



LEICESTER VOLUNTEER FIRE DEPARTMENT INC.  
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**Please note, these minutes have only been approved by the current Board of Directors on July 28, 2025. To become official minutes, the Corporate Membership will vote on these minutes at the Annual Meeting on June 29, 2026.**

**2025 Annual Meeting of the Corporate Membership  
June 30, 2025**

**Attendees:**

**Corporate Members:**

Treasurer Kendra Ferguson, Member at Large Steve Burnette, Marty Rice, Shirley Godleski, Jason (Mark) Lusk, Theodore Godleski, Joe Newell, Charlene Martin, Fran S. Lee, Sherry Ferguson, Travis O'Kelley, Michael (Jason) Ayers, Cindy Worley, Craig Worley, Veronique Smith, Grady Smith, Donna Kennedy, Jackie Fontaine, Melissa Gunter, Ricky Gunter, Marie Whitener, Edward Parham, Mary Seaver, Todd Basinger, Revonda Hawkins, Jacob Boyd, Rodney Hawkins, Tom Kelly, Nancy Nesbitt, Chad Nesbitt, Abigail Carson, Avery Carson, Kay Olsen, Ralph Pollock, Keith Wells, Barbara Wells, Dale Osborne, June Osborne, Amanda Marlowe

**Employees (Not Corporate Members):**

Fire Chief Gary Moore, Ken Shields, Roger Banks, Jason Griffin, Zachary St. Germain, Mason Clark, James Mangum, Taylor Nicholson, Justin Anderson, Will Hunting, Sonya Griffin, Mishayla Cassida, Avraham Judd, Robert Mitchell, Robert Cutchins

**Call to Order:** The Annual Meeting of the Corporate Membership of the Leicester Volunteer Fire Department was held June 30, 2025, at the Main Station located at 1563 Alexander Road. Kendra Ferguson, Treasurer, called the meeting to order at 7:03pm. Kendra announced that the Board's Chairperson, Vice Chairperson, and Secretary have all resigned, resulting in the

Treasurer being the next highest-ranking Officer and leaving her to oversee the meeting. There were no objections. Kendra Ferguson requested that Chief Moore serve as Secretary for the meeting and he agreed. Kendra requested that Marty Rice confirm the number of corporate members in attendance. Marty confirmed that 38 corporate members had signed the attendance roster for the meeting. According to the Section 4.7 of the Bylaws of the Leicester Volunteer Fire Department, a quorum of at least 20 corporate members is required to hold a meeting of the corporate membership, so the meeting continued with 38 members (and 39 after one late arrival).

After confirming quorum, the meeting was opened with prayer by Deputy Chief Roger Banks and the Pledge of Allegiance.

Kendra Ferguson introduced the current Board of Directors, and then announced the official resignations received from Board members. Those resignations are as follows:

- Friday June 27, 2025: Vice Chairman Ken Bailey resigned via email
- Monday June 30, 2025: Chairman Steven Marlowe, Member at Large Joan Creasman, Member at Large Karla Reed, Secretary Chris Coon. Each resigned via email to the entire board in accordance with the Bylaws, so those seats now become vacant.

**Kendra Ferguson presented the Minutes from the 2024 Annual Meeting:** Copies were on hand for anyone that wished to read the minutes. Nancy Nesbitt made a motion to accept the minutes as presented; the motion was seconded by Marie Whitener. The minutes were accepted unanimously.

**Kendra Ferguson presented the Treasurer's Report (report attached):** Kay Olsen questioned the increase in program services and that was explained as an increase in payroll expenses. Craig Worley made a motion to accept the Treasurer's Report as presented; the motion was seconded by Chad Nesbitt. The Treasurer's Report was accepted unanimously.

**Chief Gary More presented the Fire Chief's Report (report attached):** Members in attendance asked that the Board of Directors consider utilizing any surplus funds as a bonus for Helene response. Kendra Ferguson said that the future Board of Directors could consider putting that on the agenda. Tom Kelly made a motion to accept the Fire Chief's Report; Marty Rice seconded the motion. The Fire Chief's Report was accepted unanimously.

