

APPROVED

Secretary:

Michael Jones

Date:

JAN 14, 2019

Limestone County ESD #1
Minutes of Meeting

Date: 10th day of December 2019

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

Voice Recording Number: DPM 80019.MP3

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

Guest: Brenda Bonin, Pat Bonin, Steve Henibman, Bobby Norris

Meeting (called to order at 6:00 pm)

1. Visitors welcomed.
2. Quorum established.
3. Motion to approve the minutes of the previous meeting was made by Tom Dean, motion to approve the minutes was made by Michael Jones and seconded by Binkley Simmons. All members voted in favor of the motion.

Treasurers Report

4. Motion to approve the financial report (10/31/2019 thru 11/29/2019) was made by Binkley Simmons and seconded by Michael Jones. All members voted in favor of the motion.

Beginning Balance of 10/30/2019 was **\$118,781.98**

Deposits of \$4,474.27 brings the 11/29/2019 balance to **\$123,256.25**

Debits of \$34,540.65 reduced the 11/29/2019 balance to **\$88,715.60**

Other Debits of \$79.35 reduced the 11/29/2019 balance to **\$88,636.25**

Note: Balance for 10/31/2019 is shown as 09/30/2019 (misstated) on this financial report (see financial report included). To verify that the balance is correct, review the financial records that were included in the minutes for 11/12/2019. Motion to amend this financial report will be made in our January 2020 meeting to show the correct balance date.

Fire Department

1. Bills received were presented to ESD1 by Brenda Bonin (fire department treasurer). These bills were from Navasota Electric (electric bill for the main firehouse) and Lone star Emergency Group (5 air packs, 5 additional bottles and quick release adapters). The newly purchased air packs will update these apparatuses to the newest technology required for fire department use and provide a method to quick change air bottles if needed. Previous air bottles were used and rated for chemical plants that did not contain low air monitors. The new tanks will now have these safety features and meet regulations.

Total for this purchase \$23,874.90.

2. The budget for the fire department is planned to be introduced in March 2020.

New Business

1. Steve Henibman was introduced as our new ESD treasurer and will be replacing Gary Collins who resigned due to employment relocation.
2. Tom Dean has completed his certification for grant writing and has started with the consideration of a new substation.
3. A new budget meeting is being planned for the year 2020. Tom Dean will call the meeting.

4. Red Are will be buying the flow meters needed for the fuel tanks and used for monitoring fire department fuel usage.
5. 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.

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.
2. **(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).
3. **(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.
4. **(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.

Meeting adjourned at 8:00 pm.

Next meeting to held Tuesday the 14th day of January 2020.