

**Limestone County  
Emergency Services District #2  
Commissioners Regular Meeting – Minutes  
September 15, 2020**

Special Notice Given the current state of our environment (coronavirus pandemic) and to meet requisite safety standards and meeting requirements, this meeting was conducted via the internet. 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.

A quorum was present, and the meeting was called to order by Vernon Davis. Attending were Vernon Davis-President, Charles Eastburn-Treasurer and Paul Loeffler-Assistant Treasurer. Barbara Hicks-Vice President and Deborah Gerrard-Secretary submitted their apologies. Also attending: Allen McWhirter and Kim McWhirter.

There were no citizen's comments, and no citizens joined the meeting.

**Approval of Minutes:**

The minutes from the August 18, 2020 meeting were approved by a unanimous vote.

**Treasures Report:**

The monthly Treasurers report was provided. The account balance at the end of August was \$22,463.54. Expenses and deposits are represented on the August's check register. Balances for the 3 savings accounts (1) Apparatus \$20,025.50, (2) Replacement \$500. (3) Facilities \$500 was noted. The Treasurer gave a brief overview of September's expenditures to date and explained in detail that due to upcoming expenses the carryover to the next fiscal year would be approximately \$16,000.

**Report of service providers:**

Allen McWhirter represented WLLVFD.

**Organizational and Corporate:**

No changes to report on organizational and corporate documents.

**Emergency and Non-Emergency Calls:**

During August, there were 20 total calls. There were 12 calls categorized as fire calls and 8 first responder medical calls. There were 4 mutual aid calls given and 5 mutual aid calls received. The average response time was 09.15 minutes, and the average on-scene time was 89.11 minutes. A breakdown of the calls as follows: 2 building fires, 4 grass fires, 8 medical, 2 public services, 3 dispatched and canceled on-route, and 1 smoke odor call.

### Training:

There were 6 people trained with 8 class hours and 16 personal hours of operations training in August. McWhirter reported that these figures were not wholly correct as not all certificates had been produced for the month and an update will be provided at the next meeting.

### Treasurer's Report:

Allen McWhirter presented the Treasurer's report for WLLVFD. The account balance at the end of August was \$23,289.59. Originally it was planned to roll over \$12,000 at the year-end, but due to Covid-19 making fundraising difficult, it was now planned to rollover \$16,000.

### Mobile Equipment Report:

Allen McWhirter presented the mobile equipment report and confirmed that all the equipment is now in service and fully functional. He reported that Truck 2501 was back in service after having its air conditioning repaired and windshield wipers replaced.

### Grants:

Allen McWhirter updated the board with the status of grant requests as follows:

AFG Tender Grant. No award was received to date.

Meadows Foundation Grant. A \$50,000 matching grant to purchase a tender should be ready to submit by the end of September.

VFIS Health and Wellness Grant. A county-level grant request for an extractor, a bunker gear washing machine is in development.

### ISO Improvement:

Allen McWhirter reported that he had received correspondence from the ISO Auditor confirming he had accepted the Civil Engineers letter stating that the Fire Department has 365-day access through the private gate that connects 750 and 743 and the road is passable barring a cataclysm.

### Funding Requests:

The Fire Department received a Texas Forest Service Grant for tools and equipment up to \$20,000 with a 25% matching requirement from the ESD. The Fire Department plans to use the funds to purchase communication upgrades and other tools and equipment. Allen McWhirter asked that matching funds be secured before accepting the grant. A discussion ensued on the 25% matching fund for the following fiscal year.

Motion moved by Charles Eastburn and seconded that the 2021 budget is adjusted per this funding request, that \$5,000 is budgeted, and the ESD#2 approve this request.

Motion amended by Paul Loeffler and seconded that the ESD#2 commit to the Texas Forest Service Grant and commit to \$5,000. The motion passed unanimously.

### **Other Business:**

#### Audit vs. Compiled Financial Reports

Discussion ensued on whether an audit or compiled financial reports should be produced. The cost of a full audit costing approximately \$5,800 versus an approximate fee of \$1,695 for

compiled reports. It was considered that a full audit would be more advantageous as it would greatly assist with grant requests and provide comfort to members of the public on how the funds are being managed.

Motion moved by Paul Loeffler and seconded that a full audit is undertaken. The motion passed unanimously.

Charlie Eastburn, Treasurer, agreed to sign the engagement letter.

ESD#2/WLLVFD Contract:

Vernon Davis presented an updated ESD#2/WLLVFD contract. Based on guidance and advice received from an attorney, the payment procedures regarding the MOU on the debit card were included in the contract. An address change and some minor amendments were also made.

Motion moved by Paul Loeffler and seconded that the contract is accepted and signed. The motion passed in favor.

Adoption of Tax Rate:

Vernon Davis reported that the ESD#2 had met the procedural conditions for this year's proposed tax rate of 0.04%.

Motion made by Vernon Davis and seconded that the 0.04% be adopted. The motion passed unanimously.

**Adjournment:**

At 7:46 pm a motion was made and seconded that the meeting be adjourned. The motion passed with a unanimous vote.

**Executive Meeting:**

At 7:47 pm, the Board moved into executive session.

At 8:37 pm a motion was made and seconded that the meeting be adjourned. The motion passed with a unanimous vote.

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_

