

NOTICE OF REGULAR MEETING  
BOARD OF DIRECTORS  
Limestone County  
EMERGENCY SERVICE DISTRICT#1

Date: August 10<sup>th</sup>, 2020

Time: 6:00 P.M.

Location: 262 LCR 892

Jewett, Texas 75846

FILED FOR RECORD  
AUG 6 2021 AM 11:03

KERRIE COBB-CO. CLERK  
LIMESTONE COUNTY, TX.

Notice is given that a meeting of the Board of Directors of the Limestone County Emergency Services District#1 will be held at the date, time and place set out above.

Call to Order-Establishment of a Quorum:

**CONSENT AGENDA**

Commissioner Attendance- Sign-In Sheet Distributed

Acknowledgement of Visitors/Introduction/Sign-in

Approval of Previous Meeting Minutes (10/13/2020) with Corrections as necessary

Treasurer's report. Approval of the Treasurer's report.

**REGULAR AGENDA**

1. Discussion and/or approval of payment of bills currently on file.
2. Discussion of any/all other current or historical items concerning the ELLVFD.
3. Treasurer's Report
4. Website Issues
5. Contract with the Fire Department
6. Tree Trimming
7. Required filing system for ESD1 Audit
8. Update on Committee for Outside use of Firehouse.
9. Update on transfer of ownership of substation property to ESD1.
10. August 5<sup>th</sup> County Fire Meeting.
11. Communications and Radio needs for new firefighters.
12. Citizen's Comment

I do hereby certify that the above Notice of Meeting of the board of the Directors of the Limestone County Emergency Service District#1 is a true and correct copy of the said notice, and that I posted a true and correct copy of the said notice with the Limestone County Clerk and at a convenient posting area within the county Court House readily accessible to the general public at all times.

Dated this 6<sup>th</sup> day of August 2021

  
Poster (signature)

I do hereby certify that this Notice is a true and correct record of the proceedings held during the Limestone County Emergency Service District#1 board of the Directors meeting.

\_\_\_\_\_  
Presiding Officer (signature)

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

Commissioner -Limestone County ESD#1

GUEST ARE WELCOME AT ALL MEETINGS-PLEASE COME AND JOIN US

# ***Limestone County ESD #1***

## ***Minutes of Meeting***

Date: 10th day of Aug 2021

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

Voice Recording Number: DPM 0049.MP3

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

Guest: Brenda Bonin, Pat Bonin, Red Ard

### **Meeting called to order at 6:00 pm**

1. Quorum established.
2. A motion to approve the minutes of the previous meeting (07/13/2021) was made by Binky Simmons. A second was issued by Michael Jones. All members voted in favor of the motion.

### **Treasurers Report**

1. A call to approve the financial report (dated 07/01/2021 thru 07/31/2021) was made by Michael Jones. Second was issued by Binky Simmons. All members voted in favor of the motion.

### **Summarized Financial Report**

- The beginning Balance of 06/30/2021 was \$103,618.17
- Deposits of \$1,813.08 (Tax Collected) bring the balance to \$105,431.25
- Debit (**checks below**) total of \$14,563.58 brings the balance to \$90,867.67

#### Checks

Check No. 1461 Go Daddy (Outstanding) \$340.26

Check No. 1462 to ELLVFD \$3,196.06

Check No. 1463 to ELLVFD \$11,367.52

- Other Debits of \$122.06 (Navasota Valley Electric) brings the balance to \$90,405.35

### **Summarized Special Account**

Special Account balance \$3,410.75

- Debit Card Fee \$1.50 brings this balance to \$3,409.25

### **Fire Department Report (ELLVFD)**

Medical Calls	Fire	Other
0	0	0

1. June bills presented by ELLVFD Treasurer in the amount \$3,196.06 (see Check No. 1462 above). ELLVFD July bills total \$11,367.52 (see Check No. 1463 above).

### **Bills For July were for**

EMS Training, Text Books for EMS Class, Fuel for the fire trucks, Fire Truck window replacement (Total amount \$9609.37). Remainder went for Flash Lights for new firefighters, and fire station pest control along with other various items (total \$1,758.15).

