

**HECTOR CITY COUNCIL**  
**Regular Meeting Monday, October 21, 2024 at 6:30pm**  
**Hector City Hall**

Meeting called to order by/time: Mayor John Riley at 6:30pm

Council Members:	<u>Position</u>	<u>Name</u>	<u>Present / Absent</u>
	Alderman 1	Samantha Brashear	Present
	Alderman 2	John Mosley	Present
	Alderman 3	Peggy Gregory	Present
	Alderman 4	Carey McGee	Present (Late)
	Alderman 5	Hannah D'Amato	Present

Attorney: Bill Smith Present via phone

Pledge of Allegiance

Meeting opened with prayer by: Peggy Gregory

10-01-24 Special Council Meeting Minutes: Reviewed & Accepted Motion made by: John Mosley  
 Motion 2<sup>nd</sup> by: Samantha Brashear  
 Vote: Passed 100% (4/4)

09-16-24 Council Meeting Minutes: Reviewed & Accepted Motion made by: Peggy Gregory  
 Motion 2<sup>nd</sup> by: Samantha Brashear  
 Vote: Passed 100% (4/4)

September 2024 Financial Report: Reviewed & Accepted Motion made by: Samantha Brashear  
 Motion 2<sup>nd</sup> by: Peggy Gregory  
 Vote: Passed 100% (4/4)

Police Department Report: Chief Phillip Hubbard Present

- Chief Hubbard stated he will be purchasing items needed for the police department with the DPS Grant.

Fire Department Report Interim Chief Mike Geurian Present

(FEMA Assistance Grant) 95/5. Covers PPE and SCBA)

- Interim Fire Chief Mike Geurian spoke on that the fire department has hose reels, extra reels for tankers.
- The Hector Volunteer Fire Department (HVFD) will hold a Saturday event for the Haunted Trails starting at 2:00pm on October 26, 2024. The money raised so far for the event is around \$1,500.00. The last day of the event will be on 10/31/2024, after the event has concluded the money will be deposited into the General Fund for future use by the HVFD.
- The HVFD would like to rent a bounce house from Insane Inflatables for the event on Saturday. Mayor asked council members if they wanted to consider a resolution to appropriate funds from the General Fund for this item. Mayor asked Fire Chief to provide invoice from Insane Inflatables to the city.
- **Resolution presented by council member:** Resolution 2024-31: to approve an appropriation from the General Fund in the amount of \$350.00 for the purpose of inflatables for HVFD Haunted Trails Festival. **Motion made by:** Hannah D'Amato **Motion 2<sup>nd</sup> by:** Samantha Brashear **Vote:** Passed 100% (5/5)
- FEMA Grant is a 95/5 grant and is for PPE/SCBA equipment. The grant will pay 95 percent of the cost, and the Fire Department will pay 5 percent of the cost. According to the grant writer, you will typically receive a 30-day notice prior for these grants. Mayor Riley asked the Interim Fire Chief to start getting estimates now so when the grant becomes available, the city will be ready to apply. From what the mayor understands, there is

a set amount of money available for this grant, and each awardee could be awarded anywhere from \$10,000 to \$100,000. The mayor was not aware how much the city would receive if awarded the grant.

#### Street Report (TAP Project)

- The Civil Engineering Associates firm and ARDOT are still in discussions on drainage, the engineering firm would like to change the scope in the field. Mayor found out late last week that the Little Rock field office has left off installation of crosswalks lights on the blueprints. Mayor Riley stated with this discussion still on going, it may be next year before the project will get started.

