**Minutes of Meeting**

**Emergency Service District #3**

**Date: April 18, 2022**

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

J. Miller gave the invocation and led the pledges to the flags.

Public Comments

None.

Discussion and Approval of minutes of the March 2022 Meeting

T. McCullough moved that the March minutes be approved as written; Y. Goss seconded the motion and the motion passed unanimously.

Discussion and Action regarding monthly financial report for ESD#3

Y. Goss presented the financial report. As of March 31, 2022, the balance in the operating account was $26,917.33. The reserve account balance was $15,707.50 for a combined total of $42,624.83. She noted the “Fire Department Expense” budget line is almost depleted and restated that $10,868 was carried over from that line in last year’s budget.

Y. Goss reported that $23,800.92, which is 90% of the projected taxes, has been collected. An additional $4000 may become available, depending on the outcome of the Evergreen property tax protest.

Equipment Needs

R. Hoffman reported that the 2003 Ford F350 Brush Truck, acquired from Dam-B VFD in 2021, needs decals (estimated $600) and an LED light bar. He presented three quotes for the LED light bar, all approximately $540. Y. Goss interjected that the 2003 Ford F350 Brush Truck has been added to the Texas Municipal League Intergovernmental Risk Pool (TMLIRP) casualty insurance policy, at a value of $3500. R. Hoffman and J. Phillips stated that there has been no update on outstanding grant requests, and nothing is expected before the end of the year. No training grants are being pursued at this time.

J. Phillips reported that he is looking for an air cascade system to fill the VFD’s oxygen tanks. In the meantime, he continues to use Dam-B VFD’s system. While the 1980 Pierce Ladder Truck is not yet certified (possibly costing $10,000), it can be used -- except on the premises of the Woodville Pellet Plant. The Ladder Truck could be very beneficial with incidents at mobile oil sites. J. Phillips has the parts, e.g., light bar, he needs to complete the 5000-gallon Tanker acquired in 2020. Work to repair rust damage on the 1993 Ford 2000-gallon tanker truck is pending.

R. Hoffman reported that the White Tail Ridge community’s water system has been sold and the new owner is collaborating with him on the use of his 1800-gallon stationary water tank. Their discussions focus on elevating the tank (which was previously on a 5-ton truck) onto a platform. R. Hoffman further shared that he plans to fence the White Tail Ridge VFD Fire Station because children are playing on the equipment and at least one vehicle (school bus) has backed into the building when turning around.

Discussion and action regarding ESD-3 Commissioner Opening

The position remains open.

Discussion and action regarding Upcoming Fire Season

J. Miller expressed concern about fuel readiness of the VFDs’ vehicles. J. Phillips responded that the trucks are topped-off when they are down to ¾ full. He is exploring the possibility of a 100-gallon drop-tank that he can trailer to the service station and then fill the vehicles for both the White Tail Ridge VFD and the Shady Grove VFD at the Shady Grove VFD Fire Station. Further discussion led to the possibility of ESD-3 establishing an account with Gardner Oil, which maintains a generator to ensure availability during extended power outages. Y. Goss introduced the option of a separate checking account for Gardner Oil to debit, limiting fraud exposure, such we establish an account with Gardner Oil. J. Phillips will develop a draft policy with checks-and-balances for use of an ESD fuel account.

Fire Department Reports

White Tail Ridge VFD:

* R. Hoffman reported two callouts.
	+ Apr 3 – Wildfire at 920 CR-2225; five acres
	+ Apr 7 – Wildfire at 920 CR-2225; smoldering stump from Apr 3 callout
* R. Hoffman presented expenses totaling $517.95, including $124.66 to Aaxion in Lufkin for piping for the 2012 Kenworth 2000-gallon tanker. Other expenses were for a car access tool (new brush), fire hydrant, bucket storage, fuel, First Net, and stipend. B. Zimmerman moved that the expenses be reimbursed by ESD-3; T. McCullough seconded the motion and it carried unanimously.

Shady Grove VFD:

* J. Phillips reported two callouts.
	+ Apr 3 – Wildfire at 920 CR-2225; five acres
	+ Apr 7 – Wildfire at 920 CR-2225; smoldering stump from Apr 3 callout
* J. Phillips presented invoices totaling $877.10, including $303.08 for a starter and $208.87 for an alternator for the 2005 International 5000-gallon tanker. He submitted $34.15 for ignition coils and $35.39 a carburetor for 2014 Ford F550 Brush Truck (“Little Green Truck”). Other expenses were for fuel and stipend. B. Zimmerman moved the funds be reimbursed by ESD-3; J. Miller seconded the motion and it carried unanimously.

B. Zimmerman made a motion to adjourn the meeting; J. Miller seconded the motion and it passed unanimously. The meeting adjourned at 8:02 PM.

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