

**The Board of:** Riceville Volunteer Fire Department  
**Met at:** 6:30PM  
**On:** Monday, February 20, 2023  
**For:** Regular Board Meeting  
**Moderator:** Dan Little (Vice Chairperson)  
**Members Present:** Lee Barrett, Judy Dillingham, Dan Friday, Kathy Higdon,  
Lisa McCallister and Carla McLendon  
**Not Present:** Mark Curran and Kent Creasman

1. **Call the Meeting to Order:** Dan Little called the meeting to order at 6:36PM.
2. **Approval of Minutes:** Draft minutes for the January 16 Regular meeting were emailed to the Board on January 19. Lisa McCallister made a motion to accept the Regular minutes as written. Lee Barrett seconded the motion, which carried unanimously.
3. **Treasurer's Report:** Financial reports for the month ending January 2023 were emailed to the Board on February 17. Lisa McCallister and Katie Payne relayed we are in line with the budget, with no major items to report. Katie noted we will be receiving November and December Sales Tax collections over the next couple months, so should see an increase in that category.

Dan Little asked for Line Item 5402, Gasoline, to be broken down to reflect gasoline vs diesel and per vehicle.

In response to a question from Lee Barrett, Katie responded the Department uses WEX Fleet Management and receives a discount at the State level. The Department also files fuel tax on a quarterly basis, receiving a refund from the State.

Lee Barrett made a motion to accept the Treasurer's Reports. Carla McLendon seconded the motion, which carried unanimously.

#### 4. **Old Business:**

**A. Transparency Policy** – Keith Bost, Management Solutions for Emergency Services (MSFES), was scheduled to be here tonight to discuss the policy further with the Board. He had an urgent matter with another Fire Department and has rescheduled until next month's Board meeting.

**B. Ambulance Committee Update** – the Committee formed to conduct a cost analysis for ambulance service (both in and out-of-district) and repairs for 1120 met on February 8. Their review of financial data determined the Department is just above the breakeven point for both in and out-of-district calls, so no changes are recommended. However, it was determined the cost per call was low in comparison to other Departments (\$8.50 vs \$16.50). The insurance collection agency used by RVFD relayed most Departments evaluate and adjust their charges in July. They recommended we adjust our rate now and high enough to negate another adjustment in July. On behalf of the Committee, Dan Little made a motion to increase the cost per call from \$8.50 to \$19.00. Dan Friday seconded the motion, which carried unanimously.

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Ambulance 1120 (2008 Chevrolet) was driven and evaluated for needed repairs. It is estimated it will cost between \$12,000 and \$18,000 to repair the known issues. This estimate does not include upgrades to the box that would be needed, nor other mechanical issues that may arise once repairs begin. On behalf of the Committee and after discussion by the Board, Lisa McCallister made a motion Ambulance 1120 be surplus and sold by sealed bid for an unannounced amount of no less than \$12,500. (Chief Kelly will proceed with the sealed bid process, opening bids on February 21 and closing them on Friday, March 17, at 5:00PM.) Lee Barrett seconded the motion, which carried unanimously.

**C. Small Claims Court Issue** – Lisa McCallister relayed Mr. Gee was a no-show for the February 9 court date. The Department was awarded the judgment for the amount (\$1,610) he promised to repay but which has not been received. Mr. Gee has 10 days to respond/appeal, and we should then have a recorded judgment against him. Based on other similar judgments against Mr. Gee, the Magistrate relayed we might consider having our attorney speak with the DA's office to determine if criminal charges are warranted. In speaking with Mark Curran after the court appearance, Lisa was asked to forward the information to Katie Payne, asking that she forward to Attorney Perry Fisher for his opinion.

**D. Ambulance Purchase** – Chief Kelly spoke with the vendor representative (Mr. Hadley) last Friday afternoon. At that time, Mr. Hadley was in the final phase of getting a VIN assigned. Chief Kelly will send an email to the Board upon confirmation of VIN receipt.

**5. Fire Chief's Report:** The monthly Chief's, FLSE and Training Reports were emailed to the Board on February 16, with a hardcopy provided tonight. Chief Kelly provided an overview of all three reports. The Department currently has two members enrolled in the Night FF and Technical Rescuer programs. The County has added administration of antibiotics in the field for sepsis to the Paramedic protocol and will provide training accordingly.

As a Fire Life Safety Event (FLSE), the Department has been asked by the Blood Bank to host another blood drive. The Department is looking at doing so during the second quarter and coordinating a same-day event with Safe Kids.

Chief Kelly provided an overview of his report, which included 48 (27%) Over-Lapping Incidents. Of that total, 31 were in District; 17 were out-of-District. At 9:43 for the EMS Average Response Time (ART) and 7:34 for the Fire ART, both were under the Department's benchmark of 10 minutes. As part of the annual roster review process, Chief Kelly has sent a letter to some volunteers, asking they meet with him to discuss their interest in continuing in that capacity.

## **6. New Business:**

**A. IRS Form 990** – Katie Payne emailed the draft IRS Form 990 for 2021 to the Board on February 17. This form was completed by DMJPS, our accounting and auditing firm and is required by the IRS in place of a federal tax return due to our

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nonprofit status. Dan Friday made a motion to accept the Form 990 as written. Judy Dillingham seconded the motion, which carried unanimously.

**B. Surplus Equipment** – Chief Kelly requested permission to donate 16 AP75 air paks (frames only, as bottles have expired) and a couple sets of turn-out gear (circa 1990). The Department has received newer air paks, with a surplus of three on each truck. The air paks can't be sold for profit, as they were received via a grant. He has been in communication with Keith Bost, MSFES, regarding Departments that may be in need of these items. Lee Barrett made a motion that Chief Kelly be given the discretion to donate these items to any Department that needs/will take them. Lisa McCallister seconded the motion, which carried unanimously. (Chief Kelly will follow up with local high schools/trade schools regarding their interest in the air pak bottles.)

**C. Grants** – Chief Kelly relayed the AFG grant for which the Department applied closed a week ago Friday. The Department made it to the end of the process, but ultimately learned we did not receive the grant. He has applied for another grant to use with an air extraction system and diesel exhaust. The requested grant is for \$75,000. The Department's cost would be \$3,500 if awarded the grant. He spoke with Climavent out of Lenoir and obtained information to assist with completing the grant paperwork. Climavent offers a magnet-mounted system that can be moved to a new building if needed.

**7. Announcements:** Dan Little announced the next Regular Meeting of the Board will be held on Monday, March 20, 2023 at 6:30PM.

**8. Public Comment:** The meeting was opened for public comment after Lee Barrett read the associated guidelines.

Liam Murray is working on achieving the rank of Eagle Scout, and part of that process includes observing how public meetings are conducted. He thanked the Board for allowing him to observe tonight's meeting in support of his Eagle Scout goal. He thanked the Board and Department staff for all they do for the community.

Susan Vodicka expressed appreciation on behalf of herself, her husband (Doug) and the Buffalo Mountain Home Owners Association for being allowed to use the Community Center for meetings. She thanked the Chief and his staff for all they do for the community.

**9. Move to Executive Session:** Lee Barrett made a motion to move to Executive Session at 7:34PM to discuss personnel matters. Lisa McCallister seconded the motion, which carried unanimously. The Board returned from Executive Session at 8:05PM.

**10. Personnel Issue:** Dan Friday made a motion to approve the personnel issue discussed in Executive Session. Judy Dillingham seconded the motion, which carried unanimously.

**11. Adjournment:** Dan Friday made a motion to adjourn the meeting at 8:06PM. Lee Barrett seconded the motion, which carried unanimously.