2. **New fire fighters added.** Since new personnel are added plans on how to cut response time are now being discussed and formalized by ELLVFD fire chief and the Assistant fire Chief until the new fire station is built. One fire fighter is a member of the Texas Forestry Service who may have access to one (or more) pieces of equipment to use if the need arises. If that occurs ESD and/or ELLVFD will be reimbursed for expenses. A grant will be written (by Tom Dean) to cover any expenses for training that the new fire fighters will require or update since they are experienced.
3. A trailer is needed for the new piece of equipment in order to place it (6x6 baby brush) in service. A grant to be issued to cover the cost of the trailer. Insurance for this equipment has been issued and is now effective.
4. Flag light needs to be repaired. It is currently not working.
5. Electrical outlets and boxes are need of repair on the outside of the building. **Proposes a fire hazard.**
6. Grant needs to issued for heaters in the other bays that do not have heating.
7. Grant needs to be issued for equipment needed for new fire fighters. Brenda Bonin is to supply Tom Dean a list of what the needs so grants can be written.

### **New Business (ESD)**

1. No website issues reported. Ali Shaw to be added to list of web master to help maintain the site for ELLVFD events and schedules. Ethernet cable signal needs to be ran for the recorder to receive a WIFI.
2. A draft person has been obtained to layout the new substation. That person is awaiting requirement documents before starting. A budget item will be appropriated to cover the cost of drafting and architecture work.
3. One company has submitted a quote (\$2,700.00) for trimming the trees at the main fire station to prevent damage sustained while leaving to answer calls. A second quote will be obtained before a vote is taken.
4. A proposed plan was presented by ESD President Tom Dean to help alleviate any hurried gathering of documentation for the end of year tax appraiser, CPA and/or tax collector.
5. Safe-D required training was also discussed that covered training needed, how we are to get that training and proof of training already obtained without paying extra cost to ESD.
6. Titles for the fire trucks have been handed over to ESD. Transfer of title will be discussed in a future meeting once it has been determined that the title is to show ESD as the owners.

### **Needing Updates (ESD)**

1. **(UPDATE NEEDED)** A release will be drawn up by the ESD attorney that will address servers and people that assist in all events. Committee members (ESD1 and VFD) will define what needs to be address by the ESD attorney. **(UPDATE)** An occupancy rating will need to be obtained before an Event Responsible Party document can be issued. Exit designations need to be properly marked before events can be accepted.
2. **(UPDATE NEEDED)** Lights for flags are also in need of repair. Tom will call to have it either replaced or repaired.

3. **(UPDATE NEEDED)** The service provider's contract has been corrected and returned by the ESD attorney and is now ready for VFD signatures. VFD Board President Bobby Norris will present the contract to VFD and acquire signatures. **(Update)** The service contract submitted to the fire department board President Bobby Norris. Copies of the contract to be submitted to the ESD directors.
4. **(UPDATE NEEDED)** A grant is now underway to provided equipment for the new sub-station and main firehouse.... qualifications to receive grant money will be presented by Tom Dean. Tom will also submit to an architect floor plans to be drafted. Quotes for water and sewer have been obtained but will need to be updated.
5. **(UPDATE NEEDED)** A second sub-station is now in discussion. After looking into the needs of the district it was determined that a second sub-station is needed. A more in-depth study (location etc.) will commence after completion of the Bishops Landing sub-station.

### **Old Business (ESD)**

(See “Ongoing” issues below) Completed items will be deleted on the following meeting minutes.

