

The Board of: Riceville Volunteer Fire Department
Met at: 6:30PM
On: Monday, November 18, 2024
For: Regular Board Meeting
Moderator: Dan Little (Chairperson)
Members Present: Lee Barrett, Kent Creasman, Kathy Higdon, Merel Johnson, Lisa McCallister, Carla McLendon and Steve Wickham
Not Present: Butch Laughter (Medical)
Guest(s): Dorinda Bennett and Irena Pivovarevich, DMJPS, PLLC

1. **Call the Meeting to Order:** Dan Little called the meeting to order at 6:30PM and welcomed our guests from DMJPS, PLLC.

2. **Pledge of Allegiance and Prayer:** Before opening the meeting in prayer, Dan Little asked the family of retired member Timothy Willix be kept in our thoughts and prayers, as Timothy passed away this morning. Dan then asked everyone to stand if able and join him in the Pledge of Allegiance to the Flag.

3. **Annual Financial Audit Report:** Board members were provided a draft copy of the Auditor Communications (June 30, 2024) and Financial Statements (June 30, 2024 and 2023). Dorinda Bennett 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, 2024 and 2023, 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. This is the type of opinion an organization wants as a result of an audit.

The Department was commended in the area of Material Weaknesses, as there were none to report again this year. The Department was again encouraged to continue to improve internal controls related to segregation of duties and to mitigate the risk of fraud. However and as has been communicated in the past, this recommendation is directly related to the small size of the Department. Ms. Bennett noted, "This was a good audit, with good results."

Kent Creasman made a motion to accept the financial audit as reported. Merel Johnson seconded the motion, which carried unanimously. Ms. Bennett and Ms. Pivovarevich excused themselves from the meeting at this time.

4. **Approval of Minutes:** Draft minutes for the September 16 Regular and October 14 Annual, Regular and Executive Session meetings were emailed to the Board on November 1. Lee Barrett made a motion to accept all the minutes as written. Steve Wickham seconded the motion, which carried unanimously.

5. **Treasurer's Report:** Financial reports for the months ending September and October 2024 were emailed to the Board on November 14. Katie Payne relayed Hurricane Helene income and expenses lines had been added to the P&L worksheet, which will help track for insurance and FEMA reimbursement purposes. She noted fuel

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costs were down, as expenses were paid for by EM for these months. October financials reflect a \$5,000 donation (Line Item 4202) from a Fire Department in Riceville, Iowa.

Lisa McCallister noted there were three payrolls processed in October (Line Item 5101), as compared to the usual two per month. She asked about the preliminary insurance payment, to which Katie responded \$100,000 (Line Item 4219) had been received in form of an “upfront payment” so repairs (post Helene) could begin.

Lee Barrett asked if use of out-of-state ambulance services during the disaster would result in loss of income. Katie relayed it will, with the loss realized over the next few months. It is not known if FEMA will reimburse for this loss, but she will inquire.

Merel Johnson made a motion to accept the September and October financials. Kent Creasman seconded the motion, which carried unanimously.

6. Fire Chief’s Report: Division Chief McEntire gave an overview of the Training Report through October.

Chief Kelly gave an overview of the FLSE Report, noting October was Fire Prevention Month. Planned activities will be rescheduled, to include installation of new smoke detectors, of which 100 were recently received.

Statistics for the Chief’s Report will be available once work is complete on ensuring specifics for all calls received during the disaster are entered in the system and the calls closed. Chief Kelly noted several donations to the Department – Jeannette Swann (monetary); Kawasaki Mule (Kawasaki/MR Honda); Hendrix Motor Sports (supplies); Greg Biffle (new boots for members and supplies); Lusk Texas Fire Department (flatbed of supplies and 150 Buddy heaters/fuel); and Samaritan’s Purse (two conex boxes). A lot of the supplies were transported to Bethel United Methodist Church for distribution. Chief Kelly relayed the annual disbursement for the Firefighter’s Relief Fund has been received in the amount of \$5,067.29.

7. Old Business:

A. Administrative Policies Review Committee – As Chair, Kent Creasman relayed the Committee has not been able to meet and asked this topic be tabled until the January Regular Meeting of the Board.

B. 1110 Review Committee – Dan Little relayed this Committee has not met yet because Ambulance 1120 has not been placed in service, pending completion of programming of the radios. (Buncombe County IT programs the radios.)

C. Building Repairs Update – Dan Little relayed attempts were made to get quotes from several companies for repairs to the main building and the metal building. Serve-Pro declined to quote. DR Construction, who built the metal building, declined to quote the main building. Service Master quoted the entire job (less asbestos abatement) at \$128,000, relaying they could begin work within seven days of the contract being signed. The quote is currently under review by the Department’s insurance company.

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In response to a question, the overall scope of work was discussed, to include possibly addressing sound issues in the Community Center.

Lee Barrett made a motion that as soon as an agreement has been reached between the insurance adjustor and the contractor, that the contractor has approval to start the repairs. Kent Creasman seconded the motion, which carried unanimously.

Note – at Dan Little’s request, Chief Kelly explained the bay doors on both buildings also need to be replaced due to flood damage. Fairview Door has quoted insulated doors with glass panels at a total cost of \$72,000. This claim will be presented to the Department’s insurance company.

8. **New Business:** There was no other New Business.

9. **Announcements:**

A. **Next Regular Meeting** - Dan Little announced the next Regular Meeting of the Board will be held on Monday, December 16, 2024 at 6:30PM.

B. **Santa Claus Event** – A Santa and Mrs. Claus event will take place at the Department on Saturday, December 14, 2024.

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

11. **Move to Executive Session:** Merel Johnson made a motion to move to Executive Session for personnel matters at 7:32PM. Kent Creasman seconded the motion, which carried unanimously. The Board returned from Executive Session at 7:50PM.

12. **Personnel Matters:** Merel Johnson made a motion to accept the personnel policy as discussed in Executive Session. Kent Creasman seconded the motion, which carried unanimously.

13. **Adjournment:** Kent Creasman made a motion to adjourn the meeting at 7:50PM. Lisa McCallister seconded the motion, which carried unanimously.

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