



Serving the Community Since 1974

Fritz Ring, President
Kirk McLaughlin, Fire Chief
Fairfield Glade Fire Department
7258 Peavine Road
PO Box 1547
Fairfield Glade, TN 38558
931.484.3801
www.fairfieldgladefire.org

Board of Director's – Minutes of Meeting

April 20, 2026, 2:00 pm.

Fairfield Glade Library. Meeting Room – Fairfield Glade

Fritz Ring, President

Dave Corcoran, Vice President

Kevin Mueller, Treasurer

Mike Grossman, Secretary

Scott Hartema, FGCC Representative Director

Kirk McLaughlin, FGFD Chief

Tom Kress, FGFD Representative Director

Pidge Douglas, Director

Richard Hicks, Director

Mission Statement

To protect the lives and property of those within the Fairfield Glade Community from fire, and other emergencies, whether natural or man-made, through fire suppression, emergency care, and public education, and by continuous training.

1. Call to Order and Pledge of Allegiance³

2. Roll Call and Welcome Guests

2.1. All Board Members present except Pidge Douglas. Quorum established for decision-making.

2.2. Guest – Mr. Derek Lane – State Representative's office

3. Adoption of Agenda

3.1. Motion by Dave Corcoran, second by Tom Kress to accept the agenda. Motion passed unanimous approval.

4. Formal approval - February 2026 Board of Director Meeting Minutes¹

4.1. -Note: there was no March BOD meeting due to winter weather.

4.2. Motion by Dave Corcoran, second by Tom Kress to approve the February 2026 Board of Directors meeting minutes. Motion passed unanimous approval.

5. Old Business - (Update on Open actions from previous meetings)

5.1. Kevin & Tom to provide update on Credit & Debit Cards for FD

- Kevin and Tom met with Regions Bank, who would require a \$10,000 balance for a \$5,000 card limit. TCM Bank (handles current card) asked for further forms. Motion requested to fill out the forms with four

executive committee members, aiming to remove personal guarantees and raise the card spending limit replace \$3,000 to \$5,000 per month

- Motion by Kevin Mueller, second Dave Corcoran. Motion passed unanimous approval.

5.2. Chief to develop an EMR Job Description with Bob Arida, the FD EMS Coordinator (Chief)

- Two versions exist; board to review and provide feedback to Chief. Chief will recommend the preferred version if no objections. There were no objections from the Board.
- Completed.

5.3. Kevin following up with H&R Block regarding an issue with 2025 Year-end financials

- Completed. Reflected in Treasurer's report.

5.4. Kevin to follow up with Scott regarding the FGCC monthly donations related to EMR program.

- Completed. Donations will be distributed as follows—one-twelfth of the operating budget will be sent monthly. For EMR items, reimbursement will follow expenditure and approval.

5.5. Kevin to investigate the procedure for repayment of \$50K to insurer related to the embezzlement

- @ \$51,000 currently accrued (as of March-end). Once \$50,000 recouped, a lump sum check to the insurer will be sent (not monthly). Plan for deadline in mid 2027.
- Completed.

ACTION: Fritz – to follow up with Parole Officer.

5.6. Kevin to follow up with Mary Ann to ensure we have a proper tracking process related to Grants

- MaryAnne to put copies of invoices in each grant folder – used for end of year reconciliation.
- Completed.

5.7. Kevin to follow up with Leon on EMR stipend reporting process

- Talked to Leon – misunderstood need; he does have capabilities.
- Stipends paid in March under operating; correct journal entries to split operating/EMR will be made in April. Check-in planned for May.
- Completed.

5.8. Kevin to follow up to ensure there is appropriate tracking of donations

- Process established with Mary Ann—grant expenses tracked by dedicated folders with invoice copies; donations tracked as best as possible, though some gifts may still lack clear designation.
- Completed.

5.9. Paul to follow up with other instructors to arrange a 2nd class in April/May

- Completed. Action completed; three potential instructors lined up.
- The second class will begin after the required 16-hour basic course.

5.10. Nancy and Mike to begin looking into EMR related grants

- County EMS County (e.g., EMS call data) requested, with assistance from County Commissioner Collen Mall, to justify equipment grants such as Lucas devices. Mike and Nancy will then draft narratives; prioritization and data acquisition continue.

5.11. Fritz to secure M365 Admin rights from the 3rd party and advise them that we were not going to establish a service level contract with them

- Completed. Administrative rights obtained and assigned to Leon; item considered closed.

