

**Limestone County  
Emergency Services District #2  
Commissioners Special Meeting – Minutes  
September 24, 2020**

Special Notice Given the current state of our environment (Corona Virus Pandemic) and to meet requisite safety standards and meeting requirements, this meeting was conducted in a hybrid setting via the internet and in person at the Fire Department. Everyone attending in person to follow covid-19 guidelines by wearing appropriate masks and social distancing.

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

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

**Discuss and act on Bookkeeping/Bookkeeper**

It was brought to the Board's attention that the current bookkeeper was considering resigning due to the Board's actions. Charlie Eastburn explained that she had taken the position with the ESD#2 on the understanding that there would only be one point of contact with the Board, namely the Treasurer. She believed, having more than one point of contact would cause her problems and frustrations.

Charles Eastburn believed the bookkeeper would resign if members of the Board would not adhere to having one point of contact. Both Charles Eastburn and Paul Loeffler reiterated there was no problem with the current bookkeeper's performance. The issue is with the policy and procedures on how the Board operates. Charles considered it feasible to retain the current bookkeeper if the Board was willing to sign a contract and adhere to their only being one point of contact. Charles presented an internal financial reporting flowchart on how the Board could operate in the future for consideration.

There was dissension with the Board on whether there should be more than one point of contact with the bookkeeper. Vernon Davis stated he could not possibly agree to one point of contact as his integrity and reputation, and that of the Board's was on the line if he did not act on any issues or problems that arose. He reminded all Board members that the Chairperson and Treasurer are ultimately responsible for the financials' integrity.

Motion moved by Charlie Eastburn and seconded that the Board communicates with the bookkeeper that her services will be terminated with the condition that she completes this fiscal year's reporting and audit as verbally agreed by her. Vernon Davis abstained from the vote. Motion passed.

Motion moved by Charles Eastburn and seconded that in future, there is only one point of contact with any bookkeeper, and a contract is put in place. That sole individual will be the Treasurer and all questions, concerns, corrections, modifications, or amplifications to go through the Treasurer solely with the bookkeeper.

Following a discussion, a vote was made, 2 in favor and 3 opposed. The motion failed.

Kim McWhirter, a qualified bookkeeper, and member of the Volunteer Fire Department was asked if she would consider taking on the ESD#2 bookkeeper's role. Kim gave a brief overview of her background and the policies and procedures she would implement. Kim confirmed she was not looking for a position on the Board or to receive compensation.

Motion moved by Paul Loeffler and seconded that the ESD#2 Board contract with Kim McWhirter for her bookkeeping services without compensation. The motion passed unanimously.

**Discuss/Act in-person meeting**

The Board agreed that the next meeting is held in person. Everyone attending to follow covid-19 guidelines by wearing appropriate masks and social distancing.

**Discuss QuickBooks**

Kim McWhirter confirmed that she used QuickBooks and was willing to generate reports and give any training required. Discussion ensued on the purchase of QuickBooks licenses.

Motion moved by Vernon Davis and seconded to purchase 3 licenses for QuickBooks. Motion passed unanimously.

**Adjournment:**

The motion to adjourn was made and unanimously agreed.

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

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