

Luminary-Frostbite Volunteer Fire Department

Board Meeting Minutes

Date: 07 Oct 2025

Start Time: 18:30 hrs

Location: 13002 Summer City Road, Spring City, TN 37381

1. Call to Order

The meeting was called to order by **Trevor Randolph**, who opened with remarks outlining the purpose of the meeting and served as host. **Deputy Orick** gave a brief speech on maintaining civility during the meeting.

The **Admin Board election** was conducted by secret ballot, with four independent observers and Deputy Orick overseeing the process. A total of 36 empty ballots were printed prior to the meeting, counted, and confirmed by the independent observers.

The number of people present at the meeting is recorded in the attendance sheet. Based on the **LFVFD Charter (1992)**, 25 of the 28 attendees were eligible to vote. Eligibility followed Charter rules, as there are currently no effective bylaws in place. Eligible voters were property owners within the LFVFD jurisdiction.

2. Opening

Pledge of Allegiance led by Trevor Randolph.

Prayer led by Shirley Scruggs.

3. Review and Approval of Previous Meeting Minutes

The minutes from the previous meeting were read by **Joshua Parris**.

Motion to Accept: Michael Steadham

Seconded By: Shirley Scruggs

Motion Carried.

4. Treasurer's Report

New Funds: \$1,271.00 (from recent breakfast and dinner fundraiser events)

Expenditures:

- VEC – \$369.84

- BTC – \$218.93

- MISC – \$894.24

Current General Fund Total: \$2,248.06

Treasurer's Report Accepted.

5. Chief's Report (Chief Noe)

Three training sessions were held, covering:

- Pump operations
- Water transfer
- Training plan development

Members attended two breakfasts, one dinner, one LZ (landing zone) call, and one semi-truck assist. LZ training was completed for all members.

Chief's Report Accepted.

6. Board Member Discussion

Discussion was held regarding the number of active firefighters.

Trevor Randolph explained the voting and nomination procedures, which included two-minute presentations and a five-minute Q&A; period.

7. Officer Nominations and Presentations

President Nominees:

- Trevor Randolph – Discussed leadership goals, firefighting involvement, and the need for a community united and coming together.
- Michael Steadham – Presented on ISO rating improvement goals, equipment testing, and operational readiness.

Vice President Nominee:

- Ella Wheeler – Spoke on contributions, challenges, firefighter retention, and clarified ISO ratings breakdown and what is under the department's control.

Treasurer Nominee:

- Nancy Brady – Acting Treasurer since July 2025; discussed education background, Navy veteran experience, and insurance billing.

Secretary Nominee:

- Joshua Parris – Discussed website management, public communication, and community outreach initiatives.

8. Voting

Voting began: 19:30 hrs

Ended: 19:52 hrs

Counted: 20:04 hrs

Results Announced: 20:05 hrs by Deputy Orick

Independent Election Observers:

- i. Patti Thomas
- ii. Diane Seaton
- iii. Mickie Moharaj
- iv. Amanda Kirk

Total Eligible Votes Cast: 25

Election Results:

President – Trevor Randolph: 22 votes in favor
Vice President – Ella Wheeler: 21 votes in favor
Treasurer – Nancy Brady: 23 votes in favor
Secretary – Joshua Parris: 23 votes in favor

9. Board Members at Large

Total Eligible Votes Cast: 25

Elected Board Members:

- Shirley Scruggs: 25 votes in favor
- Randy Smith: 25 votes in favor
- Steve Lovett: 25 votes in favor

10. New Business

Discussion included:

- Establishing regular meeting days
- Reinstating the department newsletter
- Kitchen operations and fundraising activities
- Planning for the upcoming Trunk or Treat community event

Motion to accept the newly elected board carried unanimously.

11. Adjournment

Motion to adjourn made and seconded.
Meeting adjourned: 20:23 hrs.

Minutes Prepared By:

Joshua Parris, Secretary

Luminary-Frostbite Volunteer Fire Department