6. New Business

6.1. Resolution for PO approvers – Fritz

- Kevin reminded the board of authorization limits: \$2500 PO / \$5000 credit card only.
- For PO approval, Kevin recommended the following:
 - Level 1 approval remove Abe Celik, Leave Chief Kirk and Deputy Chief Kurt Wehrman
 - Level 2 approval: Remove Ann Logsdon. Leave Kevin Mueller as the sole approval.
 - Level 3 approval: Remove John Rayls. Add Pidge Douglas and Tom Kress. Retain Rick Hicks.
- Motion by Kevin Mueller, second Dave Corcoran to accept changes. Motion passed unanimous approval.

6.2. Other – Electronic Authorizations / Approvals

- **Purchase multiuse vehicle / wet rescue \$175K**
 - “Electronic” vote held for vehicle purchase (wet rescue/brush truck) for \$175,000.
 - Seven votes in favor
 - One vote against
 - One vote not received

ACTION: Final inspection/pickup planned before April 30th – Chief to coordinate.

- **Toughbooks Purchase - \$10,790**
 - Change from original grant requested items.
- **Generator and light purchased for \$2,599**
- Motion by Dave Corcoran, second by Kevin Mueller to accept all three electronic purchases – Motion passed unanimous approval.

7. Board Treasurer’s Report – Kevin Mueller

7.1. Update on 2025 Year-end financials

- Total assets: just over **\$1,000,000**
- 2025 revenues: over **\$500,000** (budgeted: \$370,000+),
- Mailer revenue exceeded budget by **\$93,000**
- Unplanned State Grant: **\$19,200**
- Capital donations: +\$28,000 over budget
- Total: **\$189,000** aggregate above budget
- Expenses: **\$150,000** (budget: \$160,000; \$12,000 under budget)
- Final: **\$200,000**+ better than budgeted
- Motion by Dave Corcoran, second by Fritz Ring to accept 2025 Year-End Financials Report as presented - Motion passed unanimous approval.

7.2. Update on 2026 Q1 / YTD financials

- Cash increased **\$50,000** (replace year-end)
- Q1 revenue: **\$72,000**
- Incl. **\$40,000** subsidy operating expense Fairfield Glade Community Club
- Expected \$9,000 replace Cumberland County (received in early April).
- Surplus: **\$27,000** (budgeted surplus: \$31,000; \$4,000 variance)
- Motion by Dave Corcoran, second by Rick Hicks to accept 2026 YTD Q1 Financials Report as presented - Motion passed unanimous approval.

7.3. Embezzlement report

- March payment received
- \$51,000 balance due; approaching break-even for \$50,000 insurance. Awaiting full repayment.

8. Fire Chief's Report – Kirk McLaughlin

8.1. 2026 Year YTD Incident report

8.2. Lt. Tom Kress re: 911 center tours – build communication

8.3. Lake Dartmoor LifeFlight Operations

- New reflectors to be installed to facilitate night landings for medical helicopters.
- Partnership started with Life Force in Sparta to improve operations and safety.

8.4. Pre-Incident Planning

- All business “pre-plans” (900 pages for 60–99 businesses) completed and shared with board and firefighters.
- Thank-you’s / recognition extended.

8.5. Radio Procedure & CAD Integration

- Discussion on radio traffic discipline and challenges
- Possibility of integrating Toughbooks with computer-aided dispatch explored.
- Firefighters working to adapt to dispatcher requests to streamline radio use.

8.6. EMR update

- 11 people grads, taking national registry test

8.7. ISO update

- Lt. Keith Larkin - Occurs May 21
- Completed water, 911 center, in-process of finishing inspections, training, maps
- Needing to prepare an ISO book
- Review audit with Chief

