

City of Richwood

TEXAS

MINUTES

VOLUNTEER FIRE DEPARTMENT PENSION BOARD

Thursday, February 20, 2025 at 6:30 PM

Richwood Volunteer Fire Department, 218 Halbert St., Richwood, TX 77531

BE IT KNOWN THAT, a City of Richwood Volunteer Fire Department Pension Board held a meeting on Thursday, February 20, 2025, beginning at 6:30 PM at Richwood Volunteer Fire Department located at 218 Halbert St., Richwood, Texas 77531 with the following agenda:

I. CALL TO ORDER

Meeting was called to order at 6:30 PM by Chairman, Kyle Stephens.

II. ROLL CALL OF COMMITTEE MEMBERS

- A. Chairman - Kyle Stephens - Present
- B. Secretary – Kirsten Garcia – Not Present
- C. Trustee – Clint Kocurek – Not Present
- D. Trustee – Charles Petty – Not Present
- E. Trustee – John Pitts – Present
- F. Vice Chairman – Matt Yarborough – Present

Others Present: assistant Fire Chief Mark Guthrie, Firefighter Zach Castro, and Community Member Joey Garrett.

III. APPROVAL OF MINUTES OF PRIOR MEETING

- A. Motion to approve previous minutes of Richwood Volunteer Fire Department Pension Board Meeting on February 2nd, 2023.

Motion made by Matt Yarborough, seconded by John Pitts.

All in favor, motion carried.

IV. ANYONE WISHING TO ADDRESS THE BOARD

None

V. DISCUSSION AND ACTION ITEMS

- A. Local Board Membership - Fill vacant positions in the same manner as first filled

- A. Joey Garrett offered to fill the trustee position vacant by Charles Petty.
- B. Kirsten Garcia will remain in the secretary position and fulfill a new two-year term, 3/1/2025 – 2/28/2027.
- C. Matt Yarborough to remain Vice Chairman and fulfill a new two-year term, 3/1/2025- 2/28/2027.

The motion was made by John Pitts and seconded by Matt Yarborough.

All in favor, motion carried.

- B. Election of Local Board Officers - 3/1/2025 through 2/28/2026

A. Chairman - Kyle Stephens until 2/28/2026

- B. Secretary – Kirsten Garcia – until 2/28/2027**
- C. Trustee – Clint Kocurek – until 2/28/2026**
- D. Trustee – Joey Garrett – until 2/28/2027**
- E. Trustee – John Pitts – until 2/28/2026**
- F. Vice Chairman – Matt Yarborough – until 2/28/2027**

Matt Yarborough, seconded by John Pitts, moved to approve the election of local board officers from 3/1/2025 through 2/28/2026.

All in favor, motion carried.

- C. Appointment of two TESRS Online (TOL) Authorized Users - 3/1/2025 through 2/28/2026

- A. Kyle Stephens – Chairman
- B. Matt Yarborough – Vice Chairman

Motion made by John Pitts, seconded by Matt Yarborough.

All in favor, motion carried.

- D. Review membership for new members

- A. Raymond Mendoza – Firefighter
- B. Zach Castro – Firefighter

Motion was made by Matt Yarborough, seconded by John Pitts to approve the two new members.

All in favor, motion carried.

- E. Annual Report of Member Qualified Service - Active in the Department on December 31, 2024

Chairman, Kyle Stephens presented the Emergency Call percentages and Training hours of each active member of the Richwood Volunteer Fire Department Pension to show active status through December 31, 2024.

Motion was made by John Pitts, seconded by Matt Yarborough to approve the Annual Report of Member Qualified Service.

All in favor, motion carried.

- F. MRR - Semi-Annual Membership Reconciliation Report (pre-bill) for Members Active in the Department from 9/1/2024 through 2/28/2025

Chairman, Kyle Stephens presented the Semi-Annual membership reconciliation report for the period of 9/1/2024 through 2/28/2025 for a total pension deposit amount of \$7,200.00.

No Action Needed

VI. FUTURE AGENDA ITEMS

- A. Add New Pension Member - James Perry - Firefighter

VII. SCHEDULE NEXT MEETING

- A. Future Meeting Dates – May 15, 2025

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:55pm.