



Valley Fire & Rescue

28409 Huntington Road Apple Grove, WV 25502
P.O. Box 63



Valley Fire & Rescue Business Meeting January 05, 2026

Member Taking Minutes: JT Tilton

Call to order/ Roll Call:

The President called the meeting to order with prayer and pledge of allegiance at 1907.

Members In Attendance

- Zach Adkins
- Alisha Hammond
- Brandon Armstrong
- John Tilton
- John Hesson
- Devin Edmonds
- Davian Dowden
- Katina Tilton
- Donna Bennett
- Roger Bennett
- Danny Reynolds
- Gavin Reynolds

Public in Attendance:

- None

Financial Report:

Report from treasurer was not provided.

Old Business:

Review of New Business from last month's Board Meeting

John Tilton: Motion to accept old business **Zach Adkins** 2nd **PASS**

Review of New Business from last month's Business Meeting

John Tilton: Toys for tots Report for December Given

Zach Adkins: Update on Nathan McQueen

Follow up (unresolved items):

New Business:

John Tilton: Roberts Rule and meeting accountability.

Zach Adkins:

Membership

- 2026 expectations & signature
- SAFER GRANT
 - 12 have met training requirements.
 - If you do not achieve 24 hours of participation each quarter you will lose that quarter's stipends.
 - 104 stipends worth \$2080 have been earned by 12 members in year 2.
- We have added [ValleyVFD.com/TV](https://valleyvfd.com/TV) as a private link with updates. This has been added to the meeting room and bay on continual display.
 - This is our primary source of knowledge, please ensure you are checking it frequently
 - We want to ensure you have the knowledge and information you need, provide feedback if it is working or if you need changes
 - Ensure you are checking your email for formal updates to policy; a reminder will be placed on the TV when an email is sent out
- We only had 6 qualified for the tax credit last year. Lets make this 13 this year!

- 2 missed the participation requirements last quarter (24 hours), new year, lets get 100% participation for the quarterly goals this year!
 - Missing your quarterly hours forfeits stipends for that quarter, and eliminates eligibility for the tax incentive for the entire year
- Ensure you are checking your email weekly
- First Due training Thursday at 1800
- Reminder it is your responsibility to enter your hours, from my research it will fall onto each individual person with First Due, John will cover this in his training Thursday evening
- Maintenance Groups
 - Ensure **YOU** complete your assigned maintenance each month. We have transitioned to individual responsibility since people are unable to communicate and coordinate in a group or team environment.
 - This is your first warning. If your maintenance is not complete by the 3rd Monday of the month at 1500 your second warning will be given. On the 4th Monday of the month at 1500 a writeup and disciplinary action will be issued.
 - 1st offense of disciplinary action will be a **warning** and 30 day pause from emergency response activities, a time to get yourself where you need to be and get back on track
 - 2nd offense will be a **write up** with **60 day suspension** from the department, loss of good standing, and returning to a PIP after suspension.
 - 3rd offense will be termination for failure to perform critical safety checks
 - We are no longer allowing laziness to compromise the safety of our community.
 - Groups changed - both apparatus and members on 1/1.
 - Assignments have been added to the TV as well as the wall
 - How can we improve this process and ensure our trucks are checked monthly – see Nathan with suggestions
- Maintenance checks are a comprehensive check, ensure you are checking and refueling equipment, making sure it is operational, and in top shape;

- Water boxes need to be full
- Batteries fully charged – 5 Hurst found needing charged in November
- Anything dirty cleaned – including cab, compartments, equipment
- Any failure should have an explanation
- if you are unable to perform these checks alone, get someone to assist you, Brandon, Zach, Nathan are assigned to supporting you.
- Each truck should take about 2 hours
- Need committee volunteers, email was sent out on 10/25 requesting volunteers
- Email sent 10/22 looking for help organizing 2026 family nights reminder sent on 11/30
- **Extreme Ownership starts now.**
You are responsible for everything in your lane. Your lane is this department. Your lane is this community. Your lane is every life we protect. Being part of this department means owning everything. Every call. Every training. Every maintenance. Every piece of gear. Every failure. Every success.
- We have ample communication routes, use them, don't put blame on others when you don't bother to come around, check your active 911, or check your email. If you are unaware of what is going on at the station, you need to look at yourself. Information is being sent, you don't care enough to see it.
- SOG and bylaw updates in progress expected Q1-26
- Please respect others time. If you have an appointment or make arrangements, follow through. If something comes up, let that person know.
- OIC (Officer in Charge) is responsible for everything on a call, including the incident report. If the OIC chooses to assign it out, they are still responsible for getting the report completed, on time, and for any errors in the report.
- We have multiple items the Officers are unable to handle. If you would like to volunteer, please let us know.
- All members, auxiliary, and honorary need to update information (or verify correct) with us by January 31, 2026

- If you need cad text to your phone let me know tonight so I can get them setup
- Boot drive Saturday 0900 for the family of Baby Judd
- Fundraising Committee Established – Becky will lead, if you have any ideas forward them to her.
- Grants committee established – Emilee will lead, if you have any ideas forward them to her.
- Recruitment and Retention Committee Established – JT will lead, if you have any ideas forward them to him.

Zach Adkins: Made Motion to allow toys for tots mason county use of our facilities for Breakfast with Santa, 3 days of distribution, and be a drop off location. (\$1,600 value) **Brandon Armstrong:** 2nd **PASSED**

Member Applications for Vote:

Danny Reynolds -Fire Fighter **PASSED**

Gavin Reynolds – Jr. Fire Fighter –**PASSED**

Alisha Hammond: Made a motion to adjourn the meeting. **Dustyn Kelly** 2nd **PASSED**

Meeting Adjourned at 1945hrs

