

Riverside Volunteer Fire Department
Regular Session
Minutes
Tuesday, January 13, 2026

CALL TO ORDER

Call to order 7:30 pm by President Tucker.

Present Quorum: Brandon Tucker, Matthew Gardner, Sandy Hundl, Lisa McGilberry

Roll Call: Sign In sheet verified

Certification given the "Notice of Meeting" was posted in accordance with the Open Meeting Act.

GENERAL

Prayer by President Tucker

Pledge of Allegiance

Citizens Input- Agenda Items: None

CONSENT AGENDA

1. Approve minutes from the previous meetings held on November 11, 2025 and December 18, 2025.

Discussion: Make following changes on the November and December agenda. November agenda, close spaces in formatting, change Mean Green to Mean One, and change Actos to Actor's. December Agenda, Correct spelling to Sandy Hundl's name, and correct notice of deviation placement.

Motion made to accept agendas with the above mentioned corrections.

Motion: Lisa McGilberry Second: Brandon Tucker Vote: Unanimous

2. Approve Disbursement Report.

Discussion: Last payment on B-52 is pending, once payment is processed there will be enough money left in the savings account to keep it open. Fire Penny is an online vender service where we order items, such as batteries for running lights. Harris County Radio Services will start billing annually starting in February, which is about \$360.00 for two licences. Old Republic is the Treasury Bond for the Board, and comes from the General Find. The \$2.18 sales tax that we have not been able to get removed, will come from the General Fund, but will not submit for reimbursement from the ESD.

Motion made to approve the Disbursement Report.

Motion: Brandon Tucker Second: Matthew Gardner Vote: Unanimous

3. Approve claims and invoices submitted for payment.

Discussion: Three checks that were not issued until today, \$30.00 for Harris County Radio, \$282.00 for Lawn Service, \$186.04 for Higginbotham Brothers. Negotiating with Higginbotham to remove finance charges if we put a card on file and to waive the 2.5% charge for card use. Past finance charges were removed, waiting on Corporate to see if they will waive the 2.5% usage fee on credit card transactions. Numbers were based on the balance from the December Statement.

Motion made to approve invoices and claims.

Motion: Matthew Gardner Second: Sandy Hundl Vote: Unanimous

4. Receive monthly Chief's Report.

Discussion: Growing about 5 to 8% in call volume per year, Duty Crew has played a huge part in keeping the call response up. Livingston Fire School fees are reimbursable from the Texas Forest Service (TFS), only costs will be for travel. We will pay the cost upfront and then be reimbursed. Wanting to add an additional CPR instructor, this will assist with the Community Outreach (CO) plan to have 4 to 6 CPR classes this year for no profit entities such as churches and summer camps we maybe able to include a few bussiness as this is a no cost project. Another CO program would be to install fire detectors at low to no cost for low income families. Will get with the tactical side of the Department to determine the best way to apply the \$10,000.00 TFS Training Equipment Grant. Booster 51 should be

back in service in the next 2 weeks or so. Hermann Memorial will be breaking ground for new hangar/living quarter for a Life Flight service in Huntsville to help offset other services in Huntsville

Discussion Only

BUSINESS

1. Discuss and take action to grant Administrative Assistant access to all banking functions.

Discussion: Was requested by the Chief to enable the Admin Assistant the ability to electronically transfer funds between accounts, currently has access to all accounts and can move money between accounts by going into the bank and writing checks between accounts. There was a transfer that went back 3 months that did not get done. Charlsa currently takes care of payments and money movement, this would allow a more expedient process. When Sandy filled out forms to grant access for Charlsa she approved everything except online transfers. The only reason the access was requested was because Sandy was having to be called and the transactions would be done after the fact, and it would be more efficient to do them as it was being worked. Comments made that emails could be sent to Sandy, Ccing Chief when monies needed to be moved.

Discussion only, No action taken

2. Discuss and take action to approve the Duty Crew Holiday Schedule for 2026.

Discussion: At this time we do not have an approved pay scale for Holiday pay, we need to write into policy what our Holiday Schedule and pay would be or write in that there will not be holiday pay. Discussed options of days and pay. Discussed getting with other Fire Departments to see how they pay the staff that work designated holidays and what holidays they use.

Discussion only

3. Discuss and take action on the Station 52 Bunker Program.

Pass

4. Discuss and take action on the amendment to the RVFD By Laws.

Discussion: We have looked at this By-Law Amendment in November but were not able to vote it in as we did not have a Regular meeting in December. Amendments can only be approved with a yes vote at two consecutive Regular Board meetings. No one had any questions or comments.

Motion made to approve By-Law Amendment 2025-001

Motion: Brandon Tucker

Second: Lisa McGilberry

Vote: Unanimous

5. Discuss and take action on the Riverside Volunteer Fire Department chain of command for the Board President and Fire Chief.

Discussion: When responding to questions we should ensure that we are routing them up through the chain of command, if the question is outside of our realm of responsibility. Also, recognize that we have given the Chief the rights to speak on behalf of the Department.

Discussion Only

6. Updates from the Planning Committee.

Discussion: Planning Committee should be voted on every January. Add to next meeting to vote a new Planning Committee of three, to include a Board Member.

Discussion Only

8:43 pm, Moved to Executive Session

7. Discuss and take action to change the Administrative Assistant pay type from hourly to salary.

Discussion: Executive Session 551.074

Motion made to move Administrative Assistant position from an hourly paid position to a salaried position at an annual salary of \$26520.00, to be reviewed prior to the next Budget.

Motion: Sandy Hundl

Second: Matthew Gardner

Vote: Unanimous

8. Discuss and take action on financial investments.

Discussion Only

Regular meeting called back to order at 9:43pm

INFORMATION ITEMS

Public Comment- Non Agenda Items - None

Regular Board: Next Agenda Items Holiday Schedule for Duty Crew and elect new Planning Committee

Executive Board: Next Agenda Items:

ADJOURN

Motion was made to adjourn at 9:47pm.

Motion: Matthew Gardner

Second: Sandy Hundl Vote: Unanimous



Lisa McGilberry, Executive Board Secretary