1. **(Complete)** Equipment for the proposed 4-wheel drive side by side (or 6x6) will need to be purchased so fires can be fought that the trucks cannot get to.
2. **(Complete)** The new WIFI tower is installed. The remainder of the equipment will be installed as soon as weather permits.
3. **(Complete)** ESD 2020 audit is now complete and online.
4. **(Complete)** New guidelines will be developed to ensure all documentation for future audits are ready and to streamline readiness. A meeting for this action will be called by ESD1 President Tom Dean.
5. **(Ongoing)** A committee will be appointed by ELLVFD to address the needs of the new substation so that a price can be determined to submit a grant. **(UPDATE 03/08/2021)** A committee comprised of three members (Bobby Norris, Pat Bonin, and Red Ard) has been appointed to look into the equipment needed for the new Bishops Landing substation. The meeting time and date are to be determined. Grants will be issued for the equipment. **(UPDATE 03/08/2021)** A new generator will be purchased to replace the one that was installed at the main fire department and the old one will be installed at the new Bishops Landing substation. The current unit does not fit the needs required at the main station. **(UPDATE 04/13/2021)** The committee has submitted floor plans for the Bishops Landing Sub-Station (see plans submitted).
6. **(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.
7. **(Ongoing)** Plans that cover cold weather procedures are needed to prevent damage to the trucks. Bobby Norris (ELLVFD President) will provide a plan.
8. **(Ongoing)** A discussion is now underway as to whether we can make the fire department building a warming station or a cooling station without infringing on legal terminology. Due to previous weather conditions (snowstorm of 2021) these discussions will continue considering those aspects so that ELLVFD can shelter those that need such a shelter. Other aspects have to be determined to pursue this community need before it can be implemented. **(UPDATE 04/13/2021)** Turning the fire department into a “Safe Haven” is still being investigated. Problems with the term pose governmental and insurance problems that the fire department or ESD may not be able to meet.
9. **(Ongoing)** Future events, and the usage of the fire department building, are being looked into to determine what regulations (including insurance) would need to be imposed for non-fire department functions. **(UPDATE 03/08/2021)** The committee team comprised of 4 members (Binkley Simmons, Bobby Norris, Brenda Bonin, and Michael Jones) have been assigned to

develop a set of guidelines. (**UPDATE**) Updates from these discussions will be presented and the ESD1 meetings.

Meeting adjourned at 7:30 pm.

Next meeting to held Tuesday the 14th day of September 2021.

Treasurer's Report  
Emergency Services District 1  
Limestone County, Texas  
7/1/2021 To 7/31/2021

**Checking Account**

Balance 6/30/2021	\$103,618.17
Deposits	1,813.08
Debits	(14,563.58)
Other Debits	(122.06)
Balance 7/31/2021	<u>\$90,745.61</u>

Deposits

Tax Collection 7/7/2021	\$1,813.08
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TOTAL	<u>\$1,813.08</u>
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Checks:	1462 ELLVFD	-\$3,196.06
	1463 ELLVFD	-\$11,367.52

Total Checks:	-\$14,563.58
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Other Debits	Navasota Valley	\$(122.06)
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Balance 7/31/2021	<u>\$90,745.61</u>
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**Special Account**

Balance	\$3,410.75
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Debits	Debit Card Fee	(1.50)
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Balance		\$3,409.25
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Outstanding Checks		
	1461 - Mark Jones / Go Daddy	\$(340.26)

Total Outstanding		\$(340.26)
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Outstanding Balance		\$90,405.35
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# Meeting Sign-In Sheet

Board of Directors

Limestone County

Emergency Service District # 1

Date: August 10, 2021  
Time: 6:00 P.M.  
Location: 262 L.C.R. 892  
Jewett, Texas 75846

## BOARD OF DIRECTORS:

- 1) Tom Dea
- 2) Steve Kingman
- 3) Binky Simmons
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

## GUESTS:

- 1) Brandi Bonin 8) \_\_\_\_\_
- 2) Aubrey Bonin 9) \_\_\_\_\_
- 3) \_\_\_\_\_ 10) \_\_\_\_\_
- 4) \_\_\_\_\_ 11) \_\_\_\_\_
- 5) \_\_\_\_\_ 12) \_\_\_\_\_
- 6) \_\_\_\_\_ 13) \_\_\_\_\_
- 7) \_\_\_\_\_ 14) \_\_\_\_\_