



## *Limestone County ESD #1*

### *Minutes of Meeting*

**Approved by ESD Secretary Michael Jones**

12:53 PM, Feb 8, 2022

Date: 14<sup>th</sup> day of December 2021

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

Voice Recording Number: DPM 0062.MP3

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

Guest: Brenda Bonin, Ali Shaw, Bobby Norris

**Meeting called to order at 6:00 pm**

1. Quorum established.
2. A motion to approve the minutes of the previous meeting (10/12/2021 and 11/09/2021) was made by Binky Simmons. A second was issued by Michael Jones. All members voted in favor of the motion.

#### **Treasurers Report**

3. A call to approve the financial report (dated 11/01/2021 thru 11/30/2021) 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 10/31/2021 was \$42,106.21
- Deposits of \$4,142.27 (Tax Collected) bring the balance to \$46,248.48
- Debit (**checks below**) total of \$388.35 brings the balance to \$45,860.13

#### **Checks**

Check No. 1468 to SAFE-D \$275.00

Check No. 1478 to Burns Anderson Jury \$113.35

- Other Debits of \$107.12 (Navasota Valley Electric) brings the balance to \$45,753.01

#### **Summarized Special Account**

Special Account balance \$3,404.75

- Debit Card Fee \$1.50 brings this balance to \$3,403.75

#### **Fire Department Report (ELLVFD)**

Medical Calls	Fire	Other
6	1	0

#### **New Business (ELLVFD)**

1. Alternator for Brush Truck 1 (#2601) had to be purchased in the total amount of **\$561.79**
2. Brush Truck (#2606) is in the shop for repairs.
3. Tires for Medical Truck (#2604) have been replaced for the total amount of **\$1,272.84**

4. Tires for truck #2603 have been replaced for a total amount of **\$1,376.66**
5. Tires for the Tender (#2600) have been replaced for a total amount of **\$8,591.44**
6. Tender (#2600) has been registered and inspected.

**\*\*Payment request for \$2441.92 was submitted twice by the fire department. This payment was paid by ESD. The second payment will be deducted from the request below.\*\***

**Tire replacement for trucks listed above totals \$11,240.94. Total cost includes reported repairs (alternator) bring the total amount of \$11,802.73**

7. Military truck needs to be inspected when maintenance (or repairs) have been made....needing batteries.
8. Cleaning supplies were purchased for the fire trucks. This was done to remove smoke from fire fighting.
9. Hard hats (3) were ordered to supply firefighters that did not have one.
10. The water well requires a pump replacement. The ½ horsepower pump is not enough to refill the two tanks that the trucks draw from. When a fire requires several trips back to the fire house for water, trucks are delayed because of the low amount of water in the tanks after it has already been drained.

### **Old Business (ELLVFD)**

All ELLVFD Old business has been closed out.

### **New Business (ESD)**

1. A Paper trail for all payments will be established before payment.
2. No website matters were reported.
3. After several meetings by the committee, game night rules will be developed (soon) along with a set of rules and priorities that will also apply to all users.
4. Signs will be made and installed to indicate exits etc. Price submitted by Ali Shaw is **\$75.00**.

**A motion to approve the cost was submitted by Steve Henigman and seconded by Michael Jones. All members voted in favor of the motion.**

5. Providing a fire department warming station, cost incurred to do so, and providing an area for fighters to be on call have entered into the ESD discussion because of the weather in the first part of 2021. ***It is not determined*** if the ESD can provide such an area and follow the federal guidelines that are set for identifying such. Further discussions will need to follow to define the type of services the ESD can provide, the length of the provision, and what the entity needs are.
6. Bay heater bid of \$9,000.00 has been received. The heaters are needed to prevent pump freezing and damage on the fire trucks.

**A motion to approve the cost was submitted by Tom Dean. It was decided to wait for the bid that Mark Jones will acquire.**

7. SAFE-D training is now due. It is proposed that we send only those that need the training and to cut costs.

## 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)** 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. **(Update 12/14/2021)** The Building committee reports that progress is being made to determine rental and games for residents of district 1.
3. **(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.
4. **(UPDATE NEEDED)** Tom Dean will check on the radios and report where we are on getting those out to the new firefighters.
5. **(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.
6. **(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. **(Update 12/14/2021)** Bishop landing property for the ELLVFD sub-station will now go to closing.
7. **(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.
8. **(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

All items listed for ESD has been closed out.

## **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.

Meeting adjourned at 7:30 pm.

The next meeting is to be held Tuesday the 11<sup>th</sup> day of January 2021.