda Bennett and Irena Pivovarevich of Johnson, Price, Sprinkle, PA presented an overview of their financial audit of the Department for the timeframe of July 1, 2020 through June 30, 2021. The opinion of the Auditors was the financial statements reviewed during the audit present fairly, in all material respects, the financial position of the RVFD as of June 30, 2021 and 2020, and the changes in its net assets and its cash flows for the years noted in accordance with accounting principles generally accepted in the USA.

The audit revealed the Department had done a good job of paying down debt. The Department was encouraged to continue to improve internal controls related to segregation of duties and to mitigate the risk of fraud. The auditors relayed the Department is financially stable; is doing a lot of things right; and should "keep up the good work." Ms. Bennett urged Board members to review the documents further on their own time.

Dan Friday made a motion to accept the annual financial audit reports. Mark Dillingham seconded the motion, which carried by unanimous vote.

3. **Approval of Minutes:** Lisa McCallister made a motion to approve the minutes of the Annual Board and Members Meeting held on October 11. Dean Reed seconded the motion, which carried, with one abstained (Kathy Higdon).

Dan Friday made a motion to accept the minutes of the Regular Board and Executive Session meetings held on October 18. Judy Dillingham seconded the motion, which carried by unanimous vote.

Lisa McCallister made a motion to accept the minutes of the Special Meeting held on November 5. Mark Curran seconded the motion, which carried, with two abstained (Dan Friday and Kathy Higdon).

4. **Fire Chief's Report:** Please see the handout provided by Chief Kelly.

5. **Old Business:**

A. Dorm Remodel – It has been determined the dorms are considered a commercial building, which means a builder's license is needed to perform this work, as opposed to a residential license. Mark Dillingham has only heard from one of three

RVFD Regular Board Meeting (November 15, 2021)

contractors to whom he sent the Statement of Work, and that person withdrew since he does not have a builder's license. Katie Payne will follow up with the County Inspector to see if the Department can pull its own permits. Mark Curran asked that she email her findings to the Board, so we don't have to wait until next month's meeting to move forward. Dan Friday will check with his insurance to determine the feasibility of one of the contractors working under his license.

B. Concrete Pad – Dan Friday provided the following update: a terra cotta gutter line was damaged during the work and has been replaced with a PVC line. The Engineer said there was no issue with the subsurface; the 6" of road bond (change made by Engineer) compacted well; approved use of 2' of #4 rebar grid and 6" of 4000 PSI concrete. The concrete was poured once weather allowed; now awaiting the concrete to cure. Dan forwarded the updated bill for completed work received from the Contractor (Travis) to Chief Kelly.

Lisa McCallister asked if we should wait until the concrete has cured to make sure all looks good before paying. Dan responded the curing will not affect the workmanship. He said there may be some items on the estimate that have not been completed, and we should not pay for those until done. Lisa asked for copies of the estimates from the Board's discussion/approval on September 9. Chief Kelly will send those out. If he does not have them, Dan will locate and send them to the Board.

Mark Curran asked about the holes near the office door, noting they need to be filled with concrete. He also asked about the pad near the auxiliary building. Dan responded we need to look and see if that item was included from the estimate.

C. Septic Tank – The new owner of the adjoining property relays he is installing a new septic tank and has no plans to connect to the existing one on Department property. Since the tank is considered abandoned, Dover Dillingham advises the Department is legally obligated to have it crushed and filled for liability reasons.

Four bids for decommissioning the septic tank have been received. The bids are \$450, \$825, \$850 and \$5,000. This does not include the cost of having the tank pumped first, which is estimated to be about \$325. After some discussion, the Board asked Chief Kelly to coordinate with Able Septic and Countryside Landscaping to have the work accomplished. Per Katie Payne, this work falls under the category of Building Maintenance, so does not need a motion/vote by the Board.

