

**APPROVED**

Secretary:

*Michael Jones*

Limestone County ESD #1

Minutes of Meeting

Date:

*11/12/2019*

Date: 8th day of October 2019

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

Voice Recording Number: DPM 80017.MP3

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

Guest: Brenda Bonin, Pat Bonin, Bobby Norris

Meeting

1. Quorum established and the meeting called to order at 6:00 pm.
2. Visitors in attendance acknowledged and welcomed by President (Tom Dean).
3. Approval of the minutes missing from the previous meeting was approved.

Treasurers Report

Treasurer reports not available for the month of October for approval in the session.

Fire Department

1. Tires on the rescue truck are due to be replaced.

New Business

1. Audit for the year 2020 is now underway.
2. 2020 Budget is to be determined and set for the physical year. ESD budget is to be posted on the website.
3. Flow meters for fuel tanks have been approved (2 to 40 gal per minute). The fire department will install the meters and fill tanks to capacity so that an assessment of monthly fuel usage can be determined.
4. Grant writing course is underway and it has been determined that history from both the fire department and ESD is needed to assemble future grants. Tom Dean will coordinate with Brenda Bonin to acquire the needed information.
5. Mark Jones will look into how much it will cost to acquire a bookkeeper to handle the financial books for ESD. Approval of such cost and establishing a treasurer's role will be discussed in November 2019 meeting.
6. Website access is needed for the year 2020 to post the required documents. This will be discussed with the attorney to determine what the new law means and if we can place documentation on the fire department site instead of building our own.
7. New security cameras to monitor the fire department and fuel tanks will be looked into by Tom Dean who will provide the cost where it can be added to the budget.

8. Mark Jones will look into the cost of a ceiling fan for the truck bays.
9. A vote for a new heating system was unanimously voted down.

### Old Business

1. (Ongoing – **Will be removed in November 2019 meeting minutes**) Fire Department reports that all assets are now on the ESD books.
2. (Ongoing – **Will be removed in November 2019 meeting minutes**) All trucks are now insured.

**The total cost of \$8,439.00**

3. (Ongoing – **Will be removed in November 2019 meeting minutes**) The brush truck battery has been replaced.
4. (Ongoing – **Will be removed in November 2019 meeting minutes**) Accidental insurance was purchased.

**Total Cost of \$1, 115.00**

5. (Ongoing – **Will be removed in November 2019 meeting minutes**) Supplies for the new truck have been purchased including medical.

**The total cost of \$2,370.80**

7. (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 18<sup>th</sup> thru the 22<sup>nd</sup>, 2019. The tank location will be determined on February 14<sup>th</sup>, 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 13<sup>th</sup> 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 be used 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.

8. (Ongoing – **Will be removed in November 2019 meeting minutes**) Approval for a volunteer to undertake swift water search rescue training is underway. The forest service will reimburse the \$300.00 certification fee along with the \$661.00 equipment fee needed to take this class. This person once approved, will part of the Groesbeck Swift Water team but will be assigned to East Lake Volunteer Fire Department. Motion to approve the expenditure was made by ESD board member Binkley Simmons and seconded by (**Update 10/08/2019**) Swift-water rescue training has scheduled for the month of October. A participant (Chris Coats) has been assigned to receive this training.

9. (Ongoing – **Will be removed in November 2019 meeting minutes**) The Buffalo fire Chief has submitted an Apparatus Proposal (attached) for five SCBA 45 minutes bottles with quick-change adapters (total cost of \$18,995.00), five SCBA 45minute spare bottle (cost \$5000.00 each) and one quick fill adapter (total cost \$713.00). The bottles will be the new models which will contain an alarm

system to indicate low air in the bottle and no firefighter movement. A motion to approve was made by Michael Jones and seconded by Tom Dean. Vote to approve the cost of the upgrades was made by Tom Dean, Binkley Simmons, and Michael Jones.

