

Limestone County ESD #1 Minutes of Meeting

Date: 9th day of February 2021

Place: East Lake Limestone Volunteer Fire Department (“ELLVFD”)

Voice Recording Number: DPM 80043.MP3

Members in Attendance: Tom Dean, Binky Simmons, Michael Jones, Mark Jones, Steve Henigman

Guest: Bobby Norris

Meeting called to order at 6:00 pm

1. Quorum established.
2. A motion to approve the minutes of the previous meeting (**11/10/2020 late due to COVID**) was made by Tom Dean and a second was issued by Michael Jones. All members voted in favor of the motion
3. A motion to approve the minutes of the previous meeting (**1/12/2021**) was made by Tom Dean. A second was issued by Binkley Simmons. All members voted in favor of the motion.

Treasurers Report

1. A call to approve the financial report (dated **01/01/2021** thru **01/31/2021**) was made by Tom Dean. A second was issued by Binkley Simmons. All members voted in favor of the motion.

Summarized Financial Report

- Beginning Balance of 01/01/2021 was **\$75,080.82**
- Deposits of **\$44,063.75** bring the balance to **\$119,144.57**
- Debit (**checks below**) total of **\$151.42** brings the balance to **\$118,993.15**

Checks

Steve Henigman \$151.42

- Other Debits of **\$98.32 (Navasota Valley Electric)** brings the balance to **\$118,894.83**

Summarized Special Account

Special Account balance **\$3,459.74**

Debit Card Fee **\$1.50** brings this balance to **\$3,458.24**

Fire Department Report (ELLVFD)

A representative for East Lake Limestone VFD reported the following call report.

Medical Calls	Fire
0	0

1. Fire department will look into a heating problem for the adjacent bays (new bays) for it does not have heating capabilities. A report will be forwarded to ESD for a resolve.

2. Contract date to be set for final review.

New Business (ESD)

1. Quick claim deed has been now been issued to **ESD1** for the Bishops Landing Sub-Station 1. This now allows us to press forward with **PHASE ONE** and issue grants to cover finances needed for design and construction of the building. Several joint meetings will be scheduled so that ELLVFD President (**Bobby Norris**) can determine and provide an equipment check list for said building. Pending outcome of these meetings other grants may also be issued to cover some of the cost of equipment needed. Tom Dean will plan a special a meeting between fire department personnel and ESD1 so that committees can be formed to carry out task assigned to ensure all aspects are covered during the time of grant writings. Property survey was distributed for review.
2. Tom Dean and Bobby Norris will determine a date and time to finalize the Service Provider contract with the ESD attorney. Once it has been drafted both entities will sit down for approval.
3. An auditor will be contracted to proceed with the 2020 tax audit. After looking at the cost for the audit it was determined that we should continue with current auditor. Michael Jones motioned to approve a contract with the current auditor and a second was Issued by Steve Henigman. All members voted in favor of the motion
4. Tom Dean resubmitted a table item that was issued in Oct of 2020 for video surveillance. Michael Jones motioned to approval the proposal and it was seconded by Mark Jones. All members voted in favor of the motion.
5. Meeting is scheduled to determine where to install the tower that will provide the main station with internet and phone services. The decision to install this tower is a cost cutting measure that will provide **call relaying** in the event no one is at the station to receive calls outside of 911. Mark Jones will setup the meeting.
6. Plans that cover cold weather procedures are needed to prevent damage to the trucks. Bobby Norris (ELLVFD President) will provide a plan.

Old Business

To be Removed (Completed and/or approved)

1. (**Completed**) The rental Contract for the fire department will be discussed with the attorneys for proper application as it related to alcohol and requirements of police on-premises if alcohol is served. This should also cover any benefits sponsored by the fire department. (**Update 03/10/2020**) A procedure and an agreement for the private use of the firehouse will also be discussed and/or implemented. ESD1 will seek the advice of the attorney on this matter. (**Update 05/12/2020**) Rental Contract for the fire department will need further discussion with the attorney who will address rental to the general public outside ESD1 district, security deposit, alcohol, and drugs along with and how this affects any function that is sponsored by the fire department. The ESD attorney will draw up the agreement once all criteria have been addressed. Binky Simmons will accept all applications for rental with Michael Jones designated to backup. The motion to approve was made by Michael Jones and seconded by Steve Henigman. All members voted to approve the motion.

