

Riverside Volunteer Fire Department
Regular Session
Minutes
Thursday, January 16, 2025

CALL TO ORDER

Call to order 6:03 pm by President Tucker.

Present Quorum: Brandon Tucker, Sandy Hundl, Charlsa Dearwester

Roll Call: Sign In sheet verified

Charlsa Dearwester confirmed that the certification that Public Notice of meeting was given in accordance with State Law.

GENERAL

Prayer by President Tucker

Pledge of Allegiance

Citizens Input- Agenda Items: Item#8, Eddie Gardner notified the Executive Board that she was able to get a quote from J&N trash service and sent it to Chief Crocker to review. She stated that they were having trouble with Live Oak, the current service provider.

CONSENT AGENDA

1. Approve minutes from the previous meeting held December 19, 2024.

Discussion: Agenda item needs to be passed on at this time. Vice President Dearwester stated, the date of the previous meeting was held on December 10, 2024 and the date was not correct on the agenda item.

2. Approve Disbursement Report.

Discussion: Chief Crocker asked if the Sara Jones CPA \$1,000 one time setup fee was paid with the department's general fund. The expense is from setting up Quickbooks. Treasurer Hundl was advised to send the invoice to ESD for reimbursement approval as well as the monthly recurring expense for Quickbooks \$225 mo. The ESD approved the purchase of Quickbooks for the department prior to execution of the service.

3. Approve claims and invoices submitted for payment.

Discussion: Reimbursement to Chief Crocker for \$70.00 was for the Emergency Medical Services FRO license. The vendor only accepts electronic checks. HOLD: Boundtree, \$2, 266.37 for replacement and stock items for medial bags during internal review before the state audit. Not approved because of freight charges, sales tax, and pricing. Chief Crocker will resubmit a revised invoice before approval for payment. Receive, Overpayment \$150.00, Cancel check from former CPA, Donna Rosser. NOTE: Epsy, \$987.00, General account debit, Department Christmas Party, need invoice

4. Receive monthly Chief's Report.

Discussion: Chief Crocker presented his Chiefs Report included: update on station 52, call response, apparatus repairs, building/property report.

Motion was made to approve the consent agenda items with the exception of item #1 and contingency to hold the Boundtree invoice from payment.

Motion: Charlsa Dearwester Second: Sandy Hundl Vote: Unanimous

BUSINESS

1. Update on Cliticity Service Agreement and set up.

Discuss: Vice President Dearwester stated that all of the email accounts are being set up and each email user should receive an email from Google to set up the password to their new email account. Our original domain @riversidevfd.com was taken by another department in California so we had to change to @riversidevfd.org. Once each board member and the chief complete the email set up it was requested that they send the password to Mrs. Dearwester for safe keeping. The idea of the generic emails is so that we can continue the flow of business even when people change positions. The website will be set up once all emails are activated and photos for the website are received. The website will be the same style as the ESD to reduce the confusion of the citizens. The intent of the website is for transparency, awareness, promotion for involvement, immediate PSA's etc... Once completed all agendas and minutes will be available for viewing and printing.

Meeting was called to recessed at 7:10pm

Meeting was called to order at 7:12pm

2. Discuss and take action on Tactical Duty Crew Job Descriptions, to include: tactical and administrative positions.

Discussion: Board members reviewed the documents returned with the attorney edits. It was discussed to remove the physical requirements table on the administrative positions due to the perception of discrimination for the position. It was clarified that it should remain on the Tactical Job descriptions to include the board Tactical Liaison. Motion was made to approve the job descriptions presented with the attorney's corrections with the exclusion of the physical requirements table to be removed from the administration positions.

Motion: Charlsa Dearwester Second: Sandy Hundl Vote: Unanimous

3. Discuss and take action on a letter of resignation.

Discussion: President Truckler announced that the board received a letter of resignation from Charlene Crocker who was our Board Secretary effective immediately on January 10, 2025. We were sad to learn of her resignation and that we appreciate her efforts while serving. Motion was made to accept the resignation of Charlene Crocker.

