

**Riverside Volunteer Fire Department  
Regular Session Minutes  
Tuesday, October 14, 2025**

**CALL TO ORDER**

Call to order at 7:30pm, Brandon Tucker, President

Present Quorum: Brandon Tucker, John Hobbs, Lisa McGilberry

Roll Call: Sign in Sheet verified

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

**GENERAL**

Prayer by President Tucker

Pledge of Allegiance led by President Tucker

Texas Pledge of Allegiance led by President Tucker

Receive Citizens Input - None

**CONSENT AGENDA**

1. Approve minutes from the previous meeting held in September 2025.  
Motion made to approve September Meeting minutes with the following changes: Remove Chief Statement from Business #7.  
Motion: Brandon Tucker      Second: John Hobbs      Vote: Unanimous
2. Approve Disbursement Report.  
Discuss: New formatting for Disbursement Report was presented allowing for additional information.  
Motion made to approve new formatting and Disbursement Report.  
Motion: Brandon Tucker      Second: John Hobbs      Vote: Unanimous
3. Approve claims and invoices submitted for payment.  
Motion made to approve payments to claims and invoices  
Motion: Brandon Tucker      Second John Hobbs      Vote: Unanimous
4. Receive monthly Chief's Report.

**BUSINESS**

**Deviate to # 10**

**Deviate to # 11**

**Deviate return to #1**

1. Discuss and take action on signature cards for banking accounts.  
Motion made for all Riverside Volunteer Board Members and Administrative Assistant to be on the signature cards for First Financial Bank Saving Account (25005003967) and First National Bank Trinity, ESD Account (2022044), Payroll Account (2031953), and General Account (2022051). Board Members: President Brandon Tucker, Treasurer Sandy Hundl, Tactical Liaison John Hobbs, Secretary Lisa McGilberry, Administrative Assistant Charlsa Dearwester.  
Motion: Brandon Tucker      Second: John Hobbs      Vote: Unanimous
2. Discuss and take action on authorizations and payment methods.  
Discussion: Bills are paid by Quickbooks, ACH and checks. Checks are the only payment method used that requires dual signatures. Charlsa Dearwester is currently working with Sarah Jones to add the approved chart of accounts. This would allow us to move away from writing checks and give us the ability to pay bills in a timely manner, thus saving money on penalty and interest charges due to late payments.  
Motion made to delegate authority to the Administrative Assistant to perform cost saving methods in interest of the Riverside Volunteer Fire Department to include setting up ACH and Quickbook payment methods.  
Motion: Brandon Tucker      Second: John Hobbs      Vote Unanimous

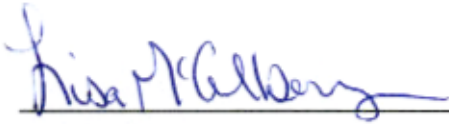
3. Discuss and take action to purchase 6 coats and 6 pants of duplicate gear from Casco Industries, Inc in the amount of \$14,820.00.  
Passed
4. Discuss and take action to award Lawn Maintenance BID# 202520261.  
Motion made to award Bid# 202520261 for lawn maintenance to 4 Seasons Lawncare for October 1, 2025 through September 30, 2026.  
Motion: John Hobbs                      Second: Brandon Tucker                      Vote: Unanimous
5. Discuss and take action to award Pest Control Services BID# 202520262.  
Motion made to award Bid# 202520262 for pest control services to Precision Pest Control for October 1, 2025 through September 30, 2026.  
Motion: John Hobbs                      Second: Brandon Tucker                      Vote: Unanimous
6. Discuss and take action on grate repair/replacement at Station 54.  
Motion made to approve up to \$1,000.00 for repairs.  
Motion: Brandon Tucker                      Second: John Hobbs                      Vote: Unanimous
7. Discuss and take action on reimbursement for EMT B Class.  
Motion made to reimburse Eric Price for EMT B class in the amount of \$1,499.00 to be paid from the General fund.  
Motion: John Hobbs                      Second: Brandon Tucker                      Vote: Unanimous
8. Discuss and take action to reimburse Chief Crocker for Intuit expenses.  
Motion made to reimburse Chief Crocker the \$433.86.  
Motion: John Hobbs                      Second: Brandon Tucker                      Vote: Unanimous
9. Discuss and take Action on SAFE-D conference attendees.  
Discussion: Would like to send as many as possible to class. In addition to sign up personnel request, Brandon Tucker, Lisa McGilberry and Chief Crocker will plan to attend.
10. Discuss and take action on resending treasurer's resignation.  
Discussion: Sandy Hundl previously turned in her resignation letter to resign from the Treasurer position at the end of her term, which ended the last day of September. Sandy Hundl then turned in a request to rescind her resignation.  
Motion made to reinstate Sandy Hundl to Treasurer position  
Motion: John Hobbs                      Second: Brandon Tucker                      Vote: Unanimous
11. Executive Board Position Elections for Treasurer and Vice President.  
Did not have Applicants for Vice President Position  
Sandy Hundl was nominated by Ben Crocker and John Hobbs for the Treasurer position.  
Roll Call Vote: Unanimous
12. Discuss and take action on development of a Bunker Program at Station 54.  
Discussion: John Hobbs and Chief Crocker, will put something together to present at the ESD meeting. Should include how many can be housed, time frame to make calls, percentage of calls that would have to be made, etc.
13. Discuss and take action on Planning Committee events.  
Discussion: Christmas Gathering/meeting tentatively scheduled for December 5, 2025. Will look for a venue and caterer. Pictures with the Mean Green, with Eric Price to schedule, will have actor in costume, photographer, hot coco, cookies.  
Motion made to approve up to \$2000.00 for the Mean Green event  
Motion: Brandon Tucker                      Second: John Hobbs                      Vote: Unanimous

Adjourned at 9:05 PM

Items for next month's meeting:

Next meeting scheduled in November

- Amendment to RVFD By Laws



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Lisa McGilberry, Executive Board Secretary