

The Board of: Riceville Volunteer Fire Department
Met at: 6:30PM
On: Monday, September 6, 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

1. **Call the Meeting to Order:** Mark Curran called the meeting to order at 6:33PM.

2. **Approval of Minutes:** Draft minutes for the August 15 Regular meeting were emailed to the Board on August 17. Dan Little made a motion to accept the minutes as written. Lisa McCallister seconded the motion, which carried unanimously.

3. **Treasurer's Report:** As the September meeting is being held earlier in the month than normal, the Financial Reports are not available for review. Katie Payne will email the reports to Board Members as soon as they are complete, and they will be reviewed/ approved at the October meeting.

4. **Fire Chief's Report:** The monthly Chief's Report and Training Division Report were emailed to the Board on September 2, with a hardcopy of both provided tonight. Chief Kelly provided an overview of his report, noting August was the second slowest month this year, with 147 calls. Over-Lapping Incidents were down slightly at 21%. At 9:54, the Average Response Time (ART) remains under the Department's benchmark of 10 minutes.

One volunteer was hired into a part-time firefighter position. This individual is also a State-certified EMT. A second part-time firefighter was hired from Swannanoa. Both are participating in the Officer-led weekend mentoring program. A new volunteer was added to the rolls, and a second one is expected next week.

Chief Kelly relayed they have been monitoring a slight oil issue with Truck 1110, and it seems to be doing okay. Estimates are being obtained for brake work on this vehicle. Discussion took place about the root cause of recurring issues with Truck 1110. Age, mileage and past maintenance were mentioned, but Chief Kelly noted a scheduled maintenance plan is in place that will hopefully help the Department stay ahead of any issues.

Dan Friday asked about the status of the new ambulance. Chief Kelly responded the location of the vehicle promised by Ford remains unknown, and he continues to actively work on the issue.

5. **Old Business:**

A. Bylaws Approved by Legal Counsel – Katie Payne relayed Perry Fisher, Legal Counsel, approved the Bylaws amendments with no recommended changes. She provided Board members with a hardcopy of the Bylaws which contain the final changes and signature page.

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B. Dayroom Repairs – Katie Payne reported the (water damage) repairs are about 99% done, pending completion of the threshold. New flooring for the offices and hallway bathroom will be considered once the Dayroom work is complete.

C. Policy Change Status – Katie Payne reported the policy changes are still pending legal review.

D. Concrete Pad – Dan Friday spoke with the Contractor (Travis of Countryside Landscaping) twice after the August meeting, but the remaining work (remove wooden forms) has still not been done. It was noted that while anyone could remove the forms, it is a matter of principle that the Contractor complete the work for which he has been paid.

E. Contractor Refund – The Department has been waiting on a refund from Contractor Phillip Gee (Phil's Tile and Stone) since July. Chief Kelly has reached out to him via email, text and voicemail. The last response from Mr. Gee was on August 12, in which he stated he "was working on it." (Mr. Gee began work on the women's dorm bathroom, but the work was not acceptable. As a result, he agreed to refund the Department \$1,610.) Lisa McCallister will look into the process of pursuing such a matter through Small Claims Court.

6. New Business:

A. Annual Meeting Logistics – the Board discussed logistics for the Annual Meeting [i.e., room capacity (96), sign-in sheet content, registration/validation process, ballots]. It was decided two registration tables and a numbered-ticket system will be used to facilitate the process. A third table will be set up outside for those unable to enter the building. Mark Curran asked for volunteers to work with Carla McLendon and other Board members to finalize the logistics. Terry Duckworth, Tory Lindsey, Jane Little and Lisa McCallister volunteered to assist.

B. Annual Meeting Notice – the Board reviewed the proposed newspaper notice. The Bylaws state a notice will be placed 10 days before the meeting. The Board agreed to run the notice on Sunday, September 25, and again on Thursday and Friday, September 29 and 30. The Board decided to begin registration at 6:00PM, which will be included in the newspaper notice.

7. Announcements: Mark Curran announced the Annual Meeting is scheduled for Monday, October 10, 2022, at 7:00PM. A Regular Meeting of the Board will be held on Monday, October 10, 2022, following the Annual Meeting. The last day for Board of Directors Interest forms to be submitted is Saturday, September 10, 2022.

8. Public Comment: There was no public comment.

9. Adjournment: Dan Friday made a motion to adjourn the meeting at 7:29PM. Kent Creasman seconded the motion, which carried unanimously. The Board did not adjourn to Executive Session, as there was no business necessitating this action.