Motion: Charlsa Dearwester Second: Sandy Hundl Vote: Unanimous

4. Discuss and take action on associate member applications received.

Discussion: President Tucker announced that he received two new applications for associate members for the Department. The applications were from John Hobbs and Lisa Mcgilbery. Motion was made to accept John Hobbs and Lisa Mcgilbery as associate members.

Motion: Charlsa Dearwester Second: Sandy Hundl Vote: Unanimous

5. Discuss and Elect RVFD Executive Board Tactical Liaison position.

Discussion: President Tucker announced that he received one applicant for the Board Tactical Liaison position and it was John Hobbs. He stated that Mr. Hobbs has an extensive resume in firefighting, administrative duties, and certifications. Mr. Hobbs was willing to serve as the Tactical Liaison for the department and felt it would be a way to continue supporting the citizens of Walker County. Motion was made to elect John Hobbs as the Board Tactical Liaison.

Motion Sandy Hundle Second: Charlsa Dearweter Vote: Unanimous

6. Discuss and Elect RVFD Executive Board Secretary position.

Discussion: President Tucker announced that he received one applicant for the Board Secretary position and it was Lisa Mcgilberry. He stated she has years of administrative experience and has fire department experience although minimal he feels that she would be a great fit for the position. Motion was made to elect Lisa Mcgilbery as Board Secretary

Motion: Charlsa Dearwester Second: Sandy Hundl Vote: Unanimous

7. Discuss and take action on the Chief's employment payroll review.

Discussion: Vice President Dearwester notified the board of prior discussion and decisions to re-evaluate Chief Crocker in January due to previous directives by the board at the recommendation of the hiring committee. Those directives were to pay Chief Crocker as a contract employee and because of the method increase the pay to cover the cost of taxes that would be a direct cost to him. Mrs. Dearwester stated that Chief Crocker has been doing a great job fulfilling his role and duties as Chief and that because we now have Quickbooks being set up, then we should move him to his original salary and pay him as an employee rather than a contract employee. President Tucker agreed and reiterated the fact that Chief Crocker has done well and that we should review his salary at his annual employment mark. Motion was made to pay Chief Crocker as an employee effective January at this original agreed salary without the additional monies and the board will review his salary at his annual evaluation.

Motion: Charlsa Dearwester Second: Sandy Hundl Vote: Unanimous

8. Discuss and take action on finalization of Thomas Lake Road Volunteer Fire Department.

Discussion: Treasurer Hundl stated that the TLR ESD account is still open, Ms. Hundl and Eddie Gardner to close it by the next ESD meeting on January 28, 2025. The funds from the closed TLR ESD account will be deposited into the RVFD ESD account. Live oak was not doing the service, J&N \$35 mo. pick up 2- 96 gal once a week, household garbage only. Trash It \$45 mo. (\$30 per can + \$10 additional can) pick up 2- 96 gal once a week, garbage type not indicated. Agenda item was passed and a new agenda item for next month was recommended. Chief Crocker will solicit for the service and bring it back next month. Motion was not given

Motion: NONE Second: NONE Vote: NONE

9. Discuss and take action on facts received pertaining to National Night Out 2024.

Discussion: Vice President Dearwester explained that factual information was presented to the board about appropriations of the budget for the event. Mrs. Dearwester explained that she spoke with those involved and the intent was in good faith. Although the perception of the incident was not favorable, no one did anything illegal and that we should move forward as it was merger madness. We had several new members who were not accustomed to new policies and ways of doing business in our department. It was meaningfully stated that we are all on the same page and we have clear communications and expectations moving forward and this is the end of this incident and discussion of it. Motion was not given

Motion: NONE Second: NONE Vote: NONE

10. Discuss and take action on attorney reviewed documents.

Discussion: All board members reviewed the documents and agreed that they would accept the revision recommendations by the attorney although several were repetitive, they are sure it was for the best interest of the department. Motion was made to accept all of the document revisions and implement the documents effective immediately with the exception of bylaws to be voted at the next regular meeting.

Motion Charlsa Dearwester Second: Sandy Hundl Vote: Unanimous

11. Discuss and take action on the purchase of 2 laptops, 2 docking stations, and 2 desktop hard drives that were approved by the ESD at their November meeting.