**Total cost \$24,708.00**

10. (Ongoing – **Will be removed in November 2019 meeting minutes**) Draft person to be hired for the layout of the Bishops Landing substation. Vote to approve was made by President (Tome Dean), Binkley Simmons, Gary Collins, and Michael Jones. Waiting on the invoice and floor plan draft. (Update) New fire substation at Bishops landing is waiting on legal to determine what documents are necessary to sign over the property for substation use. Signed documents will be obtained once this has been determined. (Update) A survey for a new sub-station will need to be performed once the quick claim deed has been addressed by legal. (Update 4/09/2019) It has not been determined if the septic system can be installed at the new bishop landing location. Discussion with POA, however, is underway to determine if water can be provided by the community well or if a separate well is needed. Budget for Bishop Landing substation was discussed to determine funding that could perhaps draw funds from both the fire department and ESD. (**Update 5/14/2019**) The new substation is waiting on legal to finalize the title to the proposed property in Bishops Landing. A survey has been obtained on this site but it has not been determined if a well or septic tank can be installed. This will be determined upon the transfer of said property. (**Update 06/11/2019**) A survey of the substation has been performed and documents requested. Two sketches submitted. Temporary building that houses the fire trucks at Bishops Landing has an electrical issue with an underground cable. Discussions have taken place as to whether or not it would be beneficial for ESD to repair this cable or wait because of where we are with the new substation. Further discussions and/or meetings will be called as soon as we have final details on the substation. Trucks are being checked regularly to make certain that they are ready when needed. (UPDATE 08/13/2019) The survey along with proposed building dimensions for the Bishop Landing substation was submitted by President Tom Dean (see attachment in these minutes). (Update 13<sup>th</sup> day of August 2019) The attorney has determined that the property allocated for the Bishops Landing substation does not belong to the property owners association, it actually belongs to the original owners that started Bishops Landing. He is going to have the owners sign over the deed to the property mentioned to ESD1. (**Update 10-08-2019**) There is a mistake in the Bishop Landing plot...the plot of land is now reported as .02 rather than .0134 acres.

11. (Ongoing – **Will be removed in November 2019 meeting minutes**) Insurance concerns have been addressed resulting in ESD to look into our policy and possibly obtained the necessary insurance that will cover any financial responsibilities that will fall back on ESD, or the fire department, during an expansion (or new build) and possibly not covered by the contractor. Contractors are to have adequate coverage for liability and personal injury (workman's comp).

12. (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).

13. (Ongoing – **Will be removed in November 2019 meeting minutes**) It has been determined that a new CPA for ESD will need to be retained that can cover the financial aspects and assets of ESD. (Update) Fire Department Treasurer (Brenda Bonin) reports that assets on fire department books need to be transferred and to ESD for future audits. (UPDATE 06/11/ 2019) Audit completion is set for July 31<sup>st</sup>, 2019. For current and future audits ESD assets, currently on the fire department books, need to be transferred and setup for ESD before audit completion. (UPDATE 08/13/2019) The new CPA wants records of all assets that have been transferred or pending transfer to the ESD since its incorporation. Brenda Bonin and Tom Dean will confirm these assets and provide the documents required for audit. The life span of the equipment will be determined during this process. (**Update 10/08/2019**) Auditor has declared that the audit is complete and that we have a clean audit. This audit has been submitted Limestone County Clerk

14. (Ongoing) Motion to approve for air conditioning bids and proposals, for the main fire station, was made by Tom Dean and seconded by Binkley Simmons. Vote to approve was made by Ton Dean, Binkley Simmons, Mark Jones, and Michael Jones. Bids will need to cover the existing bays and incorporate a possible upgrade to cool the newly added bays. (**Update 10/08/2019**) The existing heating system is to be repaired after a determination if repair includes replacement. All air conditioning and heating cost will be voted on after the cost has been determined...this will also incorporate door insulation as well. Mark Jones will provide details and the cost of repair.

15. (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.

Meeting adjourned at 8:00 pm.

Next meeting to held Tuesday the 11th day of November 2019.