

The Board of: Riceville Volunteer Fire Department
Met at: 6:30PM
On: Monday, March 21, 2022
For: Regular Board Meeting
Moderator: Mark Curran (Chairperson)
Members Present: Paul Campbell, Kent Creasman, Judy Dillingham, Dan Friday (via telephone and video), 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. **Treasurer's Report:** Financial reports for the month ending February 2022 were emailed to the Board on March 18. Katie Payne relayed we are in line with where we should be. Paul Campbell made a motion to accept the financial reports. Lisa McCallister seconded the motion. Dan Friday abstained; all other Board members voted in favor of the motion, which carried.

Katie handed out and provided an overview of the content and layout of the Department's 2022-2023 Budget Proposal. She and Chief Kelly will be available to meet with any Board member over the next few weeks to discuss the proposal. Board members may also email their questions to her. The proposed budget will need to be approved at next month's Board meeting.

3. **Approval of Minutes:** Draft minutes for the February 21 Regular and March 7 Special meetings were emailed to the Board on March 15. Lisa McCallister responded to the email, requesting clarification be added to the Regular Meeting minutes as to the model and cost of the HVAC system installed, which was done.

Dan Friday made a motion to accept the Regular Board meeting minutes. Dan Little seconded the motion, which carried unanimously.

Lisa McCallister made a motion to accept the Special Meeting minutes. Kent Creasman seconded the motion. Dan Friday abstained; all other Board members voted in favor of the motion, which carried.

4. **Fire Chief's Report:** The Chief's and Training Officer's reports were emailed to the Board on March 16. There was no feedback to the email, nor did Board members have any comments/questions tonight.

5. **Old Business:**

A. Dorm Remodel – The contractor contacted by Allen Blount is working in South Carolina and has not responded about installing a shower in one of the Community Center restrooms. The contractor contacted by Lisa McCallister yesterday came on site today and evaluated both dorms and the Community Center restroom. We are awaiting his quote.

B. Concrete Pad – Dan Friday will reach back out to the contractor (Travis of Countryside Landscaping) and see why the work has not been completed.

C. HVAC Installation – The new system is functioning. The Department is awaiting the final inspection by a Mechanical Inspector. An inspection date is not known at this time, but Pyatt Heating and Cooling, Inc., has been in contact with Chief Kelly weekly on this issue.

D. Ambulance Purchase – The vendors have been vetted, and the Department is looking at four new builds. Once the final two have been determined, an on-site visit (whether here or close by) will be requested, so the unit (or similar build) can be evaluated in person. The four new builds include three Fords and one Dodge. The timeframe for receipt of a unit is one year from chassis delivery. Three vendors bid a 2022 chassis delivery; the fourth (Ford) bid 2023. Any variances between the specs and vendor bids have been resolved. Chief Kelly hopes to reach out to the vendors within the next two to three days. When the final request is presented to the Board, which Katie Payne hopes will be within the next month, it will include the amount needed/financial component. On behalf of the Board, Mark Curran thanked Chief Kelly and asked him to pass along our thanks to everyone else who worked on this project.

E. DOL Letter – Katie Payne relayed communication from the Department of Labor (DOL) notes the Fire Department's response to their letter has been received, and the DOL considers the matter closed.

F. County Letter – Mark Curran sent feedback from Board members on the draft response prepared by Management Solutions for Emergency Services (MSFES) to Keith Bost for his consideration. Both MSFES and the Department's legal counsel (Attorney Perry Fisher) advise that for the Board to follow Statutes other than those designed for non-profits (i.e., General Statute Chapter 55A, NC Nonprofit Corporation Act) could put the Department's nonprofit status in jeopardy. The proposed response includes a request to meet with someone from the Buncombe County Legal Department to discuss such concerns. Mark will ask for another extension, to allow time for the proposed response to be reviewed by Perry Fisher and voted on by the Board. After some discussion, Kathy Higdon made a motion for the Board to conduct an email vote to approve the letter on the recommendation of our legal counsel. Dan Little seconded the motion, which carried unanimously.

G. Recording of Votes in Minutes – The minutes currently reflect when a Board member abstains or responds "no" to a vote. The minutes have not identified by name how each Board member votes when ballots are used. Guidance is not found in our Bylaws and varies depending on the NC Statute or reference material (i.e., Roberts Rules of Order). Resolution of Item F above (County Letter) may shed some light on this subject, at which time the Board can revisit this issue.

