

The Board of: Riceville Volunteer Fire Department
Met at: 6:30PM
On: Monday, January 16, 2023
For: Regular Board Meeting
Moderator: Mark Curran (Chairperson)
Members Present: Lee Barrett, Kent Creasman, Judy Dillingham, Dan Friday, Kathy Higdon, Dan Little, Lisa McCallister (via phone) and Carla McLendon (via phone)

Not Present:

1. **Call the Meeting to Order:** Mark Curran called the meeting to order at 6:31PM.
2. **Approval of Minutes:** Draft minutes for the December 19 Regular and Executive Session meetings were emailed to the Board on January 9. Requested edits were made to the Regular meeting minutes and emailed to the Board on January 16. Kent Creasman made a motion to accept the Regular (revised) and Executive Session minutes as written. Lee Barrett seconded the motion, which carried unanimously.
3. **Treasurer's Report:** Financial reports for the month ending December 2022 were emailed to the Board on January 14. Katie Payne relayed Salaries & Wages (Line Item 5101) were a bit higher than normal because there were three paydays in December. Overall, we are in line with where we should be in keeping with the budget. In response to a question from Dan Friday regarding fuel, Katie relayed we are at 40% with Gasoline (Line Item 5402), as we projected high due to the expected price increase. Lee Barrett made a motion to accept the Treasurer's Reports. Dan Little seconded the motion, which carried unanimously.
4. **Fire Chief's Report:** The monthly Chief's and Training Reports were emailed to the Board on January 15, with a hardcopy provided tonight. Division Chief McEntire provided an overview of the Training Report. The Department has logged 4,965.5 training hours thus far for calendar year 2022. Transfer hours for 2022 continue to be received from other agencies. The various 2023 training opportunities and dates were noted [EMS CE with AB Tech, RIC, Driver/Operator, Technical Rescuer, Technical Rescuer Specialties (Trench/Water), and USAR].

Chief Kelly provided an overview of his report, which included a column for calendar year totals. He brought attention to Service Call (500 Series) and Good Intent (600 Series) line items, which represent assistance with falls, getting in/out of cars, etc. These types of calls reflect deep community-based involvement by the Department. Chief Kelly noted the number of calls have been fairly consistent the past three months. Over-Lapping Incidents were 49 (33%), an increase over previous months. At 10:06, the Average Response Time (ART) was slightly over the Department's benchmark of 10 minutes.

In response to a question from Dan Friday, Chief Kelly relayed the two Fire Prevention entries for December were Santa's contacts in the community on December 3, and the opportunity to visit with Santa at the Department later that same afternoon.

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In response to a question from Mark Curran, Chief Kelly relayed the rosters have been reviewed for possible purging. Associated letters are ready to mail, which ask the recipient's intent regarding their status and give them 30 days to respond. In response to a question from Lee Barrett, Chief Kelly relayed there is nothing in writing regarding the number of hours that must be logged for a person to remain on the roster. However, the issue is watched carefully and discussion has taken place between him and Division Chief McEntire on the matter.

In response to a question from Lee Barrett, Chief Kelly relayed he has statistics regarding in and out-of-district and EMS vs Fire calls, which are available for review.

5. Old Business:

A. Community Center Use Agreement – As Chair of the Committee approved last month, Lee Barrett relayed members of the Committee had met twice over the past two weeks to discuss use of the space. A proposed Community Center Use Agreement was developed, in which the Committee is proposing the Community Center be reopened on a trial basis for limited use for community events that support health and wellness, education and community outreach. The needs of the Department, its employees and the Board will have priority for use of the space. To qualify for use, the interested party must reside in the Fire District; be subject to fire tax in the Riceville Fire District; own an interest in a business located in the Fire District; or be a paid full-time employee of the Fire Department. Lee relayed the proposed policy further addresses the reservation process, restrictions and cleanup. He clarified there would be no charge for use of the room and that the kitchen will not be available for use.

Lisa McCallister suggested the Board first decide if they want to reopen the Community Center for use before discussing the specifics of the proposed Use Agreement. Dan Friday made a motion to open the Community Center for use on a limited basis. Kent Creasman seconded the motion, which carried with one opposed (Lisa McCallister).

Lee Barrett relayed the Committee decided use of the Pavilion will be on a first-come, first-serve basis. The location should be reserved in advance and left clean.

In response to a question from Dan Friday, Lee Barrett said the Committee did not discuss the Farm Stand in detail, as it is still a few months out. He does not foresee anyone being opposed; however, some guidelines will need to be established (i.e., location, critter control).

Use of the Community Center space was discussed for over an hour, with input from the community outside of Public Comment. Major talking points were:

- The rationale behind the kitchen not being available for use by the community. (The kitchen and training room are currently used by Department staff, as they have outgrown the previously used location. Health concerns associated with staff sharing this area with the community and the need to make improvements to the existing kitchen for it to be a viable option for community use were also discussed.)

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- The focus of the Board and the community - the health, mental health and safety of Department staff and volunteers or the availability of the kitchen for use by the community? (The criticality of staff having an area they can decompress following the mentally and physically stressing calls to which they respond was discussed.)
- Cost of heating the Community Center room since it is on the same system as the kitchen and training room. (These areas are heated regardless of whether they are in use or not.)
- Need for a new facility due to growth of Department. Need for good relationship with the community to garner their support in raising funds and accomplishing this goal, as taxes will not cover the cost.
- How the area can be cleaned properly if the kitchen is not accessible for water. (Cleaning wipes; water is available in the nearby restrooms.)
- Recourse if area is not cleaned properly. (Suggestion made to introduce a refundable deposit.)

Dan Friday made a motion to edit the proposed Use Agreement by removing the word “limited” from the first sentence in the first paragraph; adding the kitchen is not available for use under the Reservations section; adding the agreement will be readdressed in six months; and obtaining email addresses of community members in order to conduct a survey regarding their interest in using the kitchen. In response to a question from Lisa McCallister, Dan said removal of the word “limited” would open the room up for use for birthday parties, family reunions, etc. Lee Barrett seconded the motion, which carried with one opposed (Lisa McCallister) and one abstained (Carla McLendon).

B. Small Claims Court Issue – Katie Payne relayed the paperwork has been submitted, and we are waiting to hear information regarding next steps.

C. Transparency Policy – Katie Payne relayed Keith Bost, Management Solutions for Emergency Services (MSFES), will be at next month’s meeting to discuss the policy further with the Board.

D. Ambulance Purchase – Chief Kelly provided a copy to and reviewed the updated contract with Board members. This contract is based on the specs provided by the Department and represents a 2023 (or newer) vehicle. Both parties must sign the contract within 60 days for it to be valid. A deposit is not required at time of signing. The price quoted on the contract is good until January 31 and will increase after that date. (The price will increase regardless of whether or not the current contract is signed.) A delivery date cannot be determined until a chassis is received. It is anticipated a chassis may be received in the “early fall.” The Department may ask for a loan 90 days in advance of taking receipt of the vehicle. Once at that point, the Board will be asked to approve the (then current/final) purchase price. The Department can back out of the contract at any time prior to the final commitment. Lee Barrett made a motion that the contract be signed and the Department move forward with purchase. Dan Friday seconded the motion, which carried unanimously.

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6. **New Business:** There was no new business to discuss.

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

8. **Public Comment:** There was no public comment.

9. **Adjournment:** Mark Curran called for a motion to adjourn the meeting at 8:29PM. Lee Barret seconded the motion, which carried by acclamation. The Board did not adjourn to Executive Session, as there was no business necessitating this action.

DRAFT