

The Board of: Riceville Volunteer Fire Department
Met at: 6:30PM
On: Monday, August 15, 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 July 18 Regular meeting were emailed to the Board on July 23. Dan Friday made a motion to accept the minutes as written. Dan Little seconded the motion. Paul Campbell and Mark Curran abstained, as they were not at the July 18 meeting. All others voted yes, so the motion carried.
- 3. Treasurer's Report:** Financial reports for the month ending July 2022 were emailed to the Board on August 14. Katie Payne reiterated the highlights from the email, which included an explanation of higher Wages (three paydays) and Electric (two invoices); reflection of approved budget amendments from June's meeting (Lines 5505 and 6007); and annual and last payment on Ambulance 1110. Katie relayed income, to include EMS income, is on track for the month. Dan Friday made a motion to accept the Treasurer's Report. Kent Creasman seconded the motion, which carried unanimously.
- 4. Fire Chief's Report:** Division Chief McEntire provided an overview of the Training Division Report emailed to the Board on August 10, noting Mary Brown has completed the certification program for EMS Officer I.

Chief Kelly provided an overview of the Chief's Report emailed to the Board on August 10, noting July was the second busiest month this year, with 190 calls. Over-Lapping Incidents remain high at 29%. Customer service is not being compromised, but this does place a burden on the teams to turn the calls as quickly as possible. A future strategic plan will include the need for increased minimum staffing levels. At 9:54, the Average Response Time (ART) is under the Department's benchmark of 10 minutes. This figure factors in EMS; the ART for Fire is five to five and a half minutes.

Truck 1110 was out of service for seven to eight days and was repaired by the Ford dealership in Morganton. Dan Friday asked about the status of the backup ambulance. Issues with that vehicle are many (airbag system, air conditioning, brakes, tires), and would cost between \$18,000 and \$20,000 to repair.

Judy Dillingham asked if we could have gotten the work done closer than Morganton. Factors for going with that location included they could get the vehicle in sooner than others; they are familiar with the vehicle; they service other emergency service vehicles; and computer-generated diagnostics revealed work proposed by Caterpillar did not need to be performed, resulting in a savings of \$8,300.

Dan Friday asked about the status of the chassis/VIN for the new ambulance. Chief Kelly responded he has the FIN (Fleet Identification Number) but not the VIN. The

vehicle promised by Ford was not on the last truck, which brings its existence into question. Nothing definitive is known at this time, and Chief Kelly is actively working on the issue.

5. Old Business:

A. Continuation of Bylaws Discussion – Lisa McCallister relayed she forwarded amendments approved by the Board at the July meetings to Keith Bost, Management Solutions for Emergency Services (MSFES), who also had Judge Noble review from a legal perspective. Their only recommendation was to have the wording in the last sentences of Section 3.3 (Terms of the Members of the Board of Directors) and Section 3.8 (Vacancies) match.

Discussion took place in regard to whether it is necessary to have Perry Fisher, Legal Counsel, review the amendments since they have been reviewed by Judge Noble. Comments included the need to forward to Mr. Fisher in keeping with the previously approved motion and the need to have the review conducted by someone currently in practice.

Lisa prepared a signature page to be attached to the Bylaws, showing the amendments were duly adopted by the Board of Directors and specifying the meeting dates on which discussion/approved motions took place. She questioned the need for another motion, since the Board had previously approved these amendments. Mark Curran asked Katie Payne if she had dealt with this type issue before, and she responded the question would be which set of Bylaws are we using now, since the Board has voted on the amendments.

Lisa McCallister made a motion to accept the amendments as documented and reviewed by MSFES and ratified by the Board, pending final review by the Department's legal counsel. Kent Creasman seconded the motion. Judy Dillingham and Dan Friday voted no. All others voted yes, so the motion carried. Katie will forward the amendments to Mr. Fisher for his review.

B. Ladies Shower Remodel – Katie Payne reported the work has been completed, and staff are happy with the results.

C. Policy Change Status – Katie Payne reported she has the policies back from Keith Bost, MSFES, with very minor changes in wording recommended. She will next forward the policies to Perry Fisher, Legal Counsel, for his review.

D. Water Damage – Lisa McCallister reported the repairs are about 95% complete. In response to a question from Dan Friday, she relayed the bathroom in the office hallway was not included in the scope of work for the area damaged. The company performing the work has been asked to provide a quote for new flooring for that bathroom and the offices.

E. Concrete Pad – Dan Friday followed up with the Contractor (Travis of Countryside Landscaping) after the June meeting. Dan thought the remaining work had already been done but will follow up again about getting the wooden forms removed.

RVFD Regular Board Meeting (August 15, 2022)

Dan said it is too late to make relief cuts, but he thinks it will be okay due to the small size of the pad.

6. New Business:

A. September Meeting Date – To facilitate receipt of applications for the Board of Directors (Bylaws Section 3.4, Election of Board of Directors), discussion took place regarding the date of the September Board meeting. Dan Friday made a motion to move the September monthly meeting to Tuesday, September 6, at 6:30PM. Kent Creasman seconded the motion, which carried unanimously.

B. Annual Meeting Notice – Carla McLendon sent an email to the Board on August 11, requesting input on wording for the Annual Meeting Newspaper Notice. Lisa McCallister recommended using wording from the Bylaws, Section 4.1, Annual Meeting & Notice. Discussion took place regarding the associated cost; if it might cost less to place in the Black Mountain newspaper; and number of days the notice should be posted. The Board agreed with the wording from the Bylaws and did not feel a motion was in order.

C. Marquee Sign – Discussion took place about the need for a better (digital) sign in front of the Department. Discussion included cost (about \$25,000); how to pay for the sign; County ordinance compliance (lighting); and checking with others who have a digital sign for input. In researching, Chief Kelly has spoken with a company who has a mobile display trailer and is willing to bring a sign on site for demonstration purposes.

7. Announcements: Mark Curran announced the next Regular Meeting of the Board is scheduled for Tuesday, September 6, 2022, at 6:30PM.

8. Public Comment: There was no public comment.

9. Job Descriptions: Discussion of the proposed job descriptions for the Fire Chief and Bookkeeper positions included changing the title of both to read “Salaried Exempt”; inclusion of the Executive Fire Officer Program entry under Section III of Education and Experience (recommended, not required); whether the Chief is expected to work fires or serve in a fire management capacity only (based on Department needs); and who has knowledge to provide oversight of the Chief’s performance based on the “Knowledge of” Qualifications (direct supervisor). Lisa McCallister made a motion to accept the job descriptions with the change in title of each to “Salaried Exempt.” Dan Friday seconded the motion, which carried unanimously.

10. Adjournment: Kent Creasman made a motion to adjourn the meeting at 7:51PM. Lisa McCallister seconded the motion, which carried unanimously. The Board did not adjourn to Executive Session, as there was no business necessitating this action.