H. Daily Shift Schedule Email – Mark Curran relayed Keith Bost (MSFES) responded there is nothing wrong with Board members receiving this email. They would have to be mindful of what they do with the message, however, so as not to be interfering with operations.

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Lisa McCallister made a motion that only the Chairperson receives the message. Kent Creasman seconded the motion. A lengthy discussion took place, to include when and why Board members were included on the email (during the time of no Chief); present day purpose for Board members to receive the email (oversight responsibility); various proposed amendments to the motion on the floor; and the feasibility of adding staffing stats to the Chief's monthly report. Dan Friday requested his perception of the motion be recorded in the minutes "as to not allow BOD members proper information to do their required oversight. The motion would keep information from BOD members."

Mark called for a vote on the motion on the floor. Mark Curran, Judy Dillingham, Dan Friday and Kathy Higdon voted no. All other Board members voted yes, so the motion carried.

Lisa commented the process could be evaluated for about 30 days, and if someone sees a problem, an alternate motion could be made accordingly.

It was noted Dan Friday was no longer on the call. Attempts were made to contact him, and it was learned he would not be able to rejoin the call.

6. New Business:

A. Board of Elections – Chief Kelly relayed the annual polling agreement with the Board of Elections (BOE) has been signed and is in his office. The BOE will be using the Community Center on Tuesday, May 17.

B. Fire Marshal Inspection – Chief Kelly relayed an inspection by the NC Department of Insurance, State Fire Marshal's Office, was completed this past Monday. The Department received a 9S classification/verification on Friday from Davie Summey, Supervisor of Inspections. This classification gives us our qualifications to be a rated Department within NC as far as benefits, etc. They also completed their five-year rating inspection, and we will hear our final score in about 30 days.

C. Emergency Management – Departments are experiencing problems with the Communications Center, and citizens are complaining about response times. The Fire Chiefs' Association is addressing and has decided to give the County's new Communications Director, who will be in place next month, an opportunity to address the issues within the Center. Chief Kelly gave an example of an incident that occurred today that he is addressing with Emergency Management, due to the seriousness of the issue. He also met last week with County IT to review call responses and learned we did not have a second or third alarm assignment established for our District. They also did not have us listed for a gas leak inside a structure as a full alarm; it was listed as a single engine response. Both issues have been fixed.

D. Employee Policies – Chief Kelly is in the process of updating employee policies and inquired about sending the drafts to the Board. Discussion took place as to whether the Board would be providing input to the policies or just approving, as well as whether a Board committee needed to be formed to review the policies. It was decided

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a committee was not needed and that the Board would be approving only, unless a policy appeared to be drastically out of line. Chief Kelly will send the 11 policies associated with part-time employees, as well as a new Surplus Inventory Disbursement policy.

E. Board Committees – Lisa McCallister suggested the implementation of a Bylaws Review Committee and a Community Center Committee, referencing Section 5.1 (Committees of the Board of Directors) of the Bylaws. Paul Campbell made a motion to form a Bylaws Review Committee consisting of volunteers Kathy Higdon, Lisa McCallister and himself. Dan Little seconded the motion, which carried unanimously.

After some discussion, it was decided Chief Kelly would form a Community Center Committee to discuss the feasibility of allowing use of the Center again, to include cleaning and rental fees. Chief Kelly was asked to include use of the Pavilion in discussions by this Committee. He was also asked to include community members experienced with working with the Center, as well as Board members if needed. Mark Curran requested an update from this Committee in 60 days and that existing rental information on the website be removed, since the Community Center is not currently available for rental.

F. IRS Form 990 – The IRS Form 990 was emailed to the Board on March 18. Johnson, Price and Sprinkle will send an electronic version to the Chairperson for signature once approved by the Board. Dan Little made a motion to approve the document. Lisa McCallister seconded the motion, which carried unanimously.

7. Public Comment: Mark Curran asked if there was any public comment. Mark Dillingham said he had some comments but did not need the associated guidelines read. He voiced his personal opinion on matters of concern to him relating to the Board (meeting announcements, interpretation of General Statutes and Daily Shift Schedule Email).

8. Adjournment to Executive Session: The Board did not adjourn to Executive Session, as there was no business necessitating this action.

9. Adjournment: Lisa McCallister made a motion to adjourn the meeting at 8:10PM. Kathy Higdon seconded the motion, which carried unanimously.