

**The Board of:** Riceville Volunteer Fire Department  
**Met at:** 6:30PM  
**On:** Monday, June 17, 2024  
**For:** Regular Board Meeting  
**Moderator:** Dan Little (Chairperson)  
**Members Present:** Lee Barrett, Kent Creasman, Kathy Higdon, Merel Johnson, Butch Laughter, Lisa McCallister and Carla McLendon  
**Not Present:** Steve Wickham  
**Guest(s):**

1. **Call the Meeting to Order:** Dan Little called the meeting to order at 6:31PM.
2. **Pledge of Allegiance and Prayer:** Dan Little opened the meeting in prayer and 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 May 20 Regular and Executive Session meetings were emailed to the Board on May 23. Lisa McCallister made a motion to accept the Regular and Executive Session minutes as written. Merel Johnson seconded the motion, which carried unanimously.
4. **Treasurer's Report:** Financial reports for the month ending May 2024 were emailed to the Board on June 12. Katie Payne relayed we remain on track with the budget, with one month left in the fiscal year. There was concern last month with the low amount of EMS income in April. This turned out to be due to the timing of the payments received. More than our average was received in May, so the two months combined puts us back on track with the average. Interest income (Line Item 4201) is at 1,587%. This is a direct result of funds placed in the Civic Money Market, which are earning about \$600 a month. Kent Creasman made a motion to approve the May financials as presented. Kathy Higdon seconded the motion, which carried unanimously.
5. **Fire Chief's Report:** The monthly Chief's and Fire Life Safety Events reports were emailed to the Board on June 12.

**A. Chief's Report** - Chief Kelly provided an overview of his report, noting Total Calls of 143 for May, tied with February for the most calls year-to-date. Total Call Man Hours were 84:04:49 for the month of May. IV Attempts/Success % was up at 112/88%. Over-Lapping Incidents were up from 40/32% in April to 45/32%. At 7:26 and 7:44 minutes, the Average Response Times (ART) for Fire and EMS remain below the National benchmark. Two new Volunteer applications were received and are on hold due to the General Statute requirement for the SBI to conduct the background investigation on anyone who has lived in NC less than five years. One full-time member (Megan Swartz, FF/AEMT) moved to part-time, and part-time member Jamie Lance (AEMT) responded to a letter of intent, requesting to move into the full-time position. Ms. Lance was offered conditional employment based on some training she will need to complete. Ambulance 1110 was out of service one day before the borrowed ambulance arrived.

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**B. Training Report** – Chief Kelly gave an overview of the Training Report, noting new protocols approved by the Medical Director will go into effect July 1, 2024. The new protocols include some Paramedic and Intermediate skills filtering down to EMT Basic, resulting in more responsibilities.

**C. Fire Life Safety Education (FLSE) Report** – Chief Kelly provided an overview of the FLSE Report, highlighting Smoke Alarm Saturday. During this event, which focused on the 35 homes in Dogwood Knoll Retirement Community, 21 alarms were installed; 26 tested; and 10 found to be not working. Chief Kelly commended those who participated in this four-hour event, which included Captain Chris Redden, Captain Allen Blount, FF/EMT-P Mary Brown, Engineer Paul Gilliam, EMT-P Heath Abee, and AEMT Jamie Lance. A Blue Ridge Community College EMS Student and Chief Kelly also participated in the event.

### 6. Old Business:

**A. Ceiling Repairs Status** – This work is tentatively scheduled to begin on Wednesday, June 19, 2024 at an estimated cost of \$1,800.

**B. Proposed Changes to Administrative Policies** – Keith Bost, Management Solutions for Emergency Services (MSFES), has completed his review and recommended two changes. The policies, reflecting the proposed changes and Mr. Bost's recommendations, will be emailed to the Board for their review prior to consideration of approval at next month's Regular meeting.

**C. New Ambulance Payment Options** – Katie Payne provided the Board with a handout outlining current fund allocations, to include \$275,000 in the Vehicle Fund. Interest rate quotes were obtained from three institutions (Civic Federal Credit Union 6.0%; First Citizens Bank 6.49%; and United Financial Credit Union 6.99%). The Department has had loans with Civic in the past, which is a non-profit Credit Union. Katie provided Annual Payment and Total Interest figures for a 60-month loan at 6.0% for \$340,000 and based on zero down, 25% down and 50% down. While a decision is not needed tonight, it would reduce the wait time to proceed with a non-binding loan application with Civic. The Board discussed various payment options, to include pay in full and accelerated payoff. (Katie noted Civic does not charge loan origination fees nor impose pre-payment penalties.) Merel Johnson made a motion to approve the Board resolution to seek financing up to the amount of \$340,000 through Civic Federal Credit Union for an apparatus loan. Kent Creasman seconded the motion, which carried unanimously.

### 7. New Business:

**A. County Pay Study** – Dan Little, Chief Kelly and Katie Payne met about two weeks ago with the group hired by the County to conduct the Pay Study. Chief Kelly had submitted requested information that pertained to pay; however, it was felt some of the requested information went beyond the scope of the study (i.e., apparatus, number of beds, bathrooms, showers, available funds and existing loans). The Study Group was asked if this information was being obtained for consideration of a County Fire

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Department, and they responded it was not. Keith Bost, Management Solutions for Emergency Services (MSFES), has been made aware of the requested information.

**B. County Contract** – The new, revised County Contract is currently under review by Keith Bost, Management Solutions for Emergency Services (MSFES). Plans are to have the contract available for review by the Board at the July Regular meeting. As a result, the contract will not be signed by the end of this month as requested by the County.

**8. Announcements:** Dan Little announced the next Regular Meeting of the Board will be held on Monday, July 15, 2024 at 6:30PM.

Dan expressed appreciation to Steve Wickham, who is currently with our Boy Scouts at Summer Camp in Thomson, Georgia.

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

**10. Move to Executive Session:** Lee Barrett made a motion to move to Executive Session for personnel and legal matters at 7:20PM, to which there was no objection. The Board returned from Executive Session at 8:32PM.

**11. Personnel Actions:** Kent Creasman made a motion to approve the three personnel actions recommended during Executive Session. Merel Johnson seconded the motion, which carried unanimously.

**12. Adjournment:** Lee Barrett made a motion to adjourn the meeting at 8:33PM. Kent Creasman seconded the motion, which carried unanimously.

**Note: Chairman Dan Little only votes in the event of a tie.**