**Annual Meeting Notice:**

Kendra Ferguson noted the Annual Meeting Notice listed the open Board of Directors positions as Chairperson and two Members at Large positions, confusing the role of electing Directors and Officers. The current bylaws do not state how Officers of the Board are to be selected as that section of the Bylaws (Section 5.3) was left blank. Kendra referenced the North Carolina Nonprofit Corporation Act, specifically § 55A-8-40(a), that states "A corporation has the officers described in its bylaws or appointed by the board of directors in accordance with the bylaws." Kendra Ferguson made the following motion: "To ratify electing three Directors, with the Board of Directors appointing Officers later but as soon as practicable." The motion was seconded by Veronique Smith and the motion was approved unanimously.

**Election of Directors:**

Kendra Ferguson explained there are three open Director positions up for election. Applications were accepted between May 16 and May 31 in accordance with the bylaws and five applications were received. Subsequently, two candidates requested to withdraw their applications. As a result, there are three candidates for three positions. Kendra Ferguson asked each of the three candidates to introduce themselves. Todd Basinger, Jason Ayers, and Mark Lusk all spoke to the attendees.

Deputy Chief Roger Banks and Marty Rice handed out blank ballots and Kendra Ferguson said that each qualified voting corporate member could write three names on their ballot. After allowing time for the corporate members to cast their votes, Deputy Chief Banks and Marty Rice collected the ballots.

Steve Burnette and Chief Moore counted all ballots. 39 ballots were collected. 37 ballots contained the following names: Todd Basinger, Jason Ayers, and Mark Lusk. Two ballots were left completely blank.

Chief Moore congratulated Todd Basinger, Jason Ayers, and Mark Lusk for winning the three open Director seats.

Kendra Ferguson asked if anyone would like to challenge the votes as allowed by the bylaws. No one challenged the votes, and the ballots were destroyed after the meeting in accordance with the bylaws.

Kendra explained the process of filling the four remaining vacant seats on the Board of Directors. The Board of Directors will be responsible for filling the vacancies in accordance with Section 3.7 of the bylaws. Any applications received may be considered at the July 28, 2025, regular Board of Directors meeting. Applications can be obtained from Chief Moore tonight or at the Main Station in the future.

**Public Comment:**

Nancy Nesbitt thanked all the firefighters in attendance. She knows they have a brotherhood/sisterhood among us, and she is thankful for everything the firefighters do. She feels like they often don't receive the thanks they deserve, and she thanked the entire staff from the bottom of her heart.

Ted Godleski asked why the Newfound Station was not always staffed. Chief Moore explained that the department has a lot of new inexperienced staff members that the department is working with and training to ensure they are ready to work at an outlying substation. Chief Moore explained that two of the three shifts are staffing Newfound more often and the third shift is on the verge of being able to start staffing the station more.

Ted Godleski also asked about the status of our contract with Keith Bost with Management Solutions for Emergency Services. Kendra Ferguson informed everyone that Keith had sent an email on Friday June 27<sup>th</sup> requesting that his contract be terminated. The contract will end 10 days from that date.

Shirley Godleski expressed the community's concerns about the Newfound substation and explained why Ted asked about it. Kendra Ferguson stated that increasing staffing levels from 9 staff to 10 staff per shift was considered during the budget process in April but that was ultimately not approved by the Board of Directors. Chief Moore said he would continue to ask for more staff.

Kay Olson said she heard rumors about a changing ambulance response. Chief Moore said that in earlier talks with County leaders including Taylor Jones (ES Director), he offered the possibility of the County providing an ambulance and LVFD staffing and equipping the truck, but no further discussion has come forward. Kay asked, “so no changes in ambulance response or care” and she was ensured that was correct, there are no talks of changing the services provided at this time.

Tom Kelly talked about how much Leicester Fire Department stepped up during Helene and that also LVFD was able to send a crew to Chief Kelly’s home to let his wife talk to him via the radio. On Day 9, Chief Moore and a crew came to Riceville and relieved his crew and the department leadership so the Riceville staff could go home. Also, during a recent line of duty death at Riceville, LVFD provided coverage for Riceville and the support is very welcomed.

