

Riverside Volunteer Fire Department
Regular Session
Minutes
Tuesday, February 10, 2026
7:30pm

CALL TO ORDER

Call to order 7:30 pm by Brandon Tucker, President.

Present Quorum: Brandon Tucker, Matthew Gardner, Sandy Hundl, John Hobbs, 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 Brandon Tucker, President

Pledge of Allegiance

Citizens Input- Agenda Items: None

CONSENT AGENDA

1. Approve minutes from the previous meetings held in January.

Discussion: Correct Spelling to the following: Charlsa, Hundl, and Memorial Hermann

Motion made to accept the minutes with the above corrections.

Motion: Lisa McGilberry Second: Sandy Hundl Vote: Unanimous

2. Approve Disbursement Report.

Motion made to accept Disbursement Report as presented.

Motion: John Hobbs Second: Matthew Gardner Vote: Unanimous

3. Approve claims and invoices submitted for payment.

Motion made to approve claims and invoices.

Motion: Matthew Gardner Second: Sandy Hundl Vote: Unanimous

4. Receive monthly Chief's Report.

Discussion: Started Billing and Recovery program, there have been a few issues with getting information but are working through it. Changes to be made to Monthly Chiefs Report, to indicate Duty Crew hours.

BUSINESS

1. Discuss and take action on Amendment to the RVFD By Laws.

Motion made to accept Bylaw Amendment 2025-001.

Motion: John Hobbs Second: Matthew Gardner Vote: Unanimous

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

Discussion: Reviewed SOP outlining the holiday pay schedule for the duty crew as well as reviewed the recognized holidays.

Motion made to adopt SOP titled Holiday Pay Policy (Duty Crew Personnel) to be reviewed annually prior to January 1st of each year.

Motion: John Hobbs Second: Sandy Hundl Vote: Unanimous

3. Discuss and take action to approve 2025 Tax Season Engagement Letter, Sarah Jones CPA LLC.

Discussion: Discussed the costs and coverage included in the 2025 Tax Season Engagement Letter-Sarah Jones CPA LLC.

Motion made to consent for Engagement letter with Sarah Jones to compute taxes.

Motion: Lisa McGilberry Second: Sandy Hundl Vote: Unanimous

4. Discuss and take action to approve the Chart of Accounts for the General Fund.

Discussion:

Motion: Motion made to approve Chart of Accounts for General Fund Budget for the 2026 year. Budgeted within Available amounts.

Motion: Matthew Gardner Second: Lisa McGilberry Vote: Unanimous

5. Discuss and take action to set a budget for the General Fund.

Discussion: This is a preliminary Budget, subject to change to match the General Fund budget.

Motion made to accept the General Fund Budget for the 2026 year, budgeted within General Fund

Motion: Sandy Hundl Second: Brandon Tucker Vote: Unanimous

6. Discuss and take action on a Bunker Program at Station 52.

Discussion: Create a committee to develop a program, the committee will need to meet monthly as well have at least two workshops. This committee will be developing a program from the ground up.

Discussion Only

7. Discuss and take action to appoint a Planning Committee.

Discussion: To develop a Planning Committee of at least three people to plan and implement events throughout the year.

Motion made that the Planning Committee will consist of Eric Price as President, Lisa McGilberry and Sharee Enloe,

Motion: Matthew Gardner Second: Sandy Hundl Vote: Unanimous

8. Discuss and take action on appointment of an information officer, a point person to speak to the public and the various boards.

Discuss only

9. Update from the Planning Committee.

Discussion: General layout of event plans for the next 6 months

Discussion Only

INFORMATION ITEMS

Public Comment- Non Agenda Items - None

Regular Board: Next Agenda Items: Select Bunker Program development committee, Budget for Planning Committee, Correct Administrative Assistant's yearly salary as a salaried position from documented amount from January's Board meeting, ,

Executive Board: Next Agenda Items:

ADJOURN

Motion was made to adjourn at 9:07pm

Motion: Brandon Tucker Second: Lisa McGilberry Vote: Unanimous



Lisa McGilberry, Executive Board Secretary