Parks and Recreation- (Halloween to be celebrated on Thursday October 31<sup>st</sup>), Fun Park Grant; Christmas Parade. (Mandy Garrigus will be directing the parade this year)

#### Pope County Economic Development Agreement

- Mayor Riley asked council if the city wanted to celebrate Halloween on the actual day Thursday 10/31/2024.
- |  |                        |                                  |                      |
|--|------------------------|----------------------------------|----------------------|
| <b>Motion presented by council member:</b>                 | <b>Motion made by:</b> | <b>Motion 2<sup>nd</sup> by:</b> | <b>Vote:</b>         |
| Motion made to celebrate Halloween on Thursday 10/31/2024. | Hannah D'Amato         | Peggy Gregory                    | Passed<br>100% (5/5) |
- The City of Hector did not receive the Fun Park Grant Award, but the city can apply again for this grant when it becomes available.
- The Christmas Parade will be held on 12/7/2024 starting at 4:30pm. Mandy Garrigus will be directing the parade this year. The theme will be Old Time Christmas. The parade will start at the Baptist Church and end at the Hector High School. The names given by the council and public present were William Freeman and James Housley for Grand Marshall. The floats will be awarded \$100 for 3<sup>rd</sup> place, \$150 for 2<sup>nd</sup> place and \$200 for 1<sup>st</sup> place.
- Pope County Economic Development Agreement – mayor wanted to make sure council was aware that Hector and Pope County is subject to an initiated amendment this year in the election. The amendment is Issue 2 which deals with the County Economic Development Agreement in relationship to Amendment 100 – Casino Gaming Law in Arkansas. There has been a lot of discussion on the topic and confusion on what a vote FOR or AGAINST would mean. Mayor stated a vote FOR Issue 2 would be to remove Pope County as a casino county and a vote AGAINST Issue 2 would be to maintain Amendment 100 as it was for Pope County. Mayor Riley asked everyone to do their homework on the matter.

#### General – Public Comment

- None.

#### Old Business:

Agenda Item A: Council review job descriptions for Fire Department (Consider special meeting to approve after changes).

- Mayor Riley handed out the job descriptions for the HVFD to each council member to review and asked if a special meeting would need to be held to discuss this topic.
- The Mayor and Council discussed the job descriptions.
- Council member Hannah D'Amato stated for each rank the ADEM requirement is 16 hours of training per year. To remain active, members must maintain 16 hours of training each year. This is not hard to accomplish and other fire departments in the area help so this can be maintained.
- The suggested change for each rank is:
  - Fire Chief 5-years of experience (80 hours training) with 16 hours of continuing training,
  - Assistant Fire Chief 4-years of experience (64 hours of training) with 16 hours of continuing training,
  - Captain 4-years of experience (64 hours of training) with 16 hours of continuing training,
  - Lieutenant 3-years of experience (48 hours of training) with 16 hours of continuing training and
  - Firefighter 1 year of experience (16 hours of training).
  - Change wording of experience to “preferred” experience.

- The job descriptions have delegations and responsibilities for members, such as maintaining maintenance/ equipment, recruiting, training, submitting reports, etc.
- Mayor Riley asked since there are minimal changes to the job descriptions the council could consider approving the HVFD job descriptions at this meeting instead of holding a special meeting. Mayor proposed to change the job description to include the hours of training (see suggestions listed above for each rank) and the continuing education requirement of training to 16 hours and to change wording on experience to "preferred" experience. Also, will need to have the By-Laws match the approved job descriptions.
- A question was raised about validating training hours, the Fire Academy should have hours of training on file.
- If the motion is passed to approve the job descriptions, this will not disqualify any current member. This is to set a baseline.
- Mayor stated that job descriptions may be amended at any time. See Exhibit A for approved job descriptions.
- **Motion presented by council member:** Motion to approve the job descriptions with suggested changes for the Hector Volunteer Fire Department for Fire Chief, Assistant Fire Chief, Captain, Lieutenant, Firefighter and Secretary.
 

<b>Motion made by:</b> Samantha Brashear	<b>Motion 2<sup>nd</sup> by:</b> Hannah D'Amato	<b>Vote:</b> Passed 100% (5/5)
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Agenda Item B: Council review the Fire Department by-laws (Consider special meeting to approve after changes)

- Mayor Riley asked if the council wanted to hold a special meeting to discuss the HVFD By-Laws.
- A member of the public stated the copy of the by-laws he received from what the mayor had on file did not match what was discussed/voted on and signed by himself. Some examples of the differences between the two were given.
- Mayor Riley discussed he was not sure of the operation standards for minutes for the fire department. Mayor Riley discussed how policies, ordinances, resolutions, etc. are passed by the council. Such items for the fire department should come before the City of Hector Council for final approval and should include input from the fire department. The City policies would overturn any By-laws passed by the fire department.
- Mayor suggested holding a special meeting on October 28, 2024, to discuss the HVFD By-Laws and Personnel Policy. The council agreed to hold a special meeting. The special meeting is open to the public. Once the council has approved the HVFD By-Laws a copy will be available to all members of the HVFD.

