

The Board of: Riceville Volunteer Fire Department
Met at: 6:30PM
On: Monday, November 21, 2022
For: Regular Board Meeting
Moderator: Mark Curran (Chairperson)
Members Present: Lee Barrett, Kent Creasman, Dan Friday, Kathy Higdon,
Dan Little, Lisa McCallister and Carla McLendon
Not Present: Judy Dillingham

1. **Call the Meeting to Order:** Mark Curran called the meeting to order at 6:30PM.

2. **New Business:**

A. Financial Audit – Board members were provided a draft copy of the Auditor Communications (June 30, 2022) and Financial Statements (June 30, 2022 and 2021). Noel Swartz and Irena Pivovarevich of DMJPS, PLLC presented an overview of these documents, which outlined their financial audit of the Department.

It was the opinion of the Auditors that the financial statements reviewed during the audit present fairly, in all material respects, the financial position of the RVFD as of June 30, 2022, and the changes in its net assets and its cash flows for the year then ended, in accordance with accounting principles generally accepted in the USA.

The audit revealed the Department has continued to do a good job of paying down debt. The Department was again encouraged to continue to improve internal controls related to segregation of duties and to mitigate the risk of fraud. The auditors relayed the Department is financially stable; is doing a lot of things right; and should “keep up the good work.” Ms. Pivovarevich urged Board members to review the documents further on their own time.

Note 1 – The Department has used the CPA services of Johnson, Price, Sprinkle, PA for years. JPS merged with DMJ & Company, PLLC effective June 1, 2022. The name has changed, but the staff conducting the audit of the Department remains the same.)

Note 2 - DMJPS is awaiting an Attorney Representation Letter and a Management Representation Letter. It is not expected either document will alter the results presented to the Board tonight.

Dan Little made a motion to accept the draft annual financial audit reports as presented. Lisa McCallister seconded the motion, which carried unanimously.

B. Transparency Policy – Keith Bost, Management Solutions for Emergency Services, shared a policy with the Board Chairperson and Secretary that he had developed along with Michael Frue, County Attorney. The “Fire Department Transparency Policy” speaks to types of meetings and associated, required notifications. The email and policy were forwarded to the entire Board on October 24. After some discussion, it was decided to table the topic until next month’s meeting, to give all Board members time to review thoroughly, comparing to our Bylaws and the County contract.

3. Approval of Minutes: Draft minutes for the October 10 Annual and Regular meetings were emailed to the Board on October 15. Dan Friday made a motion to accept the minutes as written. Dan Little seconded the motion, which carried unanimously.

4. Treasurer's Report: Financial reports for the months ending September and October 2022 were emailed to the Board on November 16. Katie Payne relayed there continues to be a steady increase in Sales Tax, which is a good thing. She clarified a question about the -\$21,500 Net Income entry on the last page of the September 2022 P&L Budget Performance sheet. That entry represents the annual (and final) payment for Engine 11-2. Kent Creasman made a motion to accept the Treasurer's Reports. Lee Barrett seconded the motion, which carried unanimously.

5. Fire Chief's Report: The monthly Chief's Report, Training Division Report and FLSE Report were emailed to the Board on November 20, with a hardcopy provided tonight. Chief Kelly provided an overview of all three reports, noting total calls for October were down, with 94 calls. Over-Lapping Incidents are at 26%. At 8:44, the Average Response Time (ART) remains under the Department's benchmark of 10 minutes. E11-3 was out of service the last three days of October and remains so, awaiting receipt of a radiator. The latest status is the part is in route from CAT, with plans to perform repairs tomorrow.

All Paramedics are participating in the new Drug Assisted Airway training. Mary Brown is representing the Department in a Train-the-Trainer capacity for staff and the County as needed. This program is expected to roll out in January.

Approximately 175 adults and children attended the Halloween event on October 30. Staff canvassed the community on Halloween night, making approximately 250-300 additional contacts.

Kent Creasman asked about the status of the new ambulance. Chief Kelly has been in contact with two more vendors. The Board discussed availability, turnaround time (currently about two years), and increasing prices. Chief Kelly continues to actively work on the issue.

6. Old Business:

A. Small Claims Court Issue – The Department has been waiting on a refund from Contractor Phillip Gee (Phil's Tile and Stone) since July. (Mr. Gee began work on the women's dorm bathroom, but the work was not acceptable. As a result, he agreed to refund the Department \$1,620.) Lisa McCallister looked into the process of pursuing such a matter through Small Claims Court and learned there is a filing cost of \$96, plus \$30 if the filer wants it served by the Sheriff's Department, for a total of \$126. The form notes a 30-day turnaround timeframe and filing amount limits. If the Board decides to pursue, Lisa will find out if we are below the threshold for filing. Kent Creasman made a motion to proceed with the Small Claims Court process against Mr. Gee. Dan Little seconded the motion, which carried unanimously.

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B. Policy Change Status – Katie Payne reported Perry Fisher, Legal Counsel, made some minor changes in wording only and approved the policies. Employees will be given a hard copy of the policies; reminded their effective date was July 1, 2022; and given an opportunity to ask any questions.

7. Announcements: Mark Curran thanked Mary Brown for volunteering to represent the Department in the Drug Assisted Airway training program. He also thanked her for all her work on the Halloween event.

Mark Curran announced the next Regular Meeting of the Board will be held on Monday, December 19, 2022 at 6:30PM.

8. Public Comment: The meeting was opened for public comment after Kent Creasman read the associated guidelines.

Emili Fonteneau, Yoga Instructor, asked when the Community Center would be available again for use for yoga classes, sharing comments/notes from several participants, relaying how they benefit from the classes.

Danny Tipps, owner of Dirt Breath Farm LLC, presented a request to place a farm stand on the RVFD property from which vegetables from a local farm he manages would be sold. The proposal included the size and stocking frequency of the stand, schedule of operations and liability coverage.

Mark Curran asked Ms. Fonteneau and Mr. Tipps to attend next month's meeting, with the intent of having a response for both of them.

9. Move to Executive Session: Dan Little made a motion to move to Executive Session at 8:02PM. Lisa McCallister seconded the motion, which carried unanimously. The Board returned from Executive Session at 8:40PM.

10. Committee Formation: Mark Curran called for a motion to form a Committee to conduct a cost analysis for 1110 and repairs for 1120, as well as employee salaries. Committee members will be Lee Barrett, Kent Creasman, Chief Kelly, Dan Little, Lisa McCallister and Katie Payne. Dan Friday made the motion. Lisa McCallister seconded the motion, which carried unanimously.

11. Adjournment: Lee Barrett made a motion to adjourn the meeting at 8:45PM. Dan Little seconded the motion, which carried unanimously.