

The Board of: Riceville Volunteer Fire Department
Met at: 6:30PM
On: Monday, December 16, 2024
For: Regular Board Meeting
Moderator: Dan Little (Chairperson)
Members Present: Lee Barrett, Kent Creasman, Kathy Higdon, Butch Laughter, Lisa McCallister, Carla McLendon and Steve Wickham
Not Present: Merel Johnson (III)
Guest(s):

1. **Call the Meeting to Order:** Dan Little called the meeting to order at 6:30PM.
2. **Pledge of Allegiance and Prayer:** Dan Little opened the meeting in prayer and then asked everyone to stand if able and join him in the Pledge of Allegiance to the Flag.
3. **Approval of Minutes:** Draft minutes for the November 18 Regular and Executive Session meetings were emailed to the Board on December 7. Kent Creasman made a motion to accept the November Regular and Executive Session minutes as written. Lee Barrett seconded the motion, which carried unanimously.
4. **Treasurer's Report:** Financial reports for the month ending November 2024 were emailed to the Board on December 11. Katie Payne relayed we are on track with Sales Tax, which is expected to start to increase. She continues to track Hurricane Helene income and expenses. In response to questions, Katie noted:
 - (A) The negative entry on Line Item 9506 is related to an IV pump recall, and the pump has already been replaced.
 - (B) Any EMS reimbursement from FEMA is not expected this budget year. Chief Kelly does have a follow up meeting with FEMA in January
 - (C) Repairs to buildings are not expected to exceed what insurance is paying, so it is anticipated the Department will file for wages only with FEMA. The insurance company had an Independent Adjustor evaluate building damages. A different Adjustor is evaluating personal property items (i.e., desks, employee property and portable equipment). Chief Kelly noted the County has inquired about the amount the Insurance Adjustor has offered.
 - (D) Emergency Management (EM) paid the fuel bill (Line Item 5402) for the month of October. The Department will not have to reimburse them. EM is now only filling the generators.
 - (E) The Net Income for November (Profit and Loss Sheet, November 2024) reflects three payrolls that month, as well as payout of Christmas and Hurricane bonuses and Longevity awards. The Christmas and Longevity payouts usually take place in December, but fell on November 29 this year.

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Lee Barrett made a motion to accept the November financials. Steve Wickham seconded the motion, which carried unanimously.

5. Fire Chief's Report: Division Chief McEntire gave an overview of the Training Report, which included 4,798.5 total training hours through November 3; Driver Training complete for all fulltime employees and some part-time employees; CE completed last Friday for all three shifts; and annual equipment testing completed, with the exception of one Engine for which a service test is scheduled for December 20.

Captain Redden gave an overview of the FLSE Report, which included distribution of smoke detectors this month; a Santa Claus event in the community; and two Daycares for which an outreach is normally conducted in October, cancelled and relayed they would contact the Department when they are ready for them to come back.

Chief Kelly gave an overview of the Chief's Report, which was mailed to the Board on December 11. The report reflects updated statistics for the months of September through November, and included 122 calls that were not populated by the 911 system and had to be entered manually. Calls for the month of October were high, at 222. Due to flood damage to the bridge/road, Emergency Responders were not able to get to a house fire on September 27, which resulted in total property loss. Using forms (FEMA Form 211) completed by Department staff, paid staff man hours balanced out with payroll. Chief Kelly continues to work on calculating volunteer man hours. Of note is that no calls were missed during the hurricane event, although response times were adversely affected due to road blockages/damages caused by the storm.

Chief Kelly reminded everyone of the Department Christmas Dinner to be held at Stone Ridge Tavern on December 19 at 6:00PM. There will be an Intermediate Crew at Riceville that night providing coverage, as Skyland will be on site with one Engine.

Chief Kelly relayed the family of a community member sent a thank you note along with a donation of \$1,000 to the Department. This donation will go into the Firefighter's Fund.

6. Old Business:

A. Administrative Policies Review Committee – Tabled until January.

B. 1110 Review Committee – Tabled until January.

C. Building Repairs Update – Dan Little, Chief Kelly and Katie Payne relayed they are pleased with the progress and work performed by Service Master so far, to include daily status reports. A correction from last month is that Service Master had not quoted the repairs to the metal building, but plans to do so. A quote has been received from DR Construction, who built the metal building. Katie relayed quotes are being obtained for roof repair (approximately 50 shingles). One quote has been received from Asheville Roofing, who included a cost for repairing the roof to the pavilion. Chief Kelly relayed servicing of the furnace and heat pump resulted in a good report; however, the company does recommend duct cleaning due to the amount of silt involved.

7. New Business:

A. Tanker Donation – Based on discussion at the General Business Meeting, Steve Wickham will be checking with other Departments in the area to see if any have a greater need for the tanker donated by a Volunteer Fire Department in Lusk, Texas, in October. Riceville will keep the tanker if there is not a greater need elsewhere in the area.

B. US Flag for Boy Scout Hut – Chief Kelly presented a flag from the Office of Senator Warren Daniels to be flown at the Boy Scout hut. Senator Daniels will pursue obtaining a flag that has flown over the capitol. (Note – The hut was not damaged by Hurricane Helene; just needed cleaning by ServePro.)

C. FEMA Interaction – Chief Kelly noted there have been no negative interactions between Department staff and FEMA personnel/teams.

8. Announcements:

Next Regular Meeting - Dan Little announced the next Regular Meeting of the Board will be held on Monday, January 20, 2025 at 6:30PM.

9. Public Comment: There was no public comment.

10. Move to Executive Session: Kent Creasman made a motion to move to Executive Session for personnel matters at 7:19PM. Steve Wickham seconded the motion, which carried unanimously. The Board returned from Executive Session at 7:56PM.

11. Personnel Matters: Steve Wickham made a motion to accept the personnel policy as discussed in Executive Session. Kent Creasman seconded the motion, which carried unanimously.

12. Adjournment: Lisa McCallister made a motion to adjourn the meeting at 7:56PM. Kent Creasman seconded the motion, which carried unanimously.