

**Riverside Volunteer Fire Department
Special Session
Minutes
Sunday, July 13, 2025**

CALL TO ORDER

Call to Order at 2:00pm by President Brandon Tucker
Present Quorum: Brandon Tucker, Charlsa Dearwester, Sandy Hundl, Lisa McGilberry,
Roll Call: Sign In Sheet verified
Certification that "Public Notice of Meeting" was given in accordance with the Open Meeting Act.

GENERAL

Prayer by President Tucker
Pledge of Allegiance
Texas Pledge of Allegiance
Receive Citizens Input - None

CONSENT AGENDA

1. Approve minutes from the previous meeting held June 2025
 Motion made to approve June Meeting Minutes with the following changes: Under Consent Agenda #4 and Business #1 and #6, change Vote to include Yea and Nay to include the name of the Board Member that abstained.
 Motion: Charlsa Dearwester Second: Brandon Tucker Vote: Unanimous

2. Approve Disbursement Report
 It was noted that the Payroll account only had \$13,761.46, money would have to be moved from other accounts to cover upcoming Payroll.
 Motion was made to approve
 Motion: Charlsa Dearwester Second: Brandon Tucker Vote: Unanimous

3. Approve claims and invoices submitted for payment
 Note: Clicktunity billed back to March, but did not include July.
 Sara Jones CPA went up from \$250.00 to \$500.00, stating workload was more than approved. Once the Chart of Accounts are built into QuickBooks we could handle ourselves, but we would still need quality control. Focus on getting the Chart of Accounts loaded, at that time we could discuss options for CPA to conduct Quarterly and Annual audits.
 Motion made to make payment
 Motion: Charlsa Dearwester Second: Brandon Tucker Vote: Unanimous

4. Receive monthly Chief's Report

Call stats are up to 95.65%, only problems seem to be between 11pm and 3am. This appears to be from lack of personnel during the early hours of the morning. Working on breakdown numbers but waiting to get numbers for October, this would allow as many of the Duty Crew numbers as possible. The questions were asked if the no-responsive calls were in a specific geographical area, or if it was a specific type of call. The Chief stated that he would look into it and get back with them. Brandon Tucker asked if it could be broken down by the type of call, time, day of week and geographical location.

The cost of moving the building from Station 54 to Station 51 is going to cost a little more than originally thought. Charlsa stated, "Do not stop forward movement on arranging the move." and to add the cost increase to the August BOD Meeting.

Station 51 AC system has gone down twice in the last year; it has been known for years that the system will need to be replaced. Currently there is one quote, and efforts will be made to get two more. Chief will be submitting a one-time purchase request to the ESD to replace the HVAC at Station 51 which will consist of 2½ ton main unit. Charlsa asked that he reach out to Flash Air Solutions for a quote.

The storage shed at Station 51 that was damaged last month is still damaged, the quote that was given was not correct and having to be redone, also requested a quote from a company out of Livingston.

Duty Crew has three (3) new members, will have to let one go next month and two turned down offers. The goal is fifteen (15) Duty Crew members, will leave position posted.

Apparatus Report

- B-51 repairs needed in the shop are getting estimate, so far, we know it has a turbo leak, a massive oil leak as well as other issues. Right now, we are looking at \$15,000.00, but the estimate is being reworked, it could be more. Hoping to have final estimate for the next ESD meeting for approval.
- Highwater 54 went down last month, and had to be towed in. The truck overheated and lost air pressure. The overheating has not been duplicated but the loss of air pressure has, it occurred when the Chief was driving it to Conroe for new tires. There was a substantial part order for the truck, around \$1,500.00. Chief was told that the tires had such major flat spots that it was dangerous to drive at highway speeds. Southern Tire Mart quoted 2 tires at \$2,529.00 each, replacing the front two, will still need to replace the four (4) back tires, will cost around \$6,000.00.
- Utility 51 in shop for maintenance and two (2) new tires.
- Utility 54 had was put in the shop for vibration in the front end, it was discovered that both front shocks were bent, they were replaced and it's back in service.

Station 51 has a leak in the roof, in the process of looking for contractors for quotes.

Administrative Assistant position, working on getting the Job Description posted on our website, then will have the position posted.

Motion made accept Chief's Report

Motion: Charlsa Dearwester Second: Brandon Tucker Vote: Unanimous

BUSINESS

1. Discuss and take action on payments for reoccurring bills
 - Boundaries need to be set; contract has to be specified amount and specified duration
 - Utility bills would fall under recurring payments
 - Lawn care would also, once it's under contract
 - Should be payments that's not going to change

Examples: Utilities, Trash, Verizon, Windstream, Clicktuity, Sam Houston, Riverside Water, CPA (with contract)

Motion made that we develop approval and procedures for assigning recurring bills for automatic payment with preapproval to include vendor with contract that outline specific terms to consistent payment amounts and termination clause. Vender included shall be utilities, services and ongoing consistent expenditures.

Motion: Charlesa Dearwester Second: Sandy Hundl Vote: Unanimous

2. Discuss and take action for RVFD Board Members attending ESD meetings

RVFD Board will make a good faith effort to ensure at least one Board Member will be at ESD meeting to provide support for the Fire Chief.

Discussion Only

3. Discuss and take action on developing questions to ask ESD Board at July meeting.

Pass

4. Discuss and take action on paying invoices through QuickBooks

Motion made to pay invoices through QuickBooks as quickly as possible as well as a one-time purchase for Quickbooks training, not to exceed \$2000.00 one-time purchase and \$80.00 recurring.

Motion: Charlesa Dearwester Second: Lisa McGilberry Vote: Unanimous

5. Discuss and take action on 2025 RVFD Budget

Attend ESD meeting to explain Budget lines and Fire Chief will provide one time purchases.

Discussion Only

6. Discuss and take action on TLR Community Room

Motion made for the RVFD Board to take over full control of the TLR Community Room and use the Policy and Usage Agreement provided by the ESD.

Motion: Brandon Tucker Second Lisa McGilberry

Vote: 3 yea 1 nay, Charlsa Dearwester

7. Discuss and take action on letter for financial contribution from Sam Houston Electric Cooperative

Discussion Only

8. Discuss and take action on scheduled RVFD Board Meeting dates

Discussion Only

9. Update on repairs to Station 52

Pass

10. Updates from Planning Committee

Pass

EXECUTIVE SESSION

INFORMATION ITEMS

Public Comment- Non Agenda Items:

Executive Board: Next Agenda Items:

- Swift Water Rescue training & lodging
- Chart of Accounts w/QuickBooks
- National Night Out
- Add money to building relocation from Station 54 to Station 51

ADJOURN

Motion was made to adjourn at 3:44pm

Motion: Brandon Tucker Second: Charlsa Dearwester Vote: Unanimous



Lisa McGilberry, Executive Board Secretary