

**Riverside Volunteer Fire Department
Regular Session Minutes
Tuesday, December 18, 2025**

CALL TO ORDER

Call to order at 7:30pm, Lisa McGilberry, Secretary

Present Quorum John Hobbs, Sandy Hundl, Lisa McGilberry

Roll Call: Sign in Sheet verified

Certification given the "Notice of Meeting" was posted in accordance with the Open Meetings Act; Per Lisa McGilberry

GENERAL

Prayer by Charlsa Dearwester

Pledge of Allegiance led by Secretary Lisa McGilberry

Texas Pledge of Allegiance led by Secretary Lisa McGilberry

Receive Citizens Input - None

CONSENT AGENDA

1. Approve minutes from the previous meetings held in December.
Motion made to approve Meeting Minutes for meeting held on December 9, 2025.
Motion: John Hobbs Second: Sandy Hundl Vote: Unanimous
2. Approve Disbursement Report
Motion made to approve Disbursement Report
Motion: Lisa McGilberry Second: John Hobbs Vote: Unanimous
3. Approve claims and invoices submitted for payment.
Discussion: Radcliffe, Adams, & Barner is the legal firm hired to complete the documentation for the merger of Thomas Lake Road Fire department and Riverside Volunteer Fire Department as well as represent us in court for the Bookout Estate probate hearing.
Motion made to approve claims and invoices
Motion: Sandy Hundle Second: John Hobbs Vote: Unanimous
4. Receive monthly Chief's Report.
Discussion: No call numbers, as Anthony from the Call Center has not provided them, Chief did say they are going to be similar to previous months. B51 out of service due to accident, debris from another vehicle struck windshield, pending repair at this time.

BUSINESS

1. Discuss and take action to approve budget for attorney.
Discussion: Paid the attorney Ratcliffe, Adams, and Barner \$1,713.63 to assist with court proceedings to represent us for the Bookout probate hearing as well as finished necessary paperwork for the TLRFD and the RVFD merger. Originally, there was an agreement to budget \$10,000.00 for attorney fees to use on an "as needed basis", we have since gone over that amount. Requesting to continue to keep Ratcliffe, Adams, and Barner on retainer, the funds would come from the General Fund.
Motion: Motion to set retainer with Radcliffe, Adams, and Barner for the amount of \$10,000.00 for 2026.
Motion: John Hobb Second: Sandy Hundl Vote: Unanimous

Deviate to # 7

2. Discuss and take action on Community Room Usage Agreement.
Discussion: We want to minimize the use of the community room outside of emergency operations, however we want to uphold the commitment to the citizens and POAs to still be able to utilize the community room for community functions. The suggestions in the addendum are already in place; this will clarify and make things more clear and concise.
Motion: Motion made to accept the amendments to Community Room Usage policy
Motion: John Hobbs Second: Sandy Hundl Vote: Unanimous

3. Discuss and take action on associate member resignation, Charlene Crocker
 Discussion: Charlene Crocker is resigning as Associate Member so she can join the ESD board, effective 12/1/2025.
 Motion: Motion made to accept resignation.
 Motion: Sandy Hundl Second: John Hobbs Vote: Unanimous
4. Discuss and take action on approving associate member, Matthew Gardner.
 Discussion: Matthew Gardner was asked if he preferred a closed meeting when discussing his potential approval to become an Associate Member, Matthew responded that an open meeting was fine.
 Motion: Motion made to accept Matthew Gardner as an Associate Member.
 Motion: John Hobbs Second: Sandy Hundl Vote: Unanimous
5. Discuss and elect Executive Board Vice President.
 Discussion: One application for the Executive Board Vice President position, Matthew Gardner. Charlesa Dearwester nominated Matthew Gardner.
 Roll Call Vote Unanimous
6. Discuss and take action on the Riverside Volunteer Fire Department Chain of Command.
 Discussion: Things that are related to Administration and Chief should be routed through the Chief. Your thoughts on how the Chain of Command should be set up.
 Pass
7. Discuss and take action on the Community Room Usage Agreement for Greenrich Shores POA.
 Discussion: Greenrich Shores POA has submitted a Community Room Usage Agreement, with few deviations, for the 2nd Saturday for every month for the year and one for every Thursday of every week for the year. Just in case they need it for POA purposes.
 Motion: To not allow consecutive weekly bookings of the Thomas Lake Road Community Room.
 Motion: John Hobbs Second: Sandy Hundl Vote: Unanimous

Deviate back to #2

8. Discuss and take action on amendment to the RVFD By Laws.
 Discussion: Vote can only be made at a regular session.
 Pass
9. Update from the Planning Committee.
 Discussion: Pictures with the Mean One, start to set up around 1pm, pictures to start at 4pm.

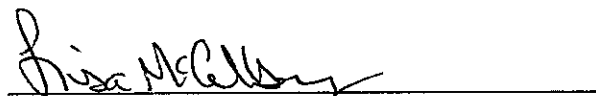
Motion to Adjourn meeting at 8:23pm

Motion: John Hobbs Second: Sandy Hundl Vote: Unanimous

Items for next month's meeting:

Next meeting scheduled for December

- Review of By Law Amendment
- Chain of Command



Lisa McGilberry, Executive Board Secretary