Agenda Item C: Council consider the appointment of Fire Department Advisory Board members: Matt Huffman and Bradley Taylor. Members appointed by the membership of the Fire Department: Sheri Chism, Doug Poyner, and Dalton Turney.

- Mayor Riley gave the purpose of the Fire Department Advisory Board; this is a group of individuals/ stakeholders to be the voice of the community and to discuss what is the best for the community. The board would be involved in the policy changes and provide training opportunities. The board will hold public meetings and provide expertise and advice on policies that will be the best for the community.
- The City of Hector, according to Ordinance 24-1 will appoint two of the five positions on the Fire Department Advisory Board. Mayor has recommended Matt Huffman and Bradley Taylor for the Fire Department Advisory Board, and both have agreed to serve in this position if council approves. The two individuals have many years of experience.
- The Hector Volunteer Fire Department has appointed Sheri Chism, Doug Poynter, and Dalton Turney to serve on the Fire Department Advisory Board.
- **Motion presented by council member:** Motion to accept Matt Huffman and Bradley Taylor to the Fire Department Advisory Board to serve for the City of Hector.
 

<b>Motion made by:</b> Hannah D'Amato	<b>Motion 2<sup>nd</sup> by:</b> Samantha Brashear	<b>Vote:</b> Passed 100% (5/5)
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Agenda Item D: Community Block Grant regarding the Brown Sikes building.



# **EXHIBIT A**

## **HECTOR VOLUNTEER FIRE DEPARTMENT JOB DESCRIPTIONS**



## JOB DESCRIPTION VOLUNTEER FIRE DEPARTMENT

### CITY OF HECTOR

### POSITION SUMMARY: FIRE CHIEF

**Safety Sensitive Designation Requirements:** This position is safety sensitive and subject to pre-employment, reasonable suspicion, and random drug and alcohol testing. This position includes the potential threat of serious physical harm as dangerous situations can occur at any time.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job.

**Experience:** Preferred: 5 years of experience. 80 hours of training.

**Education:** High School diploma or GED is required

**License/Certification:** Must possess and maintain a valid Arkansas Driver's license and required certifications. Must complete an additional 16 hours of CEU annually.

### CONDITIONS OF MEMBERSHIP

- Comply with City Ordinances and policies
- Comply with the city Code of Ethics and bylaws of the department
- Willingness to work as a team and perform duties as deemed necessary
- No felony convictions or convictions of violence

### GENERAL

Under the supervision of the Mayor and City Council. The Fire Chief is responsible for leading the department in a manner that ensures the confidence of the membership of the fire department, the citizens of the City of Hector, and the Rural Fire District. The Fire Chief will provide a monthly report to the Hector City Council. The Fire Chief shall ensure that the department is in full compliance of all requirements of the city and state. The Fire Chief is responsible for ensuring certification of all members of the department and that all policies and procedures are followed. The Fire Chief should have knowledge of advanced firefighting work in preventing, combating, and extinguishing fires. The Fire Chief will ensure that required trainings are held regularly. The Fire Chief is responsible for communicating to all membership regarding the activities of the department. The Fire Chief will work with the City of Hector Volunteer Fire Department Advisory Board to

ensure communication with the community regarding the needs and capabilities of the department and to ensure transparency of all department operations. The Fire Chief will be responsible for presiding over meetings of the advisory board and fire department meetings and providing an agenda. The Fire Chief is responsible for all day to day operations.

