**Minutes of Regular Monthly Meeting**

**Emergency Service District #3**

**Date: October 16, 2024**

T. McCullough called the meeting to order at 7:00 PM. A quorum was established with four commissioners (T. McCullough, Andrew Cook, Jennifer Miller, and Betty Zimmerman) present. Shady Grove VFD Chief Jonathan Phillips and White Tail Ridge VFD Chief Robert Hoffman were present.

Guests: Johnny Mitchum.

Invocation: T. McCullough delivered the invocation.

Pledges to the Flags: T. McCullough led the pledges to the flags.

Public Comments: None.

Discussion and Approval of minutes of the September meeting.

T. McCullough moved the September minutes to be approved as written; A. Cook seconded the motion, and it passed.

Monthly Financial Report for ESD#3.

A. Cook presented the financial report. As of September 30, 2024, the balance in the operating account was $36,572.32. The balance of the Gardner account was $1,500.00. The reserve account balance was $18,207.50 for a combined total of $56,279.82.

Equipment Needs and TFS Grants. R. Hoffman presented a $5,149 invoice from Casco for replacement hoses for both VFDs. B. Zimmerman moved that ESD#3 pay the invoice; T. McCullough seconded the motion, and it passed. R. Hoffman stated that he and J. Phillips are developing a cost estimate for lowering the floor of the WTR fire station so that the 2017 Kenworth large brush truck can be parked inside to protect it from the elements and curious youth.

J. Phillips reported that Cliff is creating a list per the VFDs’ recent First Aid Class highlighting the need for both VFDs to have First Aid Kits and AEDs for the responders, as well as for victims. He initially reported that he would be looking for grants. He stated that he plans to bring the list next month.

Discussion and action regarding Commissioner Vacancy. A. Cook submitted his resignation, effective immediately. This creates a second ESD#3 Commissioner vacancy. J. Mitchum reported that he has requested the County Commissioners to appoint him as ESD#3 Commissioner. J. Phillips reported that he is contacting two additional individuals with bookkeeping experience.

Discussion and action regarding any Changes to the Budget. B. Zimmerman presented documents from the Tax Appraisal office stating that ESD#3’s estimated tax collections for 2024 taxes (paid in 2025) are $44,207.52, and ESD#3 will be charged approximately $2,100 by the Appraisal District. T. McCullough moved that the 2025 budget be updated to reflect this new information; A. Cook seconded the motion, and it passed.

Discussion and action regarding renewal of the VFD contracts. B. Zimmerman moved that ESD#3’s contracts with the WTR VFD and the SG VFD be renewed for two years, T. McCullough seconded the motion, and it passed.

Discussion and action regarding the Stipend. A. Cook moved that the VFD’s monthly stipend be increased from $45 to $100, T. McCullough seconded the motion, and it passed.

Fire Department Reports

White Tail Ridge VFD:

* R. Hoffman reported no callouts.
* R. Hoffman presented expenses totaling $1,322.92, including $451.80 for batteries for the Military 5 Ton Tanker (1000 gallons), $118.10 for a replacement hose reel harness for the 2003 Ford F350 Small White Brush Truck, and $504.72 for a charger for the handheld radios.

T. McCullough moved that the expenses for the WTR VFD be reimbursed. B. Zimmerman seconded the motion, and it passed.

Shady Grove VFD:

* J. Phillips reported 2 callouts.
	+ 10/13/2024 – Other – CR 2175 (2150), Owner requested burn pile be extinguished.
	+ 10/14/2024 – Wildfire – CR 2150, Burn Ban violation.
* J. Phillips presented expenses totaling $1062.18.

B. Zimmerman moved that the expenses for the SG VFD be reimbursed. T. McCullough seconded the motion, and it passed.

B. Zimmerman moved the meeting to adjourn; T. McCullough seconded the motion, and it passed. The meeting adjourned at 7:30 PM.

Minutes prepared and submitted for approval by: Betty Zimmerman, Secretary ESD#3