

**The Board of:** Riceville Volunteer Fire Department  
**Met at:** 6:30PM  
**On:** Monday, August 21, 2023  
**For:** Regular Board Meeting  
**Moderator:** Dan Little (Chairperson)  
**Members Present:** Lee Barrett, Kent Creasman, Judy Dillingham, Kathy Higdon,  
Lisa McCallister and Carla McLendon  
**Not Present:**  
**Guest(s):**

- 1. Call the Meeting to Order:** Dan Little called the meeting to order at 6:31PM.
- 2. Pledge of Allegiance and Moment of Silence:** Dan Little asked everyone to stand and join him in the Pledge of Allegiance to the Flag. He requested a moment of silence on behalf of RVFD Firefighter Justin Ruff and family in the recent passing of his father (Walden Ruff), who was a former member of the Blue Ridge Fire Department.
- 3. Approval of Minutes:** Draft minutes for the July 17 Regular meeting were emailed to the Board on August 15. Draft minutes for the August 14 Special Meeting of the Members were emailed to the Board on August 19. Lisa McCallister made a motion to accept the July 17 minutes as written. Lee Barrett seconded the motion, which carried unanimously. Lisa McCallister made a motion to accept the August 14 minutes as written. Kent Creasman seconded the motion, which carried unanimously.
- 4. Treasurer's Report:** Financial reports for the months ending July 2023 were emailed to the Board on August 16. Katie Payne noted \$600 of Line 4201 (Interest Income) is from the Civic Money Market Account for the month of July, and the remaining is from the First Bank Accounts. The \$475 on Line 4216 (Misc.) reflects funds recouped as part of the Small Claims case.

Judy Dillingham asked if the Department still uses a check scanner, as a resident of the community had told her a check donation she made near the beginning of the year was not deposited for over three months. Katie Payne relayed that when funds were moved to Civic, we no longer got credit for the scanner, so checks are physically taken to the bank. She also relayed that delays in processing could be through no fault of the Department (i.e., mail issues). All donations received are tracked, so Division Chief McEntire will follow up on this particular donation and report back to the Board next meeting.

Judy Dillingham asked if an acknowledgment or thank you card could be developed for donations received, as the same person shared they had never gotten such. Katie Payne responded this request falls under the Firefighters Fund and would be taken back to the appropriate persons for their consideration.

Kent Creasman made a motion to accept the July financial reports. Lee Barrett seconded the motion, which carried unanimously.

**5. Fire Chief's Report:** The monthly Chief's Report was emailed to the Board on August 17, with a hardcopy provided tonight. Division Chief McEntire provided an overview of the Training Report, to include total training hours for January 1 through July 31, 2023 (1,836.5); completion of quarterly AB Tech EMS CE training last week; and training opportunities/completions in regard to new Hurst tool in-service, two members in Night Firefighter Program, one member in Fire Academy (started today); and one member to start Driver Operator Program next month.

Chief Kelly provided the Fire Life Safety Event (FLSE) Report, relaying there was one car seat check and no scheduled events.

Chief Kelly provided an overview of his report, noting Total Calls were up in July (154). Over-Lapping Incidents were down slightly (39/25%), with 21 In District and 18 Out-of-District. At 5:23 and 7:09 minutes, the Average Response Times (ART) for Fire and EMS were below the Department's benchmark of 10 minutes. Engine 11-3 was out of service for a few days awaiting parts.

**6. Old Business:**

**A. Ambulance Purchase Update** – Chief Kelly relayed a VIN number has been received, with the chassis scheduled to begin the manufacturing phase on August 14. (This information was emailed to the Board on August 12.) In speaking with Mr. Hadley today, Chief Kelly learned it is about 150 days once the chassis is finished until the box gets built and the Department receives the vehicle. He is hoping for end of this year.

**B. Ambulance 1110 Particulate Filter** – A copy of the Federal Register speaking to the EPA's 2012 ruling on particulate filters on emergency vehicles was emailed to the Board on August 17. Dan Little relayed it has been determined the particulate filter on Ambulance 1110 is the cause of it "quitting" while being driven. In accordance with the EPA ruling, the filter can be removed and the computer reprogrammed. To have this done by a certified dealer and supporting paperwork sent to the EPA would cost about \$3,000. To replace the filter would cost between \$12,000 and \$15,000.

Dan Little recommended the filter be removed, with required paperwork filed with the EPA. Lee Barrett made a motion to have the particulate filter removed from the ambulance. Kent Creasman seconded the motion, which carried unanimously.

