

Limestone County ESD #1

Minutes of Meeting

Date: 9th day of November 2021

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

Voice Recording Number: DPM 0061.MP3

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

Guest: Brenda Bonin, Pat Bonin, Red Ard

Meeting called to order at 6:00 pm

1. Quorum established.
2. Minutes are delayed until the 12/14/2021 meeting. These minutes' approval will be an agenda item of the 12/14/2021 meeting.

Treasurers Report

1. The financial report (dated 10/01/2021 thru 10/31/2021) was submitted after this meeting however the summarization is a representation of that report. Financial report approval will be an agenda item of the 12/14/2021 meeting.

Summarized Financial Report

- The beginning Balance of 09/30/2021 was \$63,453.94
- Deposits of \$974.65 (Tax Collected) bring the balance to \$64,428.59
- Debit (**checks below**) total of \$22,144.67 brings the balance to \$42,283.92

Checks

Check No. 1470 to Limestone Appraisal District \$439.00

Check No. 1471 to Burns Anderson Jury \$340.00

Check No. 1472 to Limestone County Publishing \$24.00

Check No. 1473 to DMA Tree Service \$1,500.00

Check No. 1474 to South Side Bank \$18,054.90

Check No. 1475 to Tom Dean \$390.47

Check No. 1476 to ELLVFD \$1,396.30

- Other Debits of \$177.71 (Navasota Valley Electric) brings the balance to \$42,106.21

Summarized Special Account

Special Account balance \$3,406.25

- Debit Card Fee \$1.50 brings this balance to \$ 3,404.75

Fire Department Report (ELLVFD)

| Medical Calls | Fire | Other |
|---------------|------|-------|
| | | |

New Business (ELLVFD)

1. Bills totaling \$751.57 for various items to connect the ice machine, extermination, etc. was presented. Copies of these bills were also presented.
2. A new tire bid for the tender to meet DOT standards (2 front and 8 rear) was presented. This bid is totaling \$2,090.00 which is not in stock and will need to be ordered. It was recommended that the trucks be rotated and placed on a maintenance request to have tires (on all trucks) replaced. An ELLVFD list of all maintenance items, repairs, and equipment was requested by Michael Jones to better access the ESD budget. Appropriation for these items (tires included) should be a topic and presented as a line item at the next ESD budget review and approval. As the tires get replaced ELLVFD will present the bills for it is not known as to how soon the tires will be on order.
3. Burn ban flag will be placed at LCR 890 and FM1512 to better accommodate those that live between the present notice location. ELLVFD also recommends that the website also reflect the status of the ban as an alternate.

Motion to approve this plan (item 2) to get all tires replaced was made by Binkley Simmons and seconded by Michael Jones. All members voted in favor of the motion.

New Business (ESD)

1. Bishop landing property for the ELLVFD sub-station will now go to closing.
2. The Building committee reports that progress is being made to determine rental and games for residents of district 1.

Needing Updates (ESD)

1. **(UPDATE NEEDED)** Plans that cover cold weather procedures are needed to prevent damage to the trucks. Bobby Norris (ELLVFD President) will provide a plan.
2. **(UPDATE NEEDED)** 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.
3. **(UPDATE NEEDED)** 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.
4. **(UPDATE NEEDED)** 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. **(UPDATE NEEDED)** Tom Dean will check on the radios and report where we are on getting those out to the new firefighters.

6. **(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.
7. **(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.
8. **(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.
9. **(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)** 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.
2. **(COMPLETE)** 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.
3. **(COMPLETE)** 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.
4. **(COMPLETE)** Equipment for the proposed 4-wheel drive side by side (or 6x6) will need to be purchased.

Old Business (ESD)

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

1. **(Ongoing)** 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. **(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.

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

Meeting adjourned at 7:30 pm.

The next meeting is to be held Tuesday the 14th day of December 2021.