

APPROVED

Secretary:

Michael Jones

Date:

2/11/20

Limestone County ESD #1
Minutes of Meeting

Date: 14th day of January 2019

Place: East Lake Limestone Volunteer Fire Department ("ELLVFD")

Voice Recording Number: DPM 80020.MP3

Members in Attendance: Tom Dean; Binkley Simmons; Mark Jones; Michael Jones, Steve Henibman

Guest: Brenda Bonin, Pat Bonin, Bobby Norris, Red Ard

Meeting (called to order at 6:00 pm)

1. Visitors welcomed.
2. Quorum established.
3. A call to approve the minutes of the previous meeting (**December 10th, 2019**) was made by Tom Dean, motion to approve was made by Binkley Simmons and seconded by Michael Jones. All members voted in favor of the motion.

Treasurers Report

1. Motion to approve the financial report (**11/29/2019 thru 12/31/2019**) was made by Michael Jones and seconded by Binkley Simmons. All members voted in favor of the motion.

Beginning Balance of 11/29//2019 was **\$88,636.25**

Deposits of \$44,629.43 (**Dec. 2019 tax collected**) brings the 12/31/2019 balance to **\$ 133,265.68**

Debits of \$29,211.20 (**checks 1400 thru 1405**) reduced the 12/31/2019 balance to **\$ 104,054.48**

Other Debits of \$127.20 (**Navasota Electric**) reduced the 12/31/2019 balance to **\$ 103,927.28**

Note: Oxygen pack purchase was made with Check #1405 in the total amount of **\$24,873.95** as listed in Debits of the treasurers' report (attached). No recalculation is necessary...this amount has already been deducted.

Fire Department

1. Fire department budget is currently being worked on and it is anticipated to be turned over to ESD1 by March 10th, 2020.

New Business

1. A website for ESD1 was discussed. The matter will be taken up with the attorneys to understand the law and what posted content it may cover. Binkley Simmons will bring up the matter at the Safe D convention on 02/20/2020. Tom Dean will call a special meeting (time and date not announced) so that the board can discuss the matter. The current proposal is to use the fire department website.
2. A budget meeting will take place once a special meeting schedule has been announced. This meeting will separate from item1.
3. An updated signature card is needed at the bank for checks. This card will have the new treasurer's signature.
4. Red Ared (fire Chief) will take over the flow meters for reporting fire department fuel usage.

5. Rental Contract for the fire department will be discussed with the attorney's 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.
6. The subject of E-Mail meetings will be discussed with the attorney's during the Safe-D convention to determine it's validity and importance in case a vote is needed outside of a closed session.
7. 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.

Old Business

1. **(Ongoing)** Fuel Tanks are to be located in the vicinity of water tanks allowing easy access. **(Update)** Fuel tanks are being installed (tentatively) during the week of February 18th through the 22nd, 2019. The tank location will be determined on February 14th, 2019. **(Update)** Fuel tanks will need to be approved by insurance and premiums confirmed if tanks are increased to contain more fuel and new valves installed. **(Update 13th day of August 2019)** Two 500 gallon fuel tanks are now installed containing 340 gallons of fuel (unleaded or diesel). A log will be put in place to keep track of which truck is receiving fuel, how many gallons were received, and who filled the truck. Two people from the fire department will maintain the lock code and oversee the process...this will be Pat Bonin and Bobby Norris. Two Fill-Rite Mechanical meter proposals were submitted on 8/14/2019 by Michael Jones for consideration and approval from the fire department and ESD1. **(Updated 10-08- 2017)** It has been determined that both fuel measurement systems (clipboard and gauge) will through to monitor fuel being used for each truck. A clipboard will be located inside the garage area. Motion to approve was made by Tom Dean, seconded by Michael Jones. Vote to approve was made by Tom Dean, Mark Jones, Binky Simmons, and Michael Jones. **(UPDATE 12/10/2019)** To alleviate confusion, the fire department will order the gauges needed to monitor the amount of fuel being dispensed in each fire truck. **(UPDATE 12/10/2019)** Red Are will be buying the flow meters needed for the fuel tanks and used for monitoring fire department fuel usage.
2. **(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.
3. **(UPDATE NEEDED)** Fire department request use of building for various residential events. A schedule will be devised and submitted to ESD (release form to be signed).
4. **(Ongoing)** A motion was made by President Ton Dean to have someone take a certification course to become a grant writer for both ESD1 and the East Lake fire department. Tom Dean has volunteered to take this course and provide services for both the fire department and ESD. The motion was seconded by Michael Jones. Motion to approve was made by Michael Jones seconded by Mark Jones. Vote to approve was made by Michael Jones, Mark Jones, Binky Simmons, and Tom Dean. **(UPDATE 12/10/2019)** The grant writing course, taken by Tom Dean, is expected to be finalized towards the end of November 2019. Grants will be written to accommodate both the fire department and the ESD. Outline of these grants is to be handled by both the fire department and the ESD. **(UPDATE 12/10/2019)** Tom Dean has completed his certification for grant writing and has started with the consideration of a new substation.
5. **(Ongoing)** The process of email voting was presented at this meeting to fulfill a request made in the month of October 2019. Documents entitled "Outline for Email Voting", "Roberts Rule of Order for e-mail meetings" and the state statute (Sec 552.002) that outlines (section 3 a1 and a2) how such transactions are to be handled and processed into the records. These documents will be entered into the records as they were presented during this meeting.

6. **(Ongoing)** The budget for the fire department is planned to be introduced in March 2020.
(UPDATE 12/10/2019) A new budget meeting is being planned for the year 2020. Tom Dean will call the meeting.
7. **(NEW...To be removed)** Steve Henibman was introduced as our new ESD treasurer and will be replacing Gary Collins who resigned due to employment relocation.

Meeting adjourned at 8:00 pm.

Next meeting to held Tuesday the 11th day of February 2020.