

Limestone County ESD #1

Minutes of Meeting

Date: 12th day of October 2021

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

Voice Recording Number: DPM 0060.MP3

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

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

Meeting called to order at 6:00 pm

1. Quorum established.
2. A motion to approve the minutes of the previous meeting (09/21/2021) 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 09/01/2021 thru 09/30/2021) was made by Michael Jones. A Second was issued by Binky Simmons. All members voted in favor of the motion.

Summarized Financial Report

- The beginning Balance of 08/31/2021 was \$84,266.46
- Deposits of \$375.60 (Tax Collected) bring the balance to \$ 84,642.06
- Debit (**checks below**) total of 21,008.52 brings the balance to \$63,633.54

Checks

Check No. 1469 to ELLVFD \$21,008.52

- Other Debits of \$179.60 (Navasota Valley Electric) brings the balance to \$63,453.94

Summarized Special Account

Special Account balance \$3,409.25

- Debit Card Fee \$1.50 brings this balance to \$ 3,406.25

Fire Department Report (ELLVFD)

Medical Calls	Fire	Other
7	3	4

New Business (ELLVFD)

1. New batteries for the AED machine in the Medical Truck were purchased (price \$169.00). Pump repairs and muffler replacement for truck 2603 were performed (price \$461.83). Mechanical repairs for truck 2603 were also needed (price \$104.95). ATT phone bill was paid (price \$162.50). Various items were purchased for both truck and firefighters (price \$11.90) air pack rental (price \$128.94) totaling \$1396.30.
2. Tires for some of the trucks are now due for replacement. Michael Jones requested ELLVFD is to provide a list of apparatus needing repairs (tires etc.), apparatus needing equipment, medical supplies, etc. This list should also include the new side-by-side (Baby Brush) so that ESD can start appropriating or approving funds for those items.
3. County Burn Ban notification will be placed at the corner of LCR 890 and FM 1512 to better accommodate the homeowners traveling those roads.
4. **(COMPLETE)** The flag light and outside plug (on the back side of the building) need repairs. The light is out and the plug has loose connections.
5. **(UPDATE NEEDED)** Heaters for bays are needed. Tom Dean indicated that they are still on the agenda for install (Approved from a previous meeting).

A motion to approve the ELLVFD report presented at this meeting (10/12/2021) was made by Tom Dean. A second was issued by Michael Jones. All members voted in favor of the motion

New Business (ESD)

1. ESD1 2022 audit is now complete and approved.

Motion to accept 2022 Audit was submitted by Tom Dean and seconded by Mark Jones. All members voted in favor of the motion.

2. A tax rate of .04% was approved for the year 2022.

Motion to accept 2022 tax rate was submitted by Binkley Simmons and seconded by Michael Jones. All members voted in favor of the motion.

3. To Dean will check on the radios and report where we are on getting some out to the new firefighters.
4. Sub Station property at Bishops landing will be finalized by the purchase of the property (not to exceed \$10.00). All funds needed to transfer the property will be absorbed by ESD. A projected date has not been submitted for completion.
5. Motion to approve a door maintenance budget of **\$320.00** (yearly) was made by Michael Jones and seconded by Binkley Simmons. All members voted in favor of the motion.

Needing Updates (ESD)

1. **(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.
2. **(UPDATE NEEDED)** Ali Shaw to be added to the list of webmasters to help maintain the site for ELLVFD events and schedules. Ethernet cable signal needs to be run for the recorder to receive a WIFI.

3. **(UPDATE NEEDED)** 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). A grant is now underway to provide 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. **(UPDATE 08/21/2021)** 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.
4. **(UPDATE NEEDED)** Safe-D required training was discussed to cover training needed, how we are to get that training and obtain proof without paying the extra cost to ESD.
5. **(UPDATE NEEDED)** 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. **(Update)** 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 a tax collector.

Completed

1. **(COMPLETE)** 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.
2. **(COMPLETE)** Lights for flags are also in need of repair. Tom will call to have it either replaced or repaired. Tom will get with an electrician to look into the light situation.
3. **(COMPLETE)** The new WIFI tower is installed. The remainder of the equipment will be installed as soon as weather permits. **(Update)** The light that is mounted on top of the tower will be completed by Michael Jones.

Old Business (ESD)

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

1. **(Ongoing)** The service provider's contract has been corrected and returned to the ESD attorney. The contract is now ready and is now ready for VFD signatures. VFD Board President Bobby Norris will present the contract to VFD and sign it after VFD board approval. **(Update)** The service contract met board approval and has been signed.
2. **(Ongoing)** Motion to approve a tree trimming quote of **\$1500.00** was made by Steve Henigman and seconded by Binkley Simmons. All members voted in favor of the motion.
3. **(Ongoing)** 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.
4. **(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.
5. **(Ongoing)** Plans that cover cold weather procedures are needed to prevent damage to the trucks. Bobby Norris (ELLVFD President) will provide a plan.
6. **(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.

7. **(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. (UPDATE) 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 addressed 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.

Note: Files need to be updated and/or made ready for the 2021 CPA Audit.

Meeting adjourned at 7:30 pm. Reconvened in closed session.

The next meeting is to be held Tuesday the 9th day of November 2021.