## ESSENTIAL FUNCTIONS

- Responds to alarms of fire or other emergencies in accordance with department procedures. After being certified: drives apparatus, operates fire pumps, and auxiliary equipment. Lays and connects hose, holds nozzles, and directs fog, chemical and water streams. Raises and climbs ladders, uses chemical extinguishers and a variety of other portable and related equipment.
- Participates in training sessions and attends classes in firefighting, hazardous materials, rescue, emergency medical treatment, and related subjects.
- Performs a wide variety of general custodial and maintenance work in the upkeep of department apparatus, equipment, and station. Cleans and washes walls and floors. Washes, hangs, and dries hose. Washes, cleans, and polishes apparatus. This listing of "Examples of Work Performed" is intended to describe the principal functions of the Volunteer Firefighter. The listing of examples, however, shall not be construed as a complete listing of miscellaneous, incidental or substantively similar duties which may be assigned during the normal operation of the Fire Department.
- Direct the daily operations of the department to ensure effective response readiness and professionalism.
- Preside over all business and training meetings
- Attend Pope County Fire Association meetings and maintain a professional relationship with other departments.

## WORKING CONDITIONS

- Ability to carry a ladder weighing approximately 75 pounds, to raise and extend the ladder, to assist victims down ladders, and to carry fire hose and other heavy equipment up and down ladders and stairs
- Ability to move and advance a charged hose line, weighing approximately 180 pounds into a burning building, while standing or crawling on the floor. Ability to hold flowing hose line for long periods of time and to shut off a flowing line while maintaining control of the hose line.
- Ability to work in high, open places, and confined spaces.
- Ability to operate a power saw in different positions, such as overhead cutting, cutting on a sloped roof, and cutting from a ladder.
- Ability to use a variety of tools to remove walls and ceilings, requiring pulling and pushing motions with arms extending for a long period of time, or to force entry into a building.
- Ability to complete firefighter and emergency rescue functions and tasks which are physically demanding over a period of time.
- Ability to work in the diverse weather conditions, including: extreme heat, extreme cold, rain, snow, and high wind.

Statement:

I certify that I have read and understand this job description, and I believe I am capable of performing all the tasks and duties that this position requires/

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## JOB DESCRIPTION VOLUNTEER FIRE DEPARTMENT

### CITY OF HECTOR

#### POSITION SUMMARY: ASSISTANT CHIEF

**Safety Sensitive Designation Requirements:** This position is safety sensitive and subject to pre-employment, reasonable suspicion, and random drug and alcohol testing. This position includes the potential threat of serious physical harm as dangerous situations can occur at any time.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job.

**Experience:** Preferred 4 years of experience, 64 hours of training.

**Education:** High School diploma or GED is required

**License/Certification:** Must possess and maintain a valid Arkansas Driver's license and required certifications. Complete additional 16 hours of training annually.

#### CONDITIONS OF MEMBERSHIP

- Comply with City Ordinances and policies
- Comply with the city Code of Ethics and bylaws of the department
- Willingness to work as a team and perform duties as deemed necessary
- No felony convictions or convictions of violence

#### GENERAL

Under the supervision of the Fire Chief, the Assistant Fire Chief is responsible for leading the department in a manner that ensures the confidence of the membership of the fire department, the citizens of the City of Hector, and the Rural Fire District. The Assistant Fire Chief shall work with the Fire Chief to ensure that the department is in full compliance of all requirements of the city and state. The Assistant Fire Chief, along with the Fire Chief is responsible for ensuring certification of all members of the department and that all policies and procedures are followed. The Fire Chief should have knowledge of advanced firefighting work in preventing, combating, and extinguishing fires. The Assistant Fire Chief will ensure that required trainings are held regularly. The Fire Chief is responsible for communicating to all membership regarding the activities of



the department. The Assistant Fire Chief is responsible for scheduling all maintenance operations of the department.

### ESSENTIAL FUNCTIONS

- Responds to alarms of fire or other emergencies in accordance with department procedures. After being certified: drives apparatus, operates fire pumps, and auxiliary equipment. Lays and connects hose, holds nozzles, and directs fog, chemical and water streams. Raises and climbs ladders, uses chemical extinguishers and a variety of other portable and related equipment.
- Participates in training sessions and attends classes in firefighting, hazardous materials, rescue, emergency medical treatment, and related subjects.
- Performs a wide variety of general custodial and maintenance work in the upkeep of department apparatus, equipment, and station. Cleans and washes walls and floors. Washes, hangs, and dries hose. Washes, cleans, and polishes apparatus. This listing of “Examples of Work Performed” is intended to describe the principal functions of the Volunteer Firefighter. The listing of examples, however, shall not be construed as a complete listing of miscellaneous, incidental or substantively similar duties which may be assigned during the normal operation of the Fire Department.
- Preside over all business and training meetings in the absence of the Fire Chief
- Supervise all subordinate fire officers/members.
- Attend all Pope County Firefighter Association meetings and maintain a positive working relationship with all departments.

