

The Board of: Riceville Volunteer Fire Department
Met at: 6:30PM
On: Monday, January 15, 2024
For: Regular Board Meeting
Moderator: Dan Little (Chairperson)
Members Present: Lee Barrett, Kent Creasman, Kathy Higdon, Merel Johnson, Butch Laughter, Lisa McCallister, Carla McLendon and Steve Wickham

Not Present:
Guest(s):

1. **Call the Meeting to Order:** Dan Little called the meeting to order at 6:34PM.
2. **Pledge of Allegiance and Prayer:** Dan Little opened the meeting in prayer. He then asked everyone to stand if able and join him in the Pledge of Allegiance to the Flag.
3. **Approval of Minutes:** Draft minutes for the December 18 Regular and Executive meetings were emailed to the Board on January 5. Lisa McCallister made a motion to accept both sets of minutes as presented. Merel Johnson seconded the motion, which carried unanimously.
4. **Treasurer's Report:** Financial reports for the month ending December 2023 were emailed to the Board on January 11. Katie Payne relayed we remain on track with the budget, sitting at approximately 50% at the end of December. The ICS interest income looks good in comparison to what was budgeted. EMS was up a little bit, so is leveling off since it was down in prior months. The transfer of funds to pay for the new fire truck is reflected in this month's financials. Lisa McCallister made a motion to approve the December financials as presented. Lee Barrett seconded the motion, which carried unanimously.
5. **Fire Chief's Report:** The monthly Chief's and Training reports were emailed to the Board on January 11. Division Chief McEntire relayed total training hours for calendar year 2023 were just over 6,000. EMS CE dates for February are set and will be sent out to members. The Department currently has members in the following programs: three in TR-Vehicle Rescue; one in EMT Class; and one in Paramedic Class.

Chief Kelly provided an overview of the Fire Life Safety Report, which included a visit by Santa; Christmas Community outreach for children (impoverished); and 26 more smoke alarms given out during Christmas events.

Chief Kelly provided an overview of his report, noting Total Calls were down in December (145). The category of Overdose has been edited to reflect the number of individuals to whom Narcan has been administered. Work continues with the Community Paramedic located in Swannanoa, with future plans possibly including expansion of that person's duties to include home visits. Over-Lapping Incidents were down (36/25%). At 7:53 and 7:32 minutes, the Average Response Times (ART) for Fire and EMS were below the Department's benchmark of 10 minutes. Average Time on

Scene for December was down from last month at 22:49 minutes. The annual review of staff rosters has been completed, with very few changes resulting.

6. Old Business:

A. Ambulance Purchase Update – In communicating with Keith Bost, Management Solutions for Emergency Services (MSFES), he recommended the Department enter into a written agreement with Southeastern, reflecting a secured date of delivery. Katie Payne provided a copy of the original Contract for Emergency Vehicle entered into in January 2023. She gave an overview of the recommended changes to that document. It was requested the VIN be added. Chief Kelly will present the proposed changes to Southeastern, with plans to bring a final document to the Board next month.

Chief Kelly received an email last week with the first monthly update from the Senior Operations Manager, which relayed everything is on track for an August build. Chief Kelly will follow up with the Manager, as a July build date had previously been reported.

B. Bylaws Review Committee Report - In accordance with Section 8.11 of the Bylaws, the document may be amended by a majority vote of the Board of Directors present at any two consecutive meetings at which a quorum is present. A motion was made and approved at the December Regular Board Meeting to accept the proposed Bylaws revisions as written and approved by Keith Bost and Judge Noble of Management Solutions for Emergency Services. Lisa McCallister relayed no further feedback has been received on the proposed revisions, noting a copy of the draft document was posted on the Department website following last month's meeting. Lisa made a motion that we again vote to approve the proposed amendments. Kent Creasman seconded the motion, which carried unanimously. Katie Payne will prepare the signature page, and the final document will be posted on the website.

C. Equipment Surplus Policy – Katie Payne relayed the policy is currently under review by Keith Bost, Management Solutions for Emergency Services (MSFES). His feedback will be sent to the Board when received, with the expectation the review will be complete and the policy will be addressed at next month's Regular Meeting of the Board.

D. Department Vehicle Branding Committee – Dan Little relayed he had asked Lee Barrett to Chair a Department Vehicle Branding Committee and would like one other Board member as well as two Department personnel to serve on the Committee. Steve Wickham volunteered to serve, and Chief Kelly was asked to speak with the Captains to identify two Department personnel to serve. Lisa McCallister made a motion to accept the recommendation to form a Committee comprised of Lee Barrett, Steve Wickham and two Department personnel. Merel Johnson seconded the motion, which carried unanimously.

E. Engine 11-2 Repairs Update – Engine 11-2 is scheduled to go to the manufacturer in Sumter, South Carolina, for repair of damage that occurred a couple of months ago. Estimated cost of repairs is between \$12,000 and \$13,000. Engine 11-3 will serve as the backup during the three to four weeks Engine 11-2 is being repaired.

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Mutual-aid Departments have been notified. Chief Kelly was asked to request a third party thoroughly test the pump once repairs are complete.

F. New Engine Committee Update - Division Chief McEntire relayed a pre-build meeting took place at the Department last week with KME. The meeting went well; took a total of about six hours; some minor adjustments were made; and things are moving forward.

7. New Business:

Electrical Repairs – The Board was informed of several small electrical repairs needed (i.e., two nonfunctioning outlets in the bay; Tanker 11 drop cord; metal building lights working intermittently; three-phase outlets near washer/dryer). MB Haynes estimated cost of repairs to be a little over \$6,500, barring any unforeseen issues and could complete the work in two to three weeks. Funds are budgeted for this type of work (Line Item 5303, 6007 and 6121), so a motion is not needed from the Board. Lee Barrett asked to speak with a local electrician (Steve Gilliland) before Chief Kelly commits to MB Haynes.

8. Announcements: Dan Little announced the next Regular Meeting of the Board will be held on Monday, February 19, 2024 at 6:30PM.

9. Public Comment: There was no public comment.

10. Move to Executive Session: At 7:18PM, Lisa McCallister made a motion to move to Executive Session for legal matters following a brief recess. Lee Barrett seconded the motion, which carried unanimously. The Board returned from Executive Session at 8:14PM.

11. Adjournment: Lisa McCallister made a motion to adjourn the meeting at 8:14PM. Kent Creasman seconded the motion, which carried unanimously.