Kendra Ferguson was thanked by Ralph Pollock for her preparation for the meeting.

Kendra Ferguson thanked Chief Moore for stepping up and doing an excellent job in his first year as Chief. Kendra thanked Steve Burnette for his service to the Board and the community and also noted a special thank you to Steven Marlowe, Ken Bailey, Chris Coon, Karla Reed and Joan Creasman for all their time and dedication to serving on the Board of Directors. Kendra also expressed gratitude to the entire staff and volunteers of LVFD for their hard work daily and thanked them for welcoming her in like family.

**Potential Upcoming Tasks for the Board of Directors:** Kendra reviewed potential upcoming tasks for the Board of Directors, which included electing Officers as soon as possible, appointing new Directors to fill the 4 vacant seats, begin the process of reviewing and updating our bylaws to clarify issues discovered in the last year which could include involving an attorney to assist in the process, and conducting new board member orientation training as required by our County contract.

Kay Olson asked if a retired attorney from Leicester could help and Kendra stated that if anyone had an attorney suggestion to please let Chief Moore know.

Kendra stated the next regular meeting of the Board of Directors will be Monday July 28, 2025, at 7pm and that you can follow our Facebook page and website for updates.

**Closing of the Meeting:** Kendra Ferguson said she would entertain a motion to close the meeting. Ted Godleski stated that he recently was able to meet Kendra, and he thanked her for the hard work on preparing for the meeting.

A motion to adjourn the meeting was made by Keith Wells and was seconded by Nancy Nesbitt. The motion passed unanimously, and the meeting was adjourned at 7:57pm.

# Fire Chief's Report

Fiscal Year 2025

## Equipment and Staff Highlights

- New Tanker in service at the Main station
- New Engine in service at Newfoundland station
- All first out Engines upgraded to 4 inch Large Diameter Hose
- All three shifts have 8 full-time employees supported by 1 part-time employee daily bringing staffing levels to 9 per day
- Full time Deputy Chief position filled

# Fire Chief's Report

Fiscal Year 2025

## New Certifications by Members

- 4 Certified NC Firefighters
- 1 NC Technical Rescue General
- 4 NC Advanced EMT's
- 1 NC Paramedic
- 10 NC Wildland Certified
- 5 NC Wildlife Sawyers
- 2 NC Fire Life Safety Educator Level 1
- 2 NC Fire Life Safety Educator Level 2
- 1 NC Fire Instructor Level 1
- 1 NC Fire Officer Level 2
- 3 Car Seat Techs
- 2 NC Technical Rescuer Confined Space
- 4 NC Driver Operator Pumps
- 4 NC Hazmat Operations

# Fire Chief's Report

Fiscal Year 2025

## Total Training Hours:

# 5,101!

**Fire Chief's Report**  
Fiscal Year 2025

**Calls for Service:**

**1,380**

# Fire Chief's Report

Fiscal Year 2025

## Helene Response

- Provided support to Garenn Creek, Fairview, Swannanoa, and Riceville immediately following Helene
- The employees stepped up following Helene. Most employees worked around the clock for almost two weeks.
- Leicester Fire Department served as an unofficial site for out-of-town rescue crews providing shower sites and laundry facilities as LFD was one of the only truly self-sufficient stations with access to electricity and water.