Needing Updates

1. (**UPDATE NEEDED**) A release will be drawn up by the ESD attorney that will address servers and people that assist in all events.
2. (**UPDATE NEEDED**) **COVID-19 DELAY**. Lights for flags are also in need of repair. Tom will call to have it either replaced or repaired.
3. (**UPDATE NEEDED**) **COVID-19 DELAY**. Fire department request use of building for various residential events. A schedule will be devised and submitted to ESD (release form to be signed).

Ongoing

1. **(Ongoing)** A quote for security cameras is being obtained that will produce real-time recordings. These cameras will be placed outside of the main firehouse in several different locations. **(Update 05/12/2020)** Video cameras were addressed acknowledging that another bid and proposal is needed to go forward. **(Update 08/18/2020)** Tom Dean (President) requested that the fire department provide a copy of the main fire station floor plan so that a layout of the proposed cameras can be determined. **(Update 09/18/2020)** A proposal for security cameras will be submitted by the next open meeting. **(Update 10/13/2020)** Security camera proposal has tabled until an internal financial review can be obtained that will incorporate a county tax assessment. **(Ongoing)** The previous meeting alarm proposal of \$8,198.56 was motioned by Tom Dean for approval. A sufficient second was not recognized due to technical issues so the matter will be brought before the members at the next meeting to be held on February 9th 2021. Tax revenue will be presented before the vote. **(Update 02/09/2021)** Tom Dean submitted tabled proposal for security cameras (tabled on 10/13/2020). After a brief discussion a motion to approved was made by Tom and seconded by Michael Jones. All members voted in favor of the motion.
2. **(Ongoing)** A proposal was introduced by Tom Dean to have all future meetings held at the regular location. It was determined that we would need to sanitize the area before the meeting to prevent future COVID-19 cases.
3. **(Ongoing)** Signing over the proposed substation site will be reevaluated by the attorney since it has already been signed over to the Bishops Landing POA. It may be that signatures from the estate may not be required. **(Update 01/12/2021)** The Bishops Landing substation documentation and surveys will be handed over to Daniel Burkeen Attorney at Law for legal review and transfer to ESD1 at 2:00 pm Friday January 15th 2021. A grant will be written to finance construction and provide equipment. Attendees will be Vice President Binky Simmons and Secretary Michael Jones.
4. **(Ongoing)** Three commissioners have been sworn with changes implemented to all future commissions. ESD1 will provide the court with dates that a commissioner will need to attend when the ending date is reached. These dates will be maintained thru the records of the ESD. Commissioners sworn in are Binky Simmons, Mark Jones and Michael Jones. All three will retain their perspective duties that were assigned previously.
5. **(Ongoing)** A program needs to be developed to recruit new firefighters. This perhaps could be a joint effort between the ESD and the Fire Department.
6. **(Ongoing)** Audit for 2020, along with proposals, was submitted for review. An extension will be submitted.
7. **(Ongoing)** Texas SB943 was addressed which concerns the contract with the fire department. It is suggested that the attorney go through the contract and rewrite it after it has been determined as to how it will impact the fire department. After all, areas have been addressed and established within a new contract, ESD1 will sit down in a separate meeting with the fire department and go over the details. The motion to approve was made by Michael Jones and seconded by Steve Henigman. All members voted to approve the motion. Tom Dean will address with the ESD attorney. **(Update 07/13/2020)** ESD closed meeting is scheduled for 07/20/2020. **(Update 09/08/2020)** The new Service Provider contract is presently under review and being discussed by the ESD. Some portions of the contract will need to be gone over with the ESD attorney. It is planned to hand it over to the fire department for their review and discussions afterward. **(Update 09/14/2020)** After several weeks of discussion (dating back from 09/08/2020), an ESD review of the service provider contract has been forwarded to the VFD board. A committee comprised of VFD board members will review those changes, offer changes of their own, and prepare for final negotiations before the final draft is forwarded to the ESD attorney. **(Update 10/13/2020)** Service providers contract has reviewed by the ELLVFD and now is ready for a final review before forwarding the draft to the ESD attorney.

Meeting adjourned at 7:30 pm.
Next meeting to held Tuesday the 9th day of March 2021.