

The Board of: Riceville Volunteer Fire Department
Met at: 6:30PM
On: Monday, December 18, 2023
For: Regular Board Meeting
Moderator: Dan Little (Chairperson)
Members Present: Lee Barrett, Kathy Higdon, Merel Johnson, Butch Laughter, Lisa McCallister, Carla McLendon and Steve Wickham
Not Present: Kent Creasman
Guest(s):

1. **Call the Meeting to Order:** Dan Little called the meeting to order at 6:33PM.
2. **Pledge of Allegiance and Prayer:** Dan Little opened the meeting in prayer. He then asked everyone to stand if able and join him in the Pledge of Allegiance to the Flag.
3. **Approval of Minutes:** Draft minutes of the November 17 Special Executive Session were initially emailed to the Board on November 19 and again on December 13. Draft minutes for the November 20 Regular and Executive meetings were emailed to the Board on December 13. Lisa McCallister made a motion to accept all three sets of minutes as drafted and presented. Merel Johnson seconded the motion, which carried unanimously.
4. **Treasurer's Report:** Financial reports for the month ending November 2023 were emailed to the Board on December 14. Katie Payne relayed we remain on track with the budget, sitting at approximately 42% at the end of November. The ICS interest income statement has not yet been received and is usually about \$100 a month. The transfer of funds to pay for the new fire truck took place on December 3, so will be reflected in next month's financials. Steve Wickham made a motion to accept the November financial statements. Merel Johnson seconded the motion, which carried unanimously.
5. **Fire Chief's Report:** The monthly Chief's Report was emailed to the Board on December 14, with a copy of the Training Report provided at the meeting. Chief Kelly noted per AB Tech, there are not enough students preregistered to conduct a Spring Academy, so they are targeting the Fall. (They will continue to teach individual classes; just not convene an Academy.) EMT Basic classes will begin in January and run through May. Riceville will serve as one of the locations for the students to come and receive help with clinicals.

Chief Kelly provided an overview of the Fire Life Safety Report (Halloween Social; about 150 in attendance) and his report, noting Total Calls were up in November (173). Over-Lapping Incidents were up (55/32%). At 7:30 and 8:30 minutes, the Average Response Times (ART) for Fire and EMS were below the Department's benchmark of 10 minutes. Average Time on Scene for November was up at 33:46 minutes, which is a direct reflection of the number of fire calls to which the Department responded last month.

6. Old Business:

A. Ambulance Purchase Update – Chief Kelly relayed December will be the first month a report is received from Southeastern Specialty Vehicles. His contacts are the Senior Vice President and Senior Sales Director. In response to asking about purchase of the chassis, Southeastern relayed they would hold a check but not process it.

All recommendations received from Management Solutions for Emergency Services (MSFES) as a result of their review of the contract have been done. This includes having a signed contract; chassis having been delivered; purchase order signed by the Department; and a properly executed work order with specifications. MSFES further recommends the Department enter into a written agreement with Southeastern, reflecting a secured date of delivery. Katie Payne will ask Keith Bost of MSFES to prepare this written agreement.

Chief Kelly is in communication with another company, should the agreement with Southeastern not pan out. With that company, the Department is looking at an October timeframe.

B. Bylaws Review Committee Report - Management Solutions for Emergency Services (MSFES) was asked to review the proposed amendments to the Bylaws. Lisa McCallister emailed their feedback to the Board on December 14. The Board discussed and was in agreement with the feedback. In accordance with Section 8.11 of the Bylaws, the document may be amended by a majority vote of the Board of Directors present at any two consecutive meetings at which a quorum is present. Lee Barrett made a motion to accept the Bylaws revisions as written and approved by Keith Bost and Judge Noble. Merel Johnson seconded the motion, which carried unanimously. The second required vote will take place at the next regularly scheduled meeting of the Board. Lisa will work with Chief Kelly and Katie Payne to have the proposed amendments posted on the website in way of information to the Community.

C. Equipment Surplus Policy – Chief Kelly emailed a proposed Administrative Policy (Disposal of Surplus Property or Equipment) to the Board on December 14. Dan Little asked Katie Payne to send the draft policy to Keith Bost, Management Solutions for Emergency Services (MSFES), for his review and inclusion of applicable General Statutes.

D. Department Vehicle Branding Update – Captain Blount provided design proofs from Signarama for the unmarked vehicles, which includes gold-leaf lettering (RFD) on the back side windows and vehicle identification (i.e., TAC 11) on the back window. A lengthy discussion took place regarding whether this addresses the public relations aspect previously raised by Board Member Lee Barrett; current and future purpose/use of the vehicles; alternate methods of branding (i.e., wrap, magnetic decals); and alternate picture/wording to be used with the branding.

Captain Blount relayed any work costing less than \$500 has to be paid 100% up front, so the work for TAC 11 has already been paid for (\$408.56), with only installation remaining. As the work has already been paid for, installation for TAC 11 will proceed.

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However, the remaining vehicles are on hold, pending further discussion and input from the Board.

7. **New Business:**

A. Department Christmas Dinner – The Christmas Dinner and Awards Ceremony went well, with good food and good fellowship.

B. Updated Board Manual – Katie Payne provided updated handouts to the Board Manual and briefly reviewed its content.

8. **Announcements:** Dan Little announced the next Regular Meeting of the Board will be held on Monday, January 15, 2024 at 6:30PM.

9. **Public Comment:** There was no public comment.

10. **Move to Executive Session:** Lisa McCallister made a motion to move to Executive Session for legal and personnel matters at 7:49PM. Merel Johnson seconded the motion, which carried unanimously. The Board returned from Executive Session at 9:08PM.

11. **Adjournment:** Lisa McCallister made a motion to adjourn the meeting at 9:08PM. Merel Johnson seconded the motion, which carried unanimously.