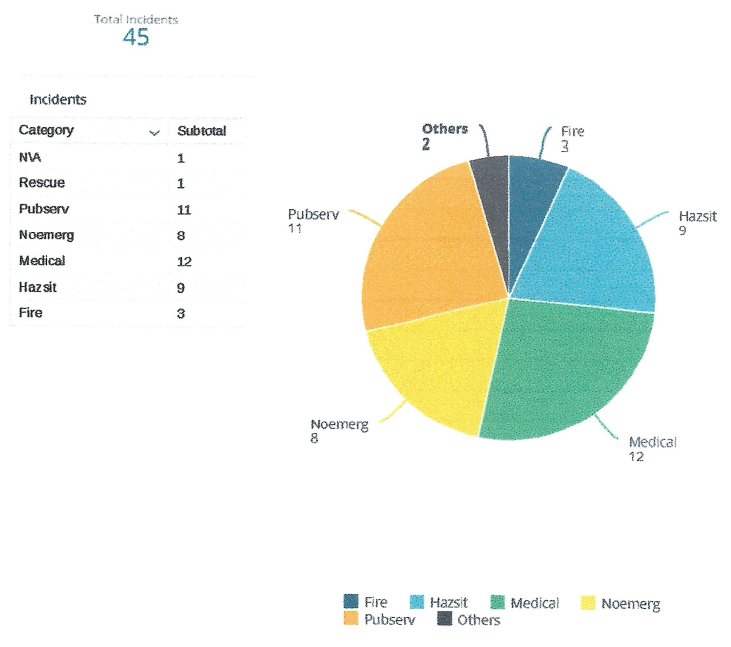
8.8. Fire Station update

- Walls up, framing package possibly arriving next week

8.9. Wildfire Workshop Update

- Lt. Keith Larkin - working on
- 250 people in town hall mtg.
- 250 people watched recording on YouTube channel
- 63 wildfire assessments requests
- 44 home inspections for falls and fire requests
- Completed 10

Yearly Fire Incidents



8.10. Grants Applications

- Derek Lane to speak with Nancy and Mike

9. Report from Standing Committees

9.1. Executive Committee Report – Fritz Ring, Chair

- No mtg
- Workshop scheduled for 8 am Weds, May 6, 2026

9.2. Fund Raising and Outreach Committee Report – Fritz Ring, Chair

- Request a motion the board to accept for 2027:
 - To conduct three pancake breakfast OR two pancake breakfast and one open house
 - No concert for 2027
 - Racquet Event to continue
 - Sponsorship Program to continue
 - Direct mailer to continue
- Motion by Dave Corcoran, second by Chief – motion passed unanimous approval.
- Pancake Breakfast - Loni
 - Placemats printed
 - Flyers and posters printed for free
 - Volunteer sign-ups ongoing

9.3. Finance Committee Report – Kevin Mueller, Chair

ACTION: Kevin to schedule meeting in May/June

9.4. Strategic Planning Committee – Fritz Ring Chair

- Long-term planning document shared with board to include 10-year financials
- Motion by Dave Corcoran, second by Tom Kress to accept Strategic Plan as presented – motion passed unanimous approval.

9.5. IT Committee – Don Arbuckle, Chair

- No report – Don not present.

10. Report from Ad-Hoc Committees

10.1. Fire Apparatus and Fire Station Committee updates – See Fire Chief's report.

11. Public Comment²

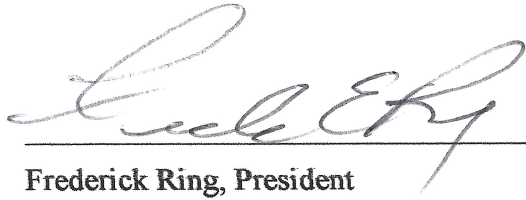
12. Board of Director's Comments

13. Board of Director's Next Meeting: May 18, 2026, at 2:00PM - FG Library

14. Regular Board Meeting Adjournment

- Motion to adjourn by Kevin Mueller, second by Dave Corcoran. Motion passed unanimous approval at 3:02 pm

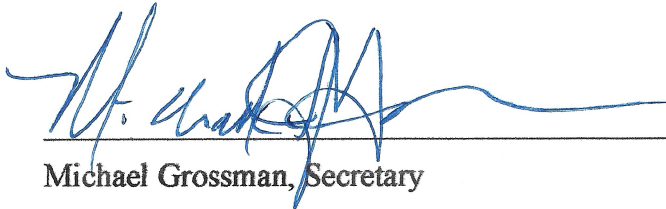
APPROVED By FAIRFIELD GLADE FIRE DEPARTMENT – BOARD OF DIRECTORS



Frederick Ring, President
FGFD Board of Directors

5/18/2020

Date



Michael Grossman, Secretary
FGFD Board of Directors

5/18/2021

Date

FOOTNOTES:

¹ Board Meeting Agenda & Minutes are available online at the Fairfield Glade Fire Department website:

www.fairfieldgladefire.org

² Community Comments: Members of the public may address the Board of Directors regarding any items within the subject matter jurisdiction of the Board, provided that NO action may be taken on items not on the agenda unless authorized by law. Members asking questions will be asked to provide their full name and address. Public Comments shall be limited to three minutes per person and a total time limit determined by the Board President.

³ Board meetings will be recorded to assist with documenting meeting minutes.

⁴ Address any questions or need for additional information to the Board President or the Fire Chief.