**Minutes of Meeting**

**Emergency Service District #3**

**Date: May 16, 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 acknowledged guest Irime Junior Manuel.

B. Zimmerman gave the invocation. J. Miller led the pledges to the flags.

Public Comments

None.

Discussion and Approval of minutes of the March 2022 Meeting

T. McCullough moved that the April 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 April 30, 2022, the balance in the operating account was $25,852.07. The reserve account balance was $15,707.50 for a combined total of $41,559.57. She moved the $10,868 carried over from last year’s budget to a new line under the Fire Department Expenses line, which is above the Total Expenditures line.

Y. Goss reported that $24,190.71, which is 92% 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

Neither R. Hoffman nor J. Phillips reported that he any equipment needs or TFS Grants.

Discussion and action regarding ESD-3 Commissioner Opening

The position remains open. Commissioner training requirements will be added to the agenda for the June meeting.

Discussion and action regarding Upcoming Fire Season

During the April 2022 ESD-3 meeting, the need for a reliable and readily accessible fuel supply for the VFDs’ vehicles was discussed. It was noted that Gardner Oil in Woodville has a backup generator to pump clear diesel and gas during a prolonged power outage, and J. Phillips stated that a fuel tank on-site at the Shady Grove VFD Fire Station would simplify refueling – which they do when the vehicles are down to ¾ full.

As follow-up to the April meeting discussion, J. Phillips presented procedures for the two VFDs to share an ESD-3 account with Gardner Oil for fuel for fire department vehicles. Shady Grove VFD Fire Chief J. Phillips and White Tail Ridge VFD Fire Chief R. Hoffman would each have a key with a unique number to the account. B. Zimmerman moved that ESD-3 establish a Gardner Oil account with (1) internal ESD-3 procedures, (2) a new ESD-3 bank account for payment with a $1575.00 maximum balance, (3) a Gardner Oil clear diesel agreement, (4) a Gardner Oil gas agreement; and that (5) J. Phillips obtain and maintain a mobile 100-gallon diesel tank at the Shady Grove VFD Fire Station. T. McCullough seconded the motion. Both the Shady Grove VFD and the White Tail Ridge VFD will use the 100-gallon tank for filling vehicles. J. Phillips stated that a 100-gallon tank would cost approximately $500 and that he has a pump that can be installed on it. The motion passed unanimously.

Fire Department Reports

White Tail Ridge VFD:

* R. Hoffman reported no callouts.
* R. Hoffman presented expenses totaling $254.83, including $155.84 to for a starter and $53.99 for freon – both for the 2003 Ford F350 Brush Truck -- and the $45.00 stipend. J. Miller moved that the expenses be reimbursed by ESD-3; B. Zimmerman seconded the motion and it carried unanimously.

Shady Grove VFD:

* J. Phillips reported no callouts.
* J. Phillips presented invoices totaling $444.31, including $168.87 for decals for the 2005 International 5000-gallon tanker and the 2-1/2 Ton cabover Brush Truck. There were three invoices for the 2005 International 5000-gallon tanker: $53.85 for an LED light bar, $77.96 for float switches and $16.97 for a solenoid. The total also included a Firstnet invoice and the $45.00 stipend. J. Miller moved that the expenses be reimbursed by ESD-3; B. Zimmerman 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 7:45 PM.

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