



Serving the Community Since 1974

Fritz Ring, President  
Kirk McLaughlin, Fire Chief  
Fairfield Glade Fire Department  
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## Board of Director's – Meeting Minutes

**January 19, 2026, 2:00 pm.**

**Fairfield Glade Library. Meeting Room – Fairfield Glade**

Frederick "Fritz" Ring, President

David Corcoran, Vice President

Kevin Mueller, Treasurer

Mike Grossman, Secretary

Scott Hartema, FGCC Representative Director

Kirk McLaughlin, FGFD Chief

Tom Kress, FGFD Representative Director

Paul "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 Allegiance** – Called to order by Dave at 2:00 P.M. Dave noted that the Meeting was being recorded to facilitate taking of meeting minutes.
2. **Roll Call** – All Board members were present.
  - **Welcome Guests**
3. **Adoption of Agenda** – Motion by Fritz, seconded by Rick to accept the agenda. Motion Passed unanimously.
4. **Approve November 2025 Board of Director Meeting Minutes<sup>1</sup>** - Motion by Pidge, seconded by Kirk to accept the agenda. Motion Passed. Kevin Abstained as he was not on the Board in 2025.
5. **Election of Board Officers** – Dave read the Officers nominated for 2026.
6. **Bank Resolution for Officer Signing Authority**
  - 6.1. MOTION WAS MADE BY DAVE CORCORAN TO ELECT THE FOLLOWING OFFICERS OF THE FAIRFIELD GLADE FIRE DEPARTMENT BOARD OF

DIRECTORS, FREDERICK RING AS PRESIDENT, DAVE CORCORAN AS VICE-PRESIDENT, MICHAEL GROSSMAN AS SECRETARY AND KEVIN MUELLER AS TREASURER FOR 2026. KIRK MCLAUGHLIN SECONDED THE MOTION. THE MOTION WAS PASSED UNANIMOUSLY.

6.2. MOTION WAS MADE BY DAVE CORCORAN TO APPROVE THE OFFICERS OF THE FAIRFIELD GLADE FIRE DEPARTMENT BOARD OF DIRECTORS, PRESIDENT, VICE PRESIDENT, SECRETARY AND TREASURER WILL HAVE THE CHECK SIGNING AUTHORITY OVER ALL THE ACCOUNTS CURRENTLY AT THE FIRST NATIONAL BANK BRANCH IN FAIRFIELD GLADE WHICH INCLUDES THE MONEY MARKET NP SAVING ACCOUNT (2696), BUSINESS CHECKING ACCOUNT (4636), THE BASIC CHECKING ACCOUNT NON- PERSONAL (7731) AND THE 2 CERTIFICATES OF DEPOSITS. IN ADDITION, MOTION INCLUDES THE REMOVAL OF THE FOLLOWING PAST OFFICERS FROM ALL THE ACCOUNTS HEREIN MENTIONED: DEBORAH BORMAN, ELIZABETH ANN LOGSDON AND SHAWN TREES. FRITZ RING SECONDED THE MOTION. THE MOTION WAS PASSED UNANIMOUSLY.

- Fritz thanked Dave for his leadership over the last four years, and he looked forward to continuing to collaborate with him on this board for the coming year.

## 7. Old Business (Update on Open actions from previous meetings)

### 7.1. Debit Card Consideration

### 7.2. Reconsider limit on Credit card

Board discussion regarding **both debit and credit cards** included daily and monthly limits on the cards, card security, particularly with respect to the debit card and personal guarantees on the credit card. Tom raised concern regarding use of a debit card, citing his experience as a bank executive. In addition, Tom suggested that we speak to the bank about removing personal guarantees on the credit card by cross collateralizing with the CDs and cash we have on deposit at the bank. **The Matter was tabled.**

Fritz made a motion, seconded by Dave, to increase the credit card limit to \$5000.00 with a daily limit of \$500.00 unless deemed an emergency by the FC. Motion passed unanimously.