D. Meeting Attendance – During a recent meeting, a request was made to pursue remote means of participating in Board meetings. Carla McLendon spoke with Katie Payne about our options and forwarded that information to the Board on October 28. As a non-profit, the Department can use Microsoft (MS) Teams at no charge. This tool seems to have the various options we need. A camera and external speaker are needed, which Katie relays will cost about \$300. If the external speaker works well, additional ones may be purchased to help with the acoustics/sound issues we experience. MS Teams (to include camera and speaker) can also be used for employee meetings.

RVFD Regular Board Meeting (November 15, 2021)

E. Ambulance Committee – Mark Dillingham shared the following information provided to him by Kyle Dillingham on behalf of the Committee:

The Committee has three options. The first is an Atlantic Ambulance, with one 4WD F450, available Spring 2022; three 4WD F550s, available Spring 2022; two 4WD Ram 5500s, available late Spring 2022; and one 4WD F550, which is ready now, but multiple Departments have placed bids. These ambulances range from \$210,000 to \$245,000.

The second option is Spartan (Braun), with one 2WD Ram 4500, available November 2021 and three 2WD F450s, available December 2021 to January 2022. (No cost is listed for these vehicles.)

The third option is an ambulance being sold by the Skyland Fire Department. It is a 4WD F550, with 8,000 miles. Cost is \$285,000 stocked; \$250,000 with no monitor or bins. Skyland is accepting bids now.

It is Captain Dillingham's opinion this is not a good option for RVFD, and we would be spending more than it is worth. Additional money would be needed to have decals placed and possibly painted. The estimated cost of this work is \$3,000 or more.

The ambulances in the first and second options are already scheduled for build and can have some changes made. There is the option of building from the ground up, but the new ambulance probably would not be done until Fall/Winter 2022, possibly early 2023.

Discussion took place about the preferences of the Committee; the status of the current ambulance; and how best to move forward. The preference is for an Atlantic Dodge 4WD diesel. The current ambulance has about 130,000 miles, with 9,000 running hours and another year's payment remaining. While it will probably last another 1.5 to 2 years, it would no longer be a good reserve vehicle.

After further discussion, it was decided the Committee would present their recommendation to the other Officers and then to the Board. Mark Curran asked that this process not wait until December's Board meeting. Ideally, he would like to receive an email from the Committee within the next two weeks. Karla Moore will follow up with Kyle Dillingham regarding the feasibility of this requested timeframe.

The Board has every intention of supporting the Committee's request, but must approve the final cost and specifications prior to proceeding, since responsibility for oversight of the bidding process, et al, falls to the Board.

6. New Business: There was no new business.

7. Public Comment: The meeting was opened for public comment. Dover Dillingham voiced his personal observations and opinion on matters of concern to him relating to the Board, the Department (to include personnel) and how both could best serve the Community. Mark Curran acknowledged that Mr. Dillingham was being allowed more than the established three minutes to speak, since he had been of great service to the Board and Department in the role of Treasurer. He reminded Mr. Dillingham of the requirement to address the Board with his comments.

RVFD Regular Board Meeting (November 15, 2021)

Kathy Higdon, Board Member, voiced her personal opinion on a matter relating to a Board member's actions. Mark Curran reminded Mrs. Hidgon of the requirement to address the Board with her comments.

Karla Moore, RVFD Paramedic, suggested Board members speak with current and past Department employees to determine what can be done better, what can be stopped, etc. She acknowledged that while this would normally be handled by the Chief and Officers, she felt it important the Board be more involved by speaking with the employees during this time of "growing pains."

8. Adjournment to Executive Session: Judy Dillingham made a motion to adjourn to Executive Session at 8:15PM. Mark Dillingham seconded the motion, which was unanimously approved. The Board returned from Executive Session at 9:12PM and moved back into the Regular meeting.

9. December Board Meeting: Due to the Christmas holiday, the December Board meeting will be held on December 13 rather than December 20, 2021.

10. Adjournment: Judy Dillingham made a motion to adjourn the meeting at 9:14PM. Dan Friday seconded the motion, which was unanimously approved.