

Limestone County ESD #1 Minutes of Meeting

Date: 13th day of October 2020

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

Voice Recording Number: DPM 80040.MP3

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

Guest: Bobby Norris, Brenda Bonin, Pat Bonin

Meeting called to order at 6:00 pm

1. Quorum established.
2. A call to approve the minutes of the previous meeting (**September 8th, 2020**) was made by Tom Dean, motion to approve was made by Michael Jones and seconded by Binkley Simmons. All members voted in favor of the motion.

Treasurers Report

1. A call to approve the financial report of this meeting was made by Tom Dean. Motion to approve the financial report dated **8/31/2020 thru 9/30/2020** was made by Steve Henigman and seconded by Mark Jones. All members voted in favor of the motion.

Summarized Financial Report

- Beginning Balance of 06/30/2020 was **\$100,793.77**
- Deposits of **\$316.85** bring the balance to **\$ 101,110.62**
- Debit (**checks below**) total of **\$ 12,942.31** brings the balance to **\$88,168.31**

Checks

#1431 ELLVFD \$11,936.31

#1433 Tami Griffin (Website) \$200.00

#1434 Tami Griffin (Website) \$350.00

#1435 Limestone Appraisal \$456.00

- Debit (**checks not cleared below**) total of **\$18,423.83** brings the balance to **\$69,744.48**

Outstanding Checks

#1436 Mark Jones (for webmail) \$129.25

#1437 Steve Henigman (office supplies) \$109.68

#1438 Tami Griffin (Website) \$100.00

#1439 Limestone County Publishing (Ad) \$30.00

#1440 Southside Bank (Loan Payment) \$18,054.90

- Other Debits of **\$167.38 (Navasota Valley Electric)** brings the balance to **\$69,577.10**

Summarized Special Account

Special Account balance **\$3,987.80**

Debits of **\$346.79** bring the balance to **\$3,641.01**

Debit Card Fee **\$1.50** brings this balance to **\$3,639.51**

Taxes Collected YTD: **\$73,861.54**

Fire Department Report (ELLVFD)

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

Medical Calls	Fire
6	0

1. A request for payment for monthly bills (truck maintenance, supplies, etc.) was presented.
2. Radio reception was discussed and suggestions were submitted to improve. Both ELLVFD and ESD will look into the problem and come up with a unified resolve.
3. The service provider contract was presented to the firefighter's board and after their review, it is now ready for the final phases of discussion.

New Business (ESD)

1. The budget for 2021 was discussed along with suggestions to improve. Suggestions to improve included a review of the current insurance policy and compare it with ELLVFD to ensure there are no duplications. Another improvement would be to look into board member Safe-D training records and provide a plan to cycle those that needed credits. Those members will report any changes so that the ESD could stay within or meet newly required guidelines.
2. Audit for 2020, along with proposals, was submitted for board review.
3. An alarm proposal of \$8,198.56 was presented for board review. After a discussion on the equipment provided, process, and responsibilities, it was suggested that we table the proposal to stay within bank account amounts previously approved. This matter will be taken up at our next meeting where we have a better outlook on tax money received and what our responsibilities will allow.

Old Business

To be Removed

1. **(To Be Removed-Completed) COVID-19 DELAY.** 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. **(Update 03/10/2020) COVID-19 DELAY.** A special meeting about the ESD1 website is called for 03/17/2020 at 6:00 pm with an agenda to discuss all documents needed as well as what was discovered at Safe-D. A website manager will be selected to maintain the site. **(Update 05/12/2020)** A website team was established where Mark Jones and Michael Jones would start assembling the new website. All documents are to be placed on this website as mandated by the State of Texas. This team is to work within an appropriated budget of one thousand dollars (\$1,000.00). If the budget exceeds the amount appropriated, they are to present the excess amount to the board for approval. A call to approve this plan was made by President Tom Dean. The motion to approve was made by

Mark Jones and seconded by Michael Jones. All members voted to approve the motion. (**Update 06/09/2020**) The website domain will be changing providers. Our previous domain provider, listed under Wix, will be transferred to Go Daddy within the next sixty to ninety days. The reason for the change is to give more flexibility. Documentation now displayed on Wix will be updated to reflect that they were approved in previous meetings before transferring them to the Go Daddy provider. After the transfer is complete logging into the new provider will be automatic. Email addresses will be handled by the webmaster, and not the developer, which will be achieved by the personal preference of each board member. (**Update 06/09/2020**) The website preview was presented by Mark Jones. The domain name will remain the same and will be transferred to the new provider by the first of July 2020. A copy of a concept view was distributed to all that attended to show what is planned and how it will benefit the community (see attached). (**Update 08/18/2020**) A request for an additional \$500 was made by Mark Jones (webmaster) to cover extra cost and maintenance associated with the development of the new web site. It is planned for the current web developer to maintain the site to stay current with any laws that may change and to post documentation that is required. Tom Dean (President) called for a motion to approve. Motion to approve was made by Steve Henigman and seconded by Michael Jones. All members voted in favor of the motion.

2. (**To Be Removed-Completed**) An especially call meeting will be called to set up the new tax rate for 2021. (**Update 09/08/2020**) A tax rate increase was proposed to increase funding to maintain and/or expand the fire department. A meeting will be set up before the end of the year to discuss. The present tax rate of .04 was previously approved and .06 future tax rate is proposed. The tax rate will stay at .04 as previously approved.
3. (**To Be Removed-Completed**) The issue of locks will be addressed with the fire department addressing a lockup procedure after returning from a call. Michael Jones will look into having the code on the front door recoded and/or system replaced.

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**) The ESD budget for 2021 was submitted. The motion to accept was made by Michael Jones and seconded by Binkley Simmons. All members voted in favor of the motion.
2. (**Ongoing**) Cycling ESD members to attend Safe-D seminars was proposed to better accommodate the members in need of credits and to cut costs.
3. (**Ongoing**) The phone number listed on the website proposes problems for calling customers not needing a 911 response. Distinctive ringing and call forwarding was suggested.
4. (**Ongoing**) A new attendance schedule for Safe-D training was discussed to cut the overall cost. A new plan will be developed before the Next Safe-D convention. This plan will be determined on credits needed.
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**) ESD and Fire Department will start their physical year starting in October 2020.
7. (**Ongoing**) Tom Dean (President) made a recommendation that we maintain \$50,000.00 in the checking account to cover any unforeseen expenses. Mark Jones made the recommendation that

the ESD develop a five-year plan to better support our budget planning. It was suggested by Tom Dean that a joint committee be formed to develop this five-year plan and in doing so to plan on filing grants to accumulate funds so we can go forward with the developed plan.

8. **(Ongoing)** Email location will also be discussed so that all emails are not stored within our personal computers. **(Update 07/13/2020)** Email forwarding for both ESD and VFD will be handled thru the website. All emails addressed to and replied by is planned. **(Update 09/08/2020)** A new website email has now been set up for all ESD1 board members. Website emails will be forwarded to their email accounts. **Fire Department emails will be set up as soon as they have had their elections and personal email accounts have been submitted.**
9. **(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.
10. **(Ongoing) COVID-19 DELAY.** The 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. **(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.
11. **(Ongoing-Continued from 2019) COVID-19 DELAY.** 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.
12. **(Ongoing) COVID-19 DELAY.** 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.

Meeting adjourned at 7:30 pm.

Next meeting to held Tuesday the 10th day of November 2020.