

**The Board of:** Riceville Volunteer Fire Department  
**Met at:** 6:30PM  
**On:** Monday, March 7, 2022  
**For:** Special Board Meeting  
**Moderator:** Mark Curran (Chairperson)  
**Members Present:** Paul Campbell, Kent Creasman, Judy Dillingham, Kathy Higdon, Dan Little, Lisa McCallister and Carla McLendon  
**Not Present:** Dan Friday

**1. Call the Meeting to Order:** Mark Curran called the meeting to order at 6:34PM and thanked everyone for coming, relaying he felt it necessary to call a Special meeting because we have a lot to discuss.

**2. Financial Matters:**

**A. Zoll Defibrillator** - Chief Kelly relayed the current defibrillator was purchased in 2015 and gets a lot of use. While a new one was included in this year's budget, the quoted price is about \$1,600 above what was budgeted. If ordered today, it will take 120-150 days to be built and received. The plan is to take the existing device, inspect thoroughly, fix as needed and use on the TAC truck or as a backup if ever needed. The new model has an additional feature which will allow the crew in the field to contact the Cardiologist if a cardiac event is taking place. The Cardiologist can run additional EKGs if needed.

Mark Curran asked if Mission was the only hospital who could access the Zoll features. Department staff responded Mission is the primary hospital for cardiac-related calls for Buncombe and surrounding counties. The Department cannot bypass Mission Hospital for critical care patients unless diverted. The VA diverts all critical-care calls to Mission Hospital.

Mark Curran asked about grants. The Firehouse Grant is quarterly and has a cap of \$50,000. The Department has applied for but not received this grant in the past. The Department can apply again, but the grant could not be used to fund an item approved for purchase prior to the grant being awarded. The primary purpose of the Assistance to Firefighters Grant Program is Firefighter safety, so would not apply to the purchase of this Zoll device.

Dan Little made a motion to approve the purchase of the Zoll Defibrillator at a cost of \$36,971.49. Kent Creasman seconded the motion, which carried unanimously.

**B. Annual Physicals** – Lisa McCallister relayed the Bylaws address signature authority amounts for the Fire Chief (\$3,000 on any one item, even if budgeted; and \$10,000 for apparatus or building maintenance-related issues), but not for a Board member. As a result, she was not comfortable signing the check to pay for the annual physicals, even though the item (whose cost if over \$3,000) was budgeted.

## RVFD Special Board Meeting (March 7, 2022)

Discussion took place about the various line items and associated quantities. It was relayed that an employee could have completed a portion or all of the physical process at another Department, in which case they would only need to provide that proof.

Dan Little made a motion that any item greater than \$3,000, even if budgeted, can be approved by two Board of Directors signers. Lisa McCallister seconded the motion, which carried unanimously.

**C. HVAC** – Funds for this work fall under Line Item 6007, Building Fund. Based on the approved motion outlined in Item 2(A) above, and the approved motion of not-to-exceed \$25,000 made during January's Board meeting, the Board agreed a motion is not required to proceed with payment.

**D. Bank Signers** – Discussion took place regarding the current list of signers and total number needed. Katie Payne writes the checks, so in support of "checks and balances," she cannot serve as a signer. Lisa McCallister made a motion that authorized signers for Accounts 0453 and 1069 be Mark Curran, Judy Dillingham, Tom Kelly, Dan Little and Lisa McCallister. Kent Creasman seconded the motion, which carried unanimously.

**E. Dorm Renovations** – It has been difficult to find a contractor willing to do the work, with others unable to begin the work for several months. Allen Blount has a contractor lined up who could begin the work immediately, at a cost of approximately \$9,800 per bathroom. Mark Curran has met a contractor who recently moved to the area and who will do the work for free, asking that the Department provide the supplies and someone assist with removing the old items. He would not be able to begin work until June or July. Dan Little has a prospect, but does not know when he could begin work. (The Board subsequently agreed to move forward with Mark Curran's contact.)

A lengthy discussion took place about the status of the dorms, to include employee safety, decontamination requirements and alternate shower options during renovation. It was decided the women's shower should be taken out-of-service tonight, for safety reasons. A schedule/system will be implemented for all to use the men's shower until further notice.

Discussion regarding alternate shower options (to include the pros and cons of each) included obtaining an external/portable shower; inquire about obtaining a camper/trailer from various sources; conversion of the old office, previously used by the Board for Executive Session; and installation of a shower in one of the Community Center restrooms.

Dan Little made a motion to have Chief Kelly contact Samaritan's Purse about them donating or the Department renting a trailer, which would give time to have someone come and provide an estimate to install a shower in one of the Community Center restrooms. Use of the trailer would be needed until renovation of both the men's and women's bathrooms is complete. Kent Creasman seconded the motion, which carried unanimously.

## RVFD Special Board Meeting (March 7, 2022)

It was determined County guidelines allow for proceeding with emergency purchases without seeking formal or informal bids. Allen Blount was asked to contact his contractor and ask him to provide an estimate for adding a shower to one of the Community Center restrooms, as well as when he could perform the work. Allen will call the contractor in the morning. Mark Curran will share his findings with the Board, once he receives that information from Chief Kelly.

Judy Dillingham made a motion to spend up to \$6,000 to add a shower to one of the Community Center bathrooms. Kent Creasman seconded the motion, which carried unanimously.

**F. Pay Adjustment** – After a lengthy discussion regarding current pay levels for employees and what the payroll budget would support, Dan Little made a motion that all full-time and part-time employees be given an increase of \$1.50 an hour effective today (March 7) and made effective with the March 5 pay cycle. Kent Creasman seconded the motion, which carried unanimously.

**3. Meeting Notification:** Judy Dillingham noted that even though the minutes of this open Special Meeting will be posted on the Department's website, she still felt it should have been placed on the Department's exterior sign. Mark Curran agreed and asked that Board members respond to the emails in the future, so he can determine if there will be a quorum. He does not want to announce a meeting to the community if there isn't going to be a quorum of the Board.

**4. County Letter:** Mark Curran relayed Keith Bost is working on the response to the letter from County Attorney Frue. The letter is to be reviewed by Attorney Perry Fisher before being sent to Attorney Frue. Discussion took place as to at what point the Board would review the response. Mark said he would ask Keith to send the response to him. He will forward to the Board for review and feedback, prior to submitting to Attorney Fisher.

**5. Adjournment:** Lisa McCallister made a motion to adjourn at 8:41PM. Judy Dillingham seconded the motion, which carried unanimously.