**Minutes of Regular Monthly Meeting**

**Emergency Service District #3**

**Date: June 17, 2024**

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

Guests: None.

Invocation: T. McCullough delivered the invocation.

Pledges to the Flags: T. McCullough gave the invocation and led the pledges to the flags.

Public Comments: None.

Discussion and Approval of minutes of the May meeting

J. Miller moved the May minutes be approved as written; A. Cook seconded the motion and it passed unanimously.

Monthly Financial Report for ESD#3.

A. Cook presented the financial report. As of May 31, 2024, the balance in the operating account was $45,934.20. The balance of the Gardner account was $850.95. The reserve account balance was $18,207.50 for a combined total of $64,992.65. A. Cook stated that he will be moving funds to the Gardner account to retore it to $1,500.00. B. Zimmerman moved that Y. Goss be reimbursed for the P.O. Box; A. Cook seconded the motion and it passed unanimously. S o

Equipment Needs and TFS Grants.

J. Phillips reported that the 1995 Freightliner Tanker Pumper with a 1000-gallon tank is onsite. It will replace the 1993 Ford 2000-gallon tanker truck. Tires from the 1993 Ford truck will be swapped with older tires on the 1995 Freightliner. J. Phillips plans to sell the 1993 Ford truck, the Ladder Truck and a no longer used Mack truck.

J. Phillips received the new Jaws-of-Life. Training will be conducted the first weekend of August.

Discussion and action regarding Commissioner Vacancy. There was no update.

Discussion and action regarding any changes to the budget. None

Discussion and action regarding Consolidated Financial Statement.

A. Cook will send copies of the Consolidated Financial Statement to T. McCullough and B. Zimmerman.

Discussion and action regarding procedures for purchases at Gardner Oil.

B. Zimmerman moved that the procedures for the Gardner Account be expanded to include review of receipts for non-fuel items purchased at Timberman’s (now owned by Gardner Oil).

Discussion and action regarding payment for labor on equipment.

B. Zimmerman moved that volunteer firefighters seeking payment for work on VFD apparatuses must present (1) an invoice, (2) a bid/estimate for the work from a recognized external service provider and (3) written confirmation of the work performed signed by a different member of the VFD. T. McCullough seconded the motion and it passed unanimously.

Discussion and action regarding insurance for the 1995 Freightliner Tanker Pumper.

A. Cook reported that the 1995 Freightliner Tanker Pumper has been added to the insurance policy and the 1993 Ford 2000-gallon tanker truck has been dropped from the policy.

Fire Department Reports

White Tail Ridge VFD:

* R. Hoffman reported 1 callout.
  + 6/12/2024 – Lift Assist. 421 CR 2150.
* R. Hoffman presented expenses totaling $402.63, including $230.97 for airlines for the Military 5-Ton Tanker.

Shady Grove VFD:

* J. Phillips reported one callout.
  + 6/7/2024 – Wildfire. Off CR 2300.
* J. Phillips presented expenses totaling $4,061.35, including $3,200.00 for transport and $661.67 for a new tire for the 1995 Freightliner Tanker Pumper.

B. Zimmerman moved that the expenses for both the WTR VFD and the SG VFD be reimbursed. A. Cook seconded the motion and it passed unanimously.

J. Miller moved the meeting adjourn, T. McCullough 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