Discussion: Chief Crocker proposed a \$4,379.60 proposal to purchase new computers for the station. It was stated that these items were submitted to the ESD for budget and that they were for replacements of old and/or new duty crew. The amount approved in the budget request for the computers was less than the amount being proposed although it did not exceed the whole amount of the request. Motion was made to approve the purchase for the computers contingent on the ESD prior review and approval of the change to include the option to use the monies allocated for the desks to pay for the laptops.

Motion: Charlsa Dearwester Second: Sandy Hundl Vote: Unanimous

12. Discuss and take action on the estimate received for door repair at station 51 from overhead door repair.

Discussion: Chief Crocker explained that bay 6 has damaged and needs repair, bay 2 screams when it is open because it has shifted, door openers need to be updated because the only thing we can do is minimal maintenance, and doors are unable to automatically open with remote opener. The board was presented with an estimate for \$12, 254.00 from Conroe Commercial Door Solutions LLC. Due to the value of the estimate a motion was made to send an itemized estimate for approval by the ESD to be broken down between maintenance and upgrades for station 51 overhead doors.

Motion: Sandy Hundle Second: Charlsa Dearwester Vote: Unanimous

13. Discuss and take action on the annual generator maintenance agreement with Comfort Pro for generators at station 51 & station 54.

Discussion: Chief Crocker presented an estimate from Comfort Pro Solutions for generator maintenance at station 51 & station 54 at the rate of \$675 ea per year for a total of \$1,350. It was asked to verify when the existing contracts expired. Chief was unable to give the date and stated he would verify. Motion was made to approve the annual generator maintenance agreement for both stations contingent upon verification of existing contracts.

Motion: Charlsa Dearwester Second: Sandy Hundl Vote: Unanimous

14. Discuss and take action to establish a SOP Committee.

Discussion: President Tucker stated that he reached out to a few people who said they could not serve at this time. Conclusion was Chief, Tactical Liaison John Hobbs, and Melissa Meizen. Motion was made to accept the President's nominated members: Chief Crocker, Board Tactical Liaison John Hobbs and Associate Member Melissa Meizen.

Motion Charlsa Dearwester Second: Sandy Hundl Vote: Unanimous

15. Discuss and take action to establish a Planning Committee for future events.

Discussion: President Tucker stated that he reached out to a few people and only Eric Price agreed to serve on the committee. Mr. Tucker recommended that at this time we should move forward with Eric Price and allow for changes to add members as they are available and want to participate., Motion was made to establish the Planning Committee for future events and that Eric Price will perform these duties.

Motion: Charlsa Dearwester Second Sandy Hundl Vote: Unanimous

16. Discuss and take action to delegate Town Hall meeting preparations to the Planning Committee.

Discussion: None Motion was made to delegate town hall meeting preparations to the Planning Committee.

Motion: Charlsa Dearwester Second Sandy Hundl Vote: Unanimous

17. Delegate person to set up payroll in quickbooks.

Discuss: Chief Crocker stated that we have Quickbooks up and going, however, we need help setting up employees, personnel, bank accounts, how to pay, general ledger, etc. He feels that this responsibility should be someone else due to financial perception. Motion was made to delegate Ben Crocker to set up quickbooks with assistance from Charlsa Dearwester.

Motion: Charlsa Dearwester Second Sandy Hundl Vote: Unanimous

EXECUTIVE SESSION None

INFORMATION ITEMS

Public Comment- Non Agenda Items - None

Executive Board: Next Agenda Items:

Comfort Pro Solutions, Instal electricity for TLR metal building, \$5,1014.99

E-55 Safe Industries, Maintenance emergency repair, (Did we as a board approve the repairs?) \$6,089.00

U54- Use as a command vehicle at station 51, U52 would be a volunteer vehicle

Decals for TLR vehicles and apparatuses

Station 54 name to remain as TLR

HW54 has charging issues and air & brake issues

Trash service at Station 54

Station 54 overhead door

Initiate a set up for Amazon Smile and Kroger donation rewards

Station 51 bay door repairs

ADJOURN

Motion was made to adjourn.

Motion: Charlsa Dearwester

Second Sandy Hundl

Vote: Unanimous



Charlsa Dearwester, Executive Board Vice President