***ACTION: Fritz, Kevin, and Tom to review the cross-collateralizing option with the bank as well as increase limit on the Credit card. The Credit card policy will also need to be updated.***

## 8. New Business

- 8.1. Review and approve Committee membership - Fritz reviewed the Committee membership. Two changes to the Committees were recommended: Dave was added to the Finance Committee, Fritz added to the Fire Station Committee. Motion by Dave, Seconded by Rick to approve the Committee list as presented. Passed unanimously.
- 8.2. **Confirmation of Board Terms** - Fritz reviewed the Board terms for each of the current members. Motion by Rick, seconded by Dave to approve the Committee list as presented. Passed unanimously.
- 8.3. **Review and approve cash handlers** – Fritz reviewed the list of cash handlers who have been background checked and approved to handle FD cash. They are: Kevin Mueller, Fritz Ring, Kirk McLaughlin, Mike Sprenger, Tom Kress, Ann Logsdon, Mary Ann Pawlak, Dave Corcoran and Nancy Sprenger. Motion by Kirk and seconded by Dave to accept the list of approved cash handlers.
- 8.4. **Review 2026 Board Calendar** – Fritz reviewed a proposed list of key events and actions for the Board.
- 8.5. **Other New Business** – Fritz noted the upcoming Board workshop, dated February 9 at 12:30 – 16:30 in the Catoosa Room of the Community Center.  
***ACTION:** Board members to forward agenda ideas / request to Fritz before January 31.*

## 9. Board Treasurer's Report – Kevin Mueller

- 9.1. **Update on 2025 Year end financials** – Kevin noted that 2025 year-end reports were not yet finalized. However, he did note the following:  
Kevin and Ann Logsdon met with H&R Block and reviewed the following:
  - New account numbers have been set up with H&R Block to track the new EMR program revenue and expenses.
  - Set up new reports so we will have Fire Department and EMR separated as well as being able to combine on a consolidated worksheet. This includes budget by month by department.
  - There was a question from Kevin if the current program which tracks FD stipends can keep EMR and FD hours separate? Leon Haire, Fire Dept. Records Officer indicated they can be tracked separately.

Kevin noted that we received a final 2024 audit invoice from HHM for \$3612.50. Since it was over \$2500, it requires Executive Committee approval. Dave Corcoran, Fritz Ring and Kevin Mueller approved via email.

Our auditors (HHM) have approached us asking how soon the 2025 financial can be provided to them. Expected date is March 2026 when Ann returns from vacation.

HHM plans to have financials audited back to us by May 15, 2026, so no extension for yearend reporting to IRS will be required.

Presented preliminary year end 2025 financials. Issues were found by Ann and Kevin. H&R Block owes us reconciled numbers. Kevin will need to provide H&R Block listing of accrued expenses to complete 2025.

Embezzlement report. Balance due at 12/31/2025 is \$55,600. We only received \$1,000 in December in lieu of the typical \$1,800. Kirk noted that an additional \$1800.00 was received in January.

9.2. **Review and Approve Financials** – Motion by Dave, seconded by Pidge to accept the Treasurer’s report. Motion passed unanimously.

10. **Fire Chief’s Report – Chief Kirk McLaughlin**

10.1. **2025 Year-end Incident Report**

Chief noted that calls were up 50 from the previous year.

| MAJOR INCIDENT TYPE                | # INCIDENTS | % of TOTAL  |
|------------------------------------|-------------|-------------|
| Fires                              | 13          | 5.58%       |
| Rescue & Emergency Medical Service | 82          | 35.19%      |
| Hazardous Condition (No Fire)      | 36          | 15.45%      |
| Service Call                       | 7           | 3%          |
| Good Intent Call                   | 39          | 16.74%      |
| False Alarm & False Call           | 53          | 22.75%      |
| Severe Weather & Natural Disaster  | 2           | 0.86%       |
| Special Incident Type              | 1           | 0.43%       |
| <b>TOTAL</b>                       | <b>233</b>  | <b>100%</b> |

10.2. **EMR update**

- An EMR Instructor for the training class has been confirmed. The class will start February 17 with twelve students, which is the maximum for the class.
- FD Insurance company approved using laypersons from the community provided they are on the roster. Chief indicated that in addition to EMR training, they would have to complete the FD 16-hours initial volunteer class.
- Ideal number / goal for the EMR program is thirty-two people total EMR trained. As more volunteers are identified, additional classes would be established.
- Chief and FD EMS Coordinator, Bob Arida, have had meetings regarding equipment requirements.
- Chief is working on MOU with the Police Department.
- Board discussed the need for an EMR job description. **ACTION: Chief to discuss with Bob.**

10.3. **Fire Station**

- Footers poured, rough plumbing installed, CMUs and Steel installation beginning January 26th then the slab.

