**Minutes of Regular Monthly Meeting**

**Emergency Service District #3**

**Date: January 16, 2023**

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

T. McCullough gave the invocation. T. McCullough led the pledges to the flags.

Public Comments: None

Discussion and Approval of minutes of the November and December 2022 Meetings

Y. Goss moved the November and December minutes be approved as written; T. McCullough seconded the motion and it passed unanimously.

Monthly Financial Report for ESD#3

Y. Goss presented the financial report. As of December 31, 2022, the balance in the operating account was $17,448.83. The reserve account balance was $15,707.50 for a combined total of $34,731.33.

Contracts

Y. Goss moved that ESD-3 renew the contracts, without change, with the White Tail Ridge and the Shady Grove Volunteer Fire Departments. B. Zimmerman seconded the motion and it passed unanimously.

Equipment Needs and TFS Grants

White Tail Ridge Fire (WTR) Chief R. Hoffman reported that the Texas A & M Forest Service (TFS) is awarding a DOD Humvee with a $20,000 skid unit in response to a grant request submitted in 2011. It will need to be painted and fitted with tools. Upon arrival of the Humvee, WTR’s 2.5 Ton Brush Truck will be decommissioned (after removal of tanks and other equipment) and returned to TFS.

WTR R. Hoffman reported that a recent callout highlighted the need for backpack leaf blowers to fight tall grass fires. WTR VFD also needs large bunker gear for a new, young volunteer.

Shady Grove (SG) Fire Chief J. Phillips reported that the ten Kenwood NX-1200AVK2 analog handheld radios ordered last year have not yet arrived. He explained that the Fire Chiefs (J. Phillips and R. Hoffman) would like to order two P25 radios that can transmit and receive both digital and analog signals. A recent callout highlighted the need for Chiefs to be able to alternate between communications with the Firefighter Volunteers who use the less expensive analog communications devices, and the Sheriff’s Office, which uses secure digital communications. The Chiefs’ older digital-only devices would be allocated to the Assistant Chiefs. B. Zimmerman moved that ESD-3 fund two P25 radios at $1100 each. T. McCullough seconded the motion and it carried unanimously.

Discussion and action regarding Training Requirements and Completed Training Status:

B. Zimmerman will contact Ken Jobe to request that he arrange for SAFE-D to provide in-county training for all Tyler County ESD Commissioners.

Roles and Responsibilities, Reserve Account, and Elections

B. Zimmerman moved that the Roles and Responsibilities, Reserve Account and Elections agenda items be moved to the February agenda. T. McCullough seconded the motion and it passed unanimously.

Insurance Policy

TFS provides Liability Insurance for all vehicles, including the military vehicles, for both VFDs for $792. Texas Municipal League (TML) provides Auto Physical Damage Insurance, excluding the military vehicles. TML notified Treasurer Y. Goss that they now require at least two insurance policies for each client (each VFD). Y. Goss presented TML’s cost options. To address the immediate need for insurance, Y. Goss was authorized to update the TML policy while she researches less expensive alternatives. The updated policy, to be paid quarterly, will include $1719 for Auto Physical Damage Insurance with a $2500 deductible plus a three-part Liability Insurance policy -- $221 for General Liability with zero deductible, $207 for Errors and Omissions Liability with a $100,000 deductible and $1591 for Auto Liability with a $2500 deductible. The total cost is $3738 annually for each VFD. Liability Insurance for the military vehicles would need to continue to be provided by TFS.

Fire Department Reports

White Tail Ridge VFD:

* R. Hoffman reported two callouts.
	+ Jan 1 – Lift Assist – 328 CR-2150 – Hands-on and altercation; sheriff
	+ Jan 15 – Wildfire – CR-2250/WTR Rd 1 – Hand tools and TFS
* R. Hoffman presented expenses totaling $421.88, including $79.28 for a spare tire for the 2003 Ford F350 Small White Brush Truck. 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 four callouts.
	+ Jan 1 – Lift Assist – 328 CR-2150 – Hands-on and altercation; sheriff
	+ Jan 8 – Lift Assist – FM 256 N – With Allegance Ambulance
	+ Jan 14 – Wildfire – Hwy 190 W – Passerby put fire out; call to VFD cancelled
	+ Jan 15 – Wildfire – CR-2250/WTR Rd 1 – Hand tools and TFS
* J. Phillips presented invoices totaling $113.40. T. McCullough moved that the expenses be reimbursed by ESD-3; B. Zimmerman seconded the motion and it carried unanimously.

B. Zimmerman moved the meeting adjourn; T. McCullough seconded the motion and it passed unanimously. The meeting adjourned at 8:14 PM.

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