

**Riverside Volunteer Fire Department  
Regular Session  
Minutes  
Thursday, May 8, 2025**

**CALL TO ORDER**

Call to order 6:02 pm by Vice President Dearwester.

Present Quorum: Charlsa Dearwester, Sandy Hundl, Lisa McGilberry

Roll Call: Sign In Sheet verified

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

**GENERAL**

Prayer by Vice President Dearwester

Pledge of Allegiance

Citizens Input- Agenda Items

**CONSENT AGENDA**

1. Approve minutes from the March 2025 Board Meeting

Discussion: Minutes were reviewed and discussed. Motion was made to approved with corrections to the spelling of Charlsa Dearwester's name as listed under General and adding the last name McGilberry under Business # 4.

Motion: Sandy Hundl      Second: Lisa McGilberry      Vote: Unanimous

2. Approve Disbursement Reports for March 2025 and April 2025.

Discussion: Reflect in March's expenditures that the \$44,071.71 was for ESD approved purchases that included computers, radios, etc.

Motion: Charlsa Dearwester      Second: Lisa McGilberry      Vote: Unanimous

3. Approve claims and invoices submitted for payment.

Discussion: Claims and invoices were reviewed and approved by the Board. Note the doors have been serviced/fixd as good as they are going to get at this time. Note that the mowing services should only be mowed once every two weeks and should not exceed the allotted number of 13 within the specified time frame. Motion made to approve payment to claims and invoices.

Motion: Charlsa Dearwester      Second: Sandy Hundl      Vote: Unanimous

4. Receive monthly Chief's Report.

Discussion: Chief Crocker went over the RVFD Monthly Chiefs Report that he provided for the May 8, 2025, Board meeting. During the meeting he stated:

- Monthly call responses are up an estimated 43%. This shows a steady increase over the past seven (7) months.
- Worked up a new schedule for 24/7 coverage to present to ESD (per their request). Admin originally approved Budget to increase for taxes and overtime.
- Was not happy with Conroe Commercial door repair services, but they got the job done.
- Duty crew is currently at 90% minimum staffing, as requested by the ESD. There is currently one (1) pending applicants.

- Schedule Payroll position not filled at this time, the position description was reworked to include additional administrative duties, and the title was changed to Administrative Assistant.
- One (1) volunteer firefighter has been let go and one (1) more will be for failing to show up for training and calls.
- 27 sets of gear will be thrown away because they had exceeded their expiration date.
- New sets of gear will be ordered by next month to prevent the loss of grant monies. ESD had been notified of the grant, and its purposes when it was originally received.
- All apparatuses are in service with no known issues, except for Tanker 54's charging issues.
- Station 54 generator parts have been ordered, and we are currently waiting for them to come in, cost of repairs have previously been approved.
- New generator at 52 set up and working. Fence was supposed to be a privacy fence, but a chain link fence was put in place.

Motion: Charlsa Dearwester

Second: Sandy Hundl

Vote: Unanimous

## **BUSINESS**

### 1. Update to Department Website.

Discussion: Charlsa Dearwester provided update on the Riverside Volunteer Fire Department website. Mrs. Dearwester reported that she has been in correspondence with Blain from Clicktuity. The plan is to have a live website by next Thursday. Once it is confirmed to be functioning correctly, hyperlinks to other entities' websites will be added. Additionally, agendas and meeting minutes will be posted to ensure transparency.

No action is required

### 2. Discuss and take action to approve amendments of Department Bylaws.

The first review of the Amended By-Laws occurred in March. The second review was scheduled for April but was postponed due to lack of quorum. Our current By-Laws require the amended By-Laws to be reviewed and voted on at two consecutive Board Meetings. Since the Agenda specified a second review and vote, the May meeting did not include the vote. The review and vote will now be scheduled for June's Board Meeting.

No action, Pass

### 3. Discuss and take action on RVFD Chief's Salary.

Discussion moved to an Executive Session

Meeting adjourned 6:45pm

Call to order: 7:39pm

Motion made to increase the RVFD Chief's salary to \$4,500.00 a month.

Motion: Lisa McGilberry      Second: Sandy Hundl      Vote: Unanimous

### 4. Discuss and take action on FY 2026 budget.

Discussion: We typically adapt last year's budget to this year's needs with a 10% increase. We will use the ESD's ledger line items for a cohesive layout. The Chief will review the incoming year's needs and expenses, distinguishing between one-time and ongoing costs, such as medical supplies, replacement gear, and vehicle maintenance. He will identify potential areas of increased costs due to the economy and add budget for building and vehicle maintenance. Mrs. Dearwester asked the Chief to consult the Duty Crew for suggestions, as they work at other stations. The fiscal

year starts October 1. The Chief requested the Board's help to review last year's budget and make recommendations for the upcoming year's budget. Mrs. Dearwester agreed to assist him.