### WORKING CONDITIONS

- Ability to carry a ladder weighing approximately 75 pounds, to raise and extend the ladder, to assist victims down ladders, and to carry fire hose and other heavy equipment up and down ladders and stairs
- Ability to move and advance a charged hose line, weighing approximately 180 pounds into a burning building, while standing or crawling on the floor. Ability to hold flowing hose line for long periods of time and to shut off a flowing line while maintaining control of the hose line.
- Ability to work in high, open places, and confined spaces.
- Ability to operate a power saw in different positions, such as overhead cutting, cutting on a sloped roof, and cutting from a ladder.
- Ability to use a variety of tools to remove walls and ceilings, requiring pulling and pushing motions with arms extending for a long period of time, or to force entry into a building.
- Ability to complete firefighter and emergency rescue functions and tasks which are physically demanding over a period of time.
- Ability to work in the diverse weather conditions, including: extreme heat, extreme cold, rain, snow, and high wind.

Statement:

I certify that I have read and understand this job description, and I believe I am capable of performing all the tasks and duties that this position requires/

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Printed Name

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Signature

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Date



## JOB DESCRIPTION VOLUNTEER FIRE DEPARTMENT

### CITY OF HECTOR

### POSITION SUMMARY: CAPTAIN

**Safety Sensitive Designation Requirements:** This position is safety sensitive and subject to pre-employment, reasonable suspicion, and random drug and alcohol testing. This position includes the potential threat of serious physical harm as dangerous situations can occur at any time.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job.

**Experience:** Preferred experience 4 years with 64 hours of training.

**Education:** High School diploma or GED is required

**License/Certification:** Must possess and maintain a valid Arkansas Driver's license and required certifications. Must complete an additional 16 hours of training annually.

### CONDITIONS OF MEMBERSHIP

- Comply with City Ordinances and policies
- Comply with the city Code of Ethics and bylaws of the department
- Willingness to work as a team and perform duties as deemed necessary
- No felony convictions or convictions of violence

### GENERAL

Under the supervision of the Fire Chief. The Captain is responsible for leading the department in a manner that ensures the confidence of the membership of the fire department, the citizens of the City of Hector, and the Rural Fire District. The Captain will maintain a roll of active and non-active membership. The Captain is responsible for ensuring that all members of the department comply with safety policies and procedures including the use of Personal Protective Equipment. The Captain should have knowledge of advanced firefighting work in preventing, combating, and extinguishing fires.

## ESSENTIAL FUNCTIONS

- Responds to alarms of fire or other emergencies in accordance with department procedures. After being certified: drives apparatus, operates fire pumps, and auxiliary equipment. Lays and connects hose, holds nozzles, and directs fog, chemical and water streams. Raises and climbs ladders, uses chemical extinguishers and a variety of other portable and related equipment.
- Participates in training sessions and attends classes in firefighting, hazardous materials, rescue, emergency medical treatment, and related subjects.
- Performs a wide variety of general custodial and maintenance work in the upkeep of department apparatus, equipment, and station. Cleans and washes walls and floors. Washes, hangs, and dries hose. Washes, cleans, and polishes apparatus. This listing of "Examples of Work Performed" is intended to describe the principal functions of the Volunteer Firefighter. The listing of examples, however, shall not be construed as a complete listing of miscellaneous, incidental or substantively similar duties which may be assigned during the normal operation of the Fire Department.
- Supervise all subordinate Fire Officers, and Firefighters.
- Supervise and participate in fire prevention/inspection
- Work to increase membership of the department through recruitment.