In response to questions from Lisa McCallister, Division Chief McEntire relayed he would find out the turnaround time on getting this work done and let the Board know. Chief Kelly responded a loaner ambulance has already been secured, and 1110 is only running calls in District for now.

**C. Community Center Rental Committee** – This Committee was established in December 2022, with Lee Barrett serving as Chair. He agreed to continue as Chair; meet with the Committee sometime after next Monday; and provide a report at next month's meeting if possible. In response to a question, Division Chief McEntire relayed there had been no issues with the rental/use of this space since reopening.

## **7. New Business:**

**A. Vacant Board Seat (Vice Curran)** - Dan Little read Bylaws Section 3.8, Vacancies, which speaks to the filling of a Board of Directors vacancy. He then read the one application that had been received from Butch Laughter. Lee Barrett made a motion to appoint Butch Laughter to the Board. Kent Creasman seconded the motion, which carried unanimously.

**B. September Meeting Date** - Dan Little read Bylaws Section 3.4, Election of Board of Directors, which speaks to the timeframe of submitting an application form, necessitating a change in date of the September meeting. Lisa McCallister made a motion to set the September meeting for the 5<sup>th</sup> at 6:30PM, to accommodate the timeframe for applications. Carla McLendon seconded the motion, which carried unanimously.

**C. Bylaws Review** – Lisa McCallister recommended a review of the Bylaws; especially in light of the Board recently learning that Section 3.6 3) needs to be removed. She suggested a committee be formed, and Dan Little asked if she would Chair the committee. In accordance with Section 5.1, Committees of the Board of Directors, each committee must have two or more Board Members. Lee Barrett and Kent Creasman volunteered to serve on the committee. Carla McLendon made a motion that a Bylaws Review Committee be formed, consisting of Lisa McCallister (Chair), Lee Barrett and Kent Creasman. Butch Laughter seconded the motion, which carried unanimously. Lisa asked Board members to email any issues pertaining to the Bylaws to the Committee to allow for a comprehensive review to be conducted.

**D. Department Vehicles (Unbranded)** – Lee Barrett asked why there are three white Department vehicles which are unbranded. Chief Kelly responded a request presented to the Board several years ago had been denied, with no reason given for this decision. (Several Board members commented no recollection of this issue being discussed by the Board. The request may have been submitted to the Board Chair at that time.) Discussion on the branding topic included cost (decals vs magnetic); on windows vs on paint (age of vehicle considered); standard across Departments (personal preference per Division Chief McEntire); privacy issue (none known per Dan Little); and identification on tag (already in place). Lisa McCallister recommended Chief Kelly or Division Chief McEntire obtain prices for various options and bring to the Board next month if possible.

**E. Engine 11 Replacement** – Engine 11 is currently 17 years old. There are issues with obtaining parts for a vehicle of this age, and the insurance rating goes down (lose points) after 20 years. Division Chief McEntire is heading a committee looking into the replacement of Engine 11 and hopes to have a proposal to the Chief to present to the Board in October or November. The build time for an engine is 18 to 24 months, so it would be 2025 before the Department took possession of a new truck. It also needs to conform to the dimensions of the bay (under 9'6" high and less than 32' long).

**8. Announcements:** Dan Little announced the next Regular Meeting of the Board will be held on Tuesday, September 5, 2023 at 6:30PM. He encouraged Community members to submit/let others know to submit an application if interested in serving on

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the Board. Lisa McCallister asked if the Board Interest Form is on the website which is being rebuilt. Chief Kelly responded he will ensure it gets placed on the website.

**9. Public Comment:** The meeting was opened for public comment.

Cobb Hughey asked if portable curtains could be considered for use in the Community Center to help with acoustics.

Frances Shafer asked how she could obtain a copy of the Bylaws. Dan Little responded they are available on the website or someone from the Department could print a copy. (It was noted a copy of the Bylaws are posted in the Community Center, so copies were actually made this evening for interested parties.)

**10. Move to Executive Session:** Kent Creasman made a motion to adjourn to Executive Session for personnel and legal matters at 7:37PM. Lisa McCallister seconded the motion, which carried unanimously. The Board returned from Executive Session at 9:19PM.

**11. Adjournment:** Kent Creasman made a motion to adjourn the meeting at 9:19PM. Lisa McCallister seconded the motion, which carried unanimously.