- Chief noted a concern regarding access to the training facility on the construction site.
- 10.4. Other business**

- ISO inspection
  - Concerns with current water supply, access to the training facility. He is collaborating with the Contractor to determine options to access the training facility.
- Wildfire Awareness Community Risk Assessment – Presentation / Discussion by Keith Larken.
  - Wildfire Awareness and Action Town Hall – flyer distributed; Wednesday February 25, 2026, 10:00 am-noon at the Center.
  - Online training course information distributed to all Board Members to complete.

**11. Report from Standing Committees**

**11.1. Executive Committee Report – Dave Corcoran, Chair – No Report**

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

- Annual Mailer response is 1012 responses out of 6181 mailers sent out. Response rates have improved with a 24% increase this year vs 2024 and a 37% increase versus 2023.
- Corporate Donors Program – Fritz reviewed this program for the new Board members. In 2025, this program, championed by John Wedgworth, raised \$14,000. For this year, John has secured 4 donors thus far and continues to work on the program.
- Spring Concert - The Concert is scheduled for Thursday, April 23 at 6:00 p.m. at the Center. Top Tier, the band used last year, has agreed to perform for us at the same cost they charged last year, which is \$1600.00. Tickets will be \$20 and we would expect to sell out (224) for the concert. Motion by Pidge and seconded by Rick to execute the contract with Top Tier for \$1600. Motion Passed unanimously.
- Grants – Nany Sprenger provided an update on applications response(s) from grant agencies: Division of forestry – no grant awarded; FEMA AFG – no response. Board members noted that with the EMR program being established, Nancy should research EMR-specific grant opportunities. Nancy indicated that the FD's registration with the System for Award Management (SAM) has been renewed. SAM is required to apply for federal grants.
- Loni Monihan reviewed the dates for the Pancake Breakfast – May 23, July 4, Sept 5 She highlighted specific donors of some of the Breakfast items and challenged the Board to consider donating other items.

**11.3. Finance Committee Report – Kevin Mueller, Chair – No report.**

**11.4. Strategic Planning Committee – Fritz Ring Chair – No report**

**11.5. IT Committee – Don Arbuckle, Chair - Fritz provided the update.**

- SharePoint challenges are being addressed by Leon and new email addresses for Board members were forthcoming.
- FGCC has agreed to assist with IT support. This will eliminate the need for 3<sup>rd</sup> party contractual support.
- Microsoft is now charging 501C3 for premium Office 365. The ten licenses cost us \$660.00.

**12. Report from Ad-Hoc Committees**

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

**13. Public Comment**

- Nico Sergio (sp) – Comments / Question re: are we receiving any funding from the commercial businesses with the Glade? Don Arbuckle addressed the question regarding the Sponsorship program. Nico highlighted the businesses within the Glade, such as The Preserve, which should be approached. His suggestion was taken under advisement.
- Don Arbuckle noted that he has started Marketing / Communicating the EMR concept / need to the community.

**14. Board of Director's Comments**

- Fritz thanked the Board for their support and highlighted the year will be busy and he made a call for all hands-on deck.

**15. Board of Director's Next Meeting: February 16, 2026, at 2:00PM - FG Library**

**16. Regular Board Meeting Adjournment** – Motion by Rick and seconded by Kirk to adjourn the meeting. Meeting adjourned at 3:15 p.m.

FOOTNOTES: Please address any questions or need for additional information to the Board President or the Fire Chief.

APPROVED By FGFD BOD



Frederick Ring, President  
FGFD Board of Directors

1/30/2026  
Date

ATTEST:



Mike Grossman, Secretary  
FGFD Board of Director

1/30/2026  
Date