## WORKING CONDITIONS

- Ability to carry a ladder weighing approximately 75 pounds, to raise and extend the ladder, to assist victims down ladders, and to carry fire hose and other heavy equipment up and down ladders and stairs
- Ability to move and advance a charged hose line, weighing approximately 180 pounds into a burning building, while standing or crawling on the floor. Ability to hold flowing hose line for long periods of time and to shut off a flowing line while maintaining control of the hose line.
- Ability to work in high, open places, and confined spaces.
- Ability to operate a power saw in different positions, such as overhead cutting, cutting on a sloped roof, and cutting from a ladder.
- Ability to use a variety of tools to remove walls and ceilings, requiring pulling and pushing motions with arms extending for a long period of time, or to force entry into a building.
- Ability to complete firefighter and emergency rescue functions and tasks which are physically demanding over a period of time.
- Ability to work in the diverse weather conditions, including: extreme heat, extreme cold, rain, snow, and high wind.

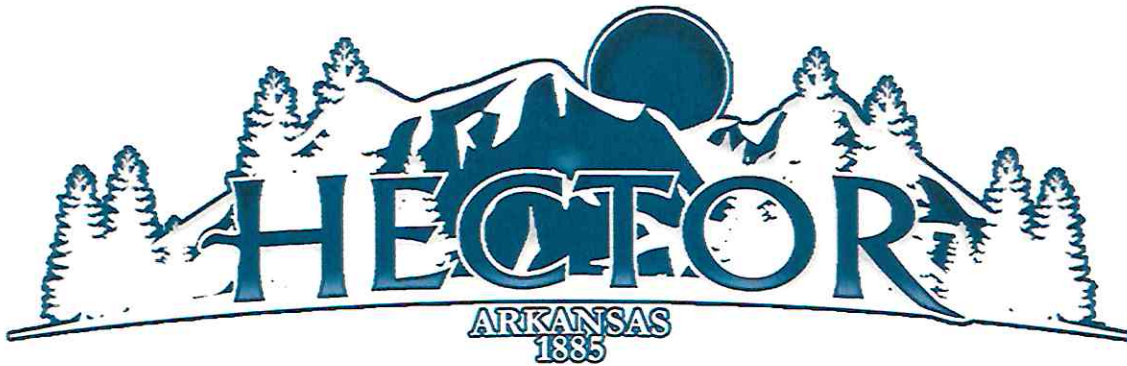
Statement:

I certify that I have read and understand this job description, and I believe I am capable of performing all the tasks and duties that this position requires/

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## JOB DESCRIPTION VOLUNTEER FIRE DEPARTMENT

### CITY OF HECTOR

#### POSITION SUMMARY: Lieutenant

**Safety Sensitive Designation Requirements:** This position is safety sensitive and subject to pre-employment, reasonable suspicion, and random drug and alcohol testing. This position includes the potential threat of serious physical harm as dangerous situations can occur at any time.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job.

**Experience:** Preferred 3 years of experience with 48 hours of training.

**Education:** High School diploma or GED is required

**License/Certification:** Must possess and maintain a valid Arkansas Driver's license and required certifications. Must complete an additional 16 hours of training annually.

#### CONDITIONS OF MEMBERSHIP

- Comply with City Ordinances and policies
- Comply with the city Code of Ethics and bylaws of the department
- Willingness to work as a team and perform duties as deemed necessary
- No felony convictions or convictions of violence

#### GENERAL

Under the supervision of the Fire Chief, the Lieutenant is responsible for leading the department in a manner that ensures the confidence of the membership of the fire department, the citizens of the City of Hector, and the Rural Fire District. The Lieutenant is responsible for supervising all maintenance operations of the department under the direction of the Assistant Fire Chief. The Lieutenant will assist the Captain to **increase recruitment** of the department. The Lieutenant will assist in **ensuring that all members of the department comply with safety policies and procedures including the use of Personal Protective Equipment.** The

Lieutenant should have knowledge of advanced firefighting work in preventing, combating, and extinguishing fires.