No Motion

5. Discuss and take action on signage at Station 54  
Discussion: Pass
6. Discuss and take action on RVFD and ESD #1 patch.  
Discussion: Patch was reviewed and approved  
Motion: Charlsa Dearwester      Second: Sandy Hundl      Vote: Unanimous
7. Discuss and take action on appointing a secondary person to have access to all account information (username, passwords, security questions).  
Discussion: To ensure that accounts, including banking and checking, can be accessed if the Treasurer is unavailable.  
Motion made for Sandy Hundl and Lisa McGilberry to have access to all RVFD accounts, including the First Financial Bank savings account, Account # \_\_\_\_\_, belonging to the Riverside Volunteer Fire Department.  
Motion: Charlsa Dearwester      Second: Lisa McGilberry      Vote: Unanimous
8. Discuss and take action on Thermal Image Camera  
Discussion: The Thermal Image Camera has been ordered and received. The purchase was made to utilize grant money, with a total cost of \$4,078.00. This discussion is for informational purposes only, as payment approval has already been granted.
9. Discuss and take action to initiate accounts for Amazon Smile and Kroger Donation rewards.  
Discussion: Pass
10. Discuss and take action on internet and Wi-Fi solutions for stations and apparatuses.  
Discussion: Windstream is insufficient, no other Wi-Fi available but Starlink. Apparatuses are outfitted with MD2s and require Wi-Fi to operate. Currently, Duty Crew and Volunteer Fire Fighters would have to utilize their personal Wi-Fi, and they are not comfortable with this process. AT&T Business offers a two pack of portable Wi-Fi devices for \$102.00 a month. If purchased, they would be placed in designated apparatuses. The Chief does not have access to current AT&T accounts to get additional information on products and services.  
Motion to give Sandy Hundl authority to navigate the best value and Terms for the RVFD from our AT&T accounts and to set up two portable hot spots (can convert to business account) by next Business Meeting.  
Motion: Charlsa Dearwester      Second: Lisa McGilberry      Vote: Unanimous
11. Discuss and take action on a long-term lease agreement for the small storage building at TLRVRD, Station #54.  
Discussion: Pass
12. Discuss and take action on identification cards for all personnel.  
Discussion: Previously, Walker County provided ID cards for Fire Fighters, this has recently changed and we are no longer able to get ID cards made through them. Currently, the RVFD does not have the ability to obtain new ID cards for staff.  
Motion to purchase a Single Sided ID Card Printer and Software, 3 in 1 ID Badge Slot Punch and 30 mil Graphic Quality PVS Cards  
Motion: Charlsa Dearwester      Second: Lisa McGilberry      Voted: Unanimous
13. Discuss Thomas Lake Road Community Room.  
Discussion: Due to continued dissatisfaction from the different communities on Thomas Lake Road it is being suggested that oversight of the Community Room be given back to the ESD for them to make the necessary decisions on room rentals.  
Motion: Charlsa Dearwester      Second: Lisa McGilberry      Vote: Unanimous

14. Discuss and take action on changing Board Meetings dates from Thursday to the second Tuesday of the month.

Discussion: Board Meetings will be held on the second Tuesday of the month, starting with the June 10, 2025, meeting.

Motion: Charlsa Dearwester      Second: Sandy Hundl      Vote: Unanimous

15. Discuss and take action on position description changes.

Discussion: Change and update the Payroll Scheduler position to Administrative Assistant, including additional job duties.

Motion: Sandy Hundl      Second: Charlsa Dearwester      Vote: Unanimous

16. Updates from Planning Committee.

Discussion: The 100 year celebration of the Huntsville Fire Department is scheduled for Saturday, May 17, 2025, they are requesting personnel from surrounding Fire Departments to be present.

Everyone is requested to meet at University and 13<sup>th</sup> street.

### **EXECUTIVE SESSION**

### **INFORMATION ITEMS**

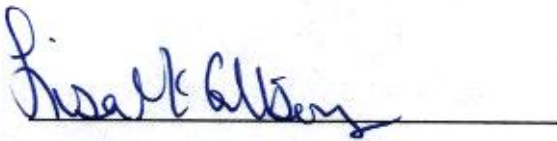
Public Comment- Non Agenda Items - None

Executive Board: Next Agenda Items:

### **ADJOURN**

Motion was made to adjourn at 8:22pm.

Motion: Charlsa Dearwester      Second:      Sandy Hundl      Vote: Unanimous



Lisa McGilberry, Executive Board Secretary