

**Limestone County
Emergency Services District #2
Commissioners Special Meeting – Minutes
June 3, 2020**

Special Notice Given the current state of our environment (Corona Virus Pandemic) and in an effort to meet requisite safety standards and meeting requirements, this meeting was conducted via the telephone. All future meetings will be conducted telephonically. All future meetings will offer the public the option to attend telephonically. Instructions will be included on all agendas. This telephonic format will be used until further notice.

The meeting was called to order by Vernon Davis. A quorum was present (telephonically). Attending were: Vernon Davis-President, Paul Loeffler-Assistant Treasurer, and Charles Eastburn-Treasurer and Barbara Hicks, Vice President. Also attending were: Allen McWhirter, and Kim McWhirter.

There were no citizen's comments nor did any citizens join the meeting

Agenda item : Consider, discuss, and take appropriate action on the following items:

Discuss funding practices/policies/methodology for FD funding requests.

Lengthy discussions were held as to how the ESD should improve on the way purchasing and funding requests are handled. It had become clear that the system in place was inefficient. A motion was made that the "ESD assumes payment of all utilities via "bank drafts" and that the ESD obtains a Debit card(s) and issues one to the Chief of the FD. Purchases above \$500 will be authorized by the ESD President or Treasurer and notice will be given to the respective banking official. All purchases will be reconciled within thirty days by providing the requisite documents." It was further motioned that we adopted Charlie proposal that "all mail for the ESD will be directed to Limestone County ESD #2 - P.O. Box 305 - Groesbeck, TX 76642. The "mail basket" nor the Fire Station's address nor personal residences will be used for the ESD's mail." Both motions were also approved unanimously.

Charlie agreed to initiate the steps needed to secure a debit card and transfer payment of the FD utilities to the ESD via bank drafts. Kim offered to help Charlie with the transfer of payment responsibilities.

Paul also mentioned that there is a need to have clarity and consistency on the budget codes when purchases are made. He recommended that the FD purchasing agent should "drive the codes". Vernon added that budget code designation will be addressed in the weeks to come in preparation of the 2021 budget.

Motion to adjourn was made and unanimously voted upon.