## ESSENTIAL FUNCTIONS

- Responds to alarms of fire or other emergencies in accordance with department procedures. After being certified: drives apparatus, operates fire pumps, and auxiliary equipment. Lays and connects hose, holds nozzles, and directs fog, chemical and water streams. Raises and climbs ladders, uses chemical extinguishers and a variety of other portable and related equipment.
- Participates in training sessions and attends classes in firefighting, hazardous materials, rescue, emergency medical treatment, and related subjects.
- Performs a wide variety of general custodial and maintenance work in the upkeep of department apparatus, equipment, and station. Cleans and washes walls and floors. Washes, hangs, and dries hose. Washes, cleans, and polishes apparatus. This listing of “Examples of Work Performed” is intended to describe the principal functions of the Volunteer Firefighter. The listing of examples, however, shall not be construed as a complete listing of miscellaneous, incidental or substantively similar duties which may be assigned during the normal operation of the Fire Department.
- Supervise all maintenance operations within the department

## WORKING CONDITIONS

- Ability to carry a ladder weighing approximately 75 pounds, to raise and extend the ladder, to assist victims down ladders, and to carry fire hose and other heavy equipment up and down ladders and stairs
- Ability to move and advance a charged hose line, weighing approximately 180 pounds into a burning building, while standing or crawling on the floor. Ability to hold flowing hose line for long periods of time and to shut off a flowing line while maintaining control of the hose line.
- Ability to work in high, open places, and confined spaces.
- Ability to operate a power saw in different positions, such as overhead cutting, cutting on a sloped roof, and cutting from a ladder.
- Ability to use a variety of tools to remove walls and ceilings, requiring pulling and pushing motions with arms extending for a long period of time, or to force entry into a building.
- Ability to complete firefighter and emergency rescue functions and tasks which are physically demanding over a period of time.
- Ability to work in the diverse weather conditions, including: extreme heat, extreme cold, rain, snow, and high wind.

Statement:

I certify that I have read and understand this job description, and I believe I am capable of performing all the tasks and duties that this position requires/

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Printed Name

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Signature

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Date



## JOB DESCRIPTION VOLUNTEER FIRE DEPARTMENT

### CITY OF HECTOR

#### POSITION SUMMARY: Firefighter

**Safety Sensitive Designation Requirements:** This position is safety sensitive and subject to pre-employment, reasonable suspicion, and random drug and alcohol testing. This position includes the potential threat of serious physical harm as dangerous situations can occur at any time.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job.

**Experience:** Entry level

**Education:** High School diploma or GED is required

**License/Certification:** Must possess and maintain a valid Arkansas Driver's license and obtain required certifications. Must complete an additional 16 hours of training annually.

#### CONDITIONS OF MEMBERSHIP

- Comply with City Ordinances and policies
- Comply with the city Code of Ethics and bylaws of the department
- Willingness to work as a team and perform duties as deemed necessary
- No felony convictions or convictions of violence

#### GENERAL

Under the supervision of the Fire Chief, the Volunteer Firefighter performs advanced firefighting work in preventing, combating, and extinguishing fires, responding to hazardous materials incidents and emergency calls which include special rescue situations such as vehicle and steep angle rescue.

Work involves training for and participating in duties of protecting life and property through the performance of firefighting and emergency service activities. Volunteer Firefighters are required to learn and participate in the operation of apparatus and the performance of hazardous tasks under emergency conditions which may require strenuous exertion under such handicaps as smoke, fire, heat and cramped surroundings. Participation

in 30% of department calls for service in a calendar year is required to remain an active Fire Department member. Work is performed under the general supervision of a Lieutenant or Captain.

## ESSENTIAL FUNCTIONS

- Responds to alarms of fire or other emergencies in accordance with department procedures. After being certified: drives apparatus, operates fire pumps, and auxiliary equipment. Lays and connects hose, holds nozzles, and directs fog, chemical and water streams. Raises and climbs ladders, uses chemical extinguishers and a variety of other portable and related equipment.
- Participates in training sessions and attends classes in firefighting, hazardous materials, rescue, emergency medical treatment, and related subjects.
- Performs a wide variety of general custodial and maintenance work in the upkeep of department apparatus, equipment, and station. Cleans and washes walls and floors. Washes, hangs, and dries hose. Washes, cleans, and polishes apparatus. This listing of "Examples of Work Performed" is intended to describe the principal functions of the Volunteer Firefighter. The listing of examples, however, shall not be construed as a complete listing of miscellaneous, incidental or substantively similar duties which may be assigned during the normal operation of the Fire Department.