# Treasurer's Report

## Statement of Financial Position (Balance Sheet) as of June 30 – 5 Year Comparison

	Audited 2021	Audited 2022	Audited 2023	Audited 2024	Unaudited 2025
<b>Assets:</b>					
Current assets	\$ 2,288,882	\$ 2,863,598	\$ 3,050,408	\$ 2,509,735	\$ 2,198,821
Investments	-	-	1,980	720	-
Property and equipment, net	4,900,999	6,542,604	6,635,903	6,478,806	6,597,203
Financing lease right-of-use assets	-	797,268	711,619	1,383,936	1,383,936
<b>Total assets</b>	<b>\$ 7,189,881</b>	<b>\$ 10,203,470</b>	<b>\$ 10,399,910</b>	<b>\$ 10,373,197</b>	<b>\$ 10,179,960</b>
<b>Liabilities &amp; Net Assets:</b>					
<b>Liabilities:</b>					
Current liabilities	\$ 3,098,312	\$ 267,711	\$ 287,007	\$ 387,992	\$ 109,130
Long-term liabilities	-	5,845,529	5,671,963	6,052,256	6,033,181
<b>Total liabilities</b>	<b>3,098,312</b>	<b>6,113,240</b>	<b>5,958,970</b>	<b>6,440,248</b>	<b>6,142,311</b>
<b>Net assets:</b>	<b>4,091,569</b>	<b>4,090,230</b>	<b>4,440,940</b>	<b>3,932,949</b>	<b>4,037,649</b>
<b>Total liabilities &amp; net assets</b>	<b>\$ 7,189,881</b>	<b>\$ 10,203,470</b>	<b>\$ 10,399,910</b>	<b>\$ 10,373,197</b>	<b>\$ 10,179,960</b>

# Treasurer's Report

## Statement of Activities (Profit & Loss) - 5 Year Comparison

	Audited FY2021	Audited FY2022	Audited FY2023	Audited FY2024	Unaudited FY2025	Budget FY2026
<b>Public Support &amp; Revenues:</b>						
Tax revenue	\$ 1,993,270	\$ 2,106,180	\$ 2,377,846	\$ 2,403,279	\$ 2,477,444	\$ 2,471,073
Patient transfer fees	219,926	180,883	278,050	271,845	288,964	279,125
Sales tax refund	154,600	43,320	15,213	31,995	27,232	25,000
Insurance proceeds	128,162	-	93,150	-	12,451	-
Donor contributions	27,442	5,786	4,608	2,130	4,080	-
Gain on sale of assets	-	5,500	687,627	17,900	11,000	-
Other sources of income	3,023	2,170	13,954	70,614	31,135	15,000
Total public support & revenues	2,526,423	2,343,839	3,470,448	2,797,763	2,852,306	2,790,198

### Expenses:

Program services	\$ 1,833,008	\$ 2,149,033	\$ 2,867,145	\$ 2,993,921	\$ 2,506,498	\$ 2,927,088
Supporting services	127,319	196,145	252,593	311,833	220,921	257,991
Total expenses	1,960,327	2,345,178	3,119,738	3,305,754	2,727,419	3,185,079
<b>Change in net assets</b>	\$ 566,096	\$ (1,339)	\$ 350,710	\$ (507,991)	\$ 124,887	\$ (394,881)

# Treasurer's Report

Budget to Actual Report - FY2025 as of June 30, 2025 (Unaudited)

	Actual	Budget	Variance
<b>Public Support &amp; Revenues:</b>			
Tax revenue	\$ 2,477,444	\$ 2,451,863	\$ 25,581
Patient transfer fees	288,964	225,000	63,964
Sales tax refund	27,232	25,000	2,232
Insurance proceeds	12,451	-	12,451
Donor contributions	4,080	500	3,580
Gain on sale of assets	11,000	-	11,000
Other sources of income	31,135	36,500	(5,365)
<b>Total public support &amp; revenues</b>	<b>2,852,306</b>	<b>2,738,863</b>	<b>113,443</b>

# Treasurer's Report

Budget to Actual Report - FY2025 as of June 30, 2025 (Unaudited)

	Actual	Budget	Variance
<b>Expenses:</b>			
Salaries and benefits	\$ 2,009,295	\$ 2,003,256	\$ (6,039)
Maintenance & repairs	220,459	228,000	7,541
Interest expense	159,216	198,033	38,817
Insurance	83,461	69,000	(14,461)
Medical	66,213	68,000	1,787
Utilities	46,973	54,700	7,727
Professional services	55,574	55,000	(574)
Other expenses	86,228	69,800	(16,428)
Total expenses	<u>2,727,419</u>	<u>2,745,789</u>	<u>18,370</u>
Change in net assets	\$ 124,887	\$ (6,926)	\$ 131,813