

**Limestone County
Emergency Services District #2
Commissioners Regular Meeting – Minutes
March 16, 2021**

A quorum was present, and Paul Loeffler called the meeting to order. Attending were Paul Loeffler -President, Deborah Gerard – Treasurer, Charles Eastburn-Secretary, Vernon Davis -Assistant Treasurer. Barbara Hicks-Vice President was absent. Fire Chief Allen McWhirter was also in attendance. WLLVFD guests included: David Nobles and Lesa Nobles.

No additional citizens joined the meeting. Consequently, there were no citizens' comments.

Approval of Minutes: The minutes of the February 16, 2021 meeting were approved.

Treasurer's Report: The out-going Treasurer provided the monthly report for February. The checking account balance at the end of February was \$76,822.96. The sinking fund balances for Equipment Replacement, Facilities Renovations and Apparatus respectively were: 500.29, 500.29 and 20033.26. A review of expenditures and income were provided. Line item (account code) 5106 will be re-named "Apparatus Repair". A decision was made not to engage the services of an external Bookkeeper at this time. The Treasurer will cover all aspects related to bookkeeping necessary for the annual audit.

Report of Service Provider: Fire Chief McWhirter presented the report.

Organization and Corporate: WLLVFD's 3-5 year Financial Plan was submitted. The Contract requirement was fulfilled. The ESD intends to add \$1000 to the "stipend" line item.

Emergency and Non-emergency calls: There were 29 incidents during February. 10 for emergency medical response and 19 for fire response. Due to inclement weather, the average response time was between 12 and 28 minutes.

Training: There were 9 training sessions during the month with a total of 15 instructional hours and a total of 53 individual personnel hours.

Treasurer's Report (WLLVFD): The corrected report for February was delayed. The Treasurer's report will be provided at the April meeting.

Mobile Equipment Report: Engine 2506 at Station 3 incurred freeze damage. Repairs must exceed 75% of the vehicle's insured value of \$35,000 in order for it to be considered a total loss.

Grants: There was no new progress on outstanding grant requests. Three are pending responses.

ISO Improvement: The Tender in Ohio will continue to be used by the current fire department. The vehicle is owned by the city and should be available as soon as their new Tender is delivered. An earnest money contract was not allowed. This is a “hand-shake” agreement. The Tender will help improve WLLVFD’s ISO rating once placed into use.

Funding Requests: Receipts for reimbursement of travel expenses (to Ohio) were provided.

Up-date of Town Hall Meeting: There were 19 WLLVFD members at the meeting. No members from the general public attended. During the meeting there were 30 “live viewers”. 200 on-line views were noted subsequent to the meeting. It was agreed that the FACEBOOK LIVE option would not be used at the next Town Hall session.

Other Business:

Records retention: The Board discussed a need to adhere to the Records Retention guidelines for ESDs. This will be an agenda item for the next Commissioners meeting. The Secretary will develop a DRAFT for our Records retention Policy/Procedure.

Checking account signature procedure: A procedure needs to be developed for check signing. The President in conjunction with the Treasurer will develop a procedure.

Mailbox at Fire Station: A motion was made by Vernon Davis and seconded to place a mailbox near the road and designate 6614 FM 937 as the mail delivery address for the ESD. The vote was split at 2 for and 2 against.

Credit card: A decision needs to be made regarding who will be approved to use the ESD’s credit card when issued. This item will be on the agenda for the April meeting.

Community Relations: The Community Relation Committee Chairman provided an update about the progress related to communications about the Sales Tax Capture election. 650 copies of the newsletter have been printed. WLLVFD will label the letters Saturday, March 20. Radio announcements will be scheduled with FM Station 99.1 to be broadcast for once each day for six weeks during the Trading Post program between 10 and 11:00 a.m. in April and early May The newsletter has been posted on the website and a Fact Sheet has been developed. The website is in need of up-dating.

Adjournment: A motion to adjourn was made by Charles Eastburn and seconded. Passed unanimously.

Approved: - 04.21.2021