## WORKING CONDITIONS

- Ability to carry a ladder weighing approximately 75 pounds, to raise and extend the ladder, to assist victims down ladders, and to carry fire hose and other heavy equipment up and down ladders and stairs
- Ability to move and advance a charged hose line, weighing approximately 180 pounds into a burning building, while standing or crawling on the floor. Ability to hold flowing hose line for long periods of time and to shut off a flowing line while maintaining control of the hose line.
- Ability to work in high, open places, and confined spaces.
- Ability to operate a power saw in different positions, such as overhead cutting, cutting on a sloped roof, and cutting from a ladder.
- Ability to use a variety of tools to remove walls and ceilings, requiring pulling and pushing motions with arms extending for a long period of time, or to force entry into a building.
- Ability to complete firefighter and emergency rescue functions and tasks which are physically demanding over a period of time.
- Ability to work in the diverse weather conditions, including: extreme heat, extreme cold, rain, snow, and high wind.

Statement:

I certify that I have read and understand this job description, and I believe I am capable of performing all the tasks and duties that this position requires/

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Printed Name

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Signature

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Date



## JOB DESCRIPTION VOLUNTEER FIRE DEPARTMENT

### CITY OF HECTOR

#### POSITION SUMMARY: Secretary

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job.

**Experience:** Preferred 1 year of experience

**Education:** High School diploma or GED is required

**License/Certification:** Must possess and maintain a valid Arkansas Driver's license and obtain required certifications. Must complete an additional 16 hours of training annually.

#### CONDITIONS OF MEMBERSHIP

- Comply with City Ordinances and policies
- Comply with the city Code of Ethics and bylaws of the department
- Willingness to work as a team and perform duties as deemed necessary
- No felony convictions or convictions of violence

#### GENERAL

Under the supervision of the Mayor and City Council. The Secretary is responsible attending meetings of the City of Hector Volunteer Fire Department Advisory Board and taking minutes of the meeting, ensuring that the meeting is advertised as open to the public, soliciting bids for projects, equipment, etc. in compliance with the state laws and city policy. The Secretary will collect invoices as necessary and submit them to city hall for processing.

#### ESSENTIAL FUNCTIONS

- Taking minutes of advisory board meetings and fire department meeting.
- Ensure that all meeting minutes are signed, filed, and delivered to the city hall.
- Ensure the security of all member files.
- Ensure the security of all reports and other correspondence relating to fire investigations.



- Maintain an active and non-active membership roll.
- Ensure transparency of all departmental operations for the benefit of the public.
- Be able to use office equipment, to include fax, printer/copier, scanner.
- Be able to utilize Excel spreadsheets, Microsoft Word

## WORKING CONDITIONS

- Usually in air-conditioned meeting space
- Occasionally must lift up to 50 pounds
- Noise level is usually moderate.

Statement:

I certify that I have read and understand this job description, and I believe I am capable of performing all the tasks and duties that this position requires/

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Printed Name

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Signature

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Date

# **EXHIBIT B**

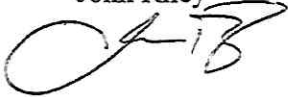
**RESIGNATION OF  
MAYOR JOHN RILEY  
EFFECTIVE 12/31/2024**

October 21<sup>st</sup>, 2024

TO: Hector City Council and the citizens of the City of Hector School District

Serving as mayor for the City of Hector over the last 9 years has been a tremendous privilege. During this period, there have been many changes within the operation of the city which have significantly challenged my ability to efficiently manage my full-time work and family obligations along with those responsibilities of the mayor's office. After discussions with my family, I have decided that it is in my best interest and the best interest of the city that I submit my resignation for the position of mayor, effective December 31<sup>st</sup>, 2024. I will assist the new mayor to ensure a smooth transition.

John Riley

A handwritten signature in black ink, appearing to read "JR", written over the printed name "John Riley".