

# APPROVED

Secretary:

*Michael Jones*

Date:

3/10/20

## Limestone County ESD #1 Minutes of Meeting

Date: 11<sup>th</sup> day of February 2020

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

Voice Recording Number: DPM 80023.MP3

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

Guest: Brenda Bonin, Pat Bonin, Red Ard; Craig Kegerreis

### Meeting (called to order at 6:00 pm)

1. Visitors welcomed.
2. Quorum established.
3. A call to approve the minutes of the previous meeting (**January 14<sup>th</sup>, 2020**) was made by Tom Dean, motion to approve was made by Binky Simmons and seconded by Michael Jones. All members voted in favor of the motion.

### Treasurers Report

1. Motion to approve the financial report (**12/31/2019 thru 01/31/2020**) was made by Michael Jones and seconded by Binky Simmons. All members voted in favor of the motion.

**Beginning Balance** of 12/31/2019 was **\$103,927.28**

**Deposits** of \$8,713.06 (**Jan. 06, 2020 thru Jan. 27, 2020 tax collected**) brings the balance to **\$112,640.34**

**Debits** no checks

**Other Debits** of \$165.66 (Navasota Valley Electric) brings balance to \$112,474.68

#### Special Account

**Balance for 01/31/2020** \$5,038.64

**Debit** (Debit Card Fee) of \$23.49 bring the balnce to \$5,015.15

### Fire Department

1. Fuel tanks have been refilled (diesel and gasoline).
2. A heater is needed for the senior's luncheon scheduled for March 2020.
3. Light for the flag pole needs to be repaired.
4. The dispatch system will be replaced since all fire department dispatch is it is now coming out of Mexia.
5. The fire department budget for the year 2020 was submitted.

### New Business

1. A website to be discussed at Safe-D with the attorney to alleviate any confusion as to what needs to be posted.
2. Fuel tanks have new meters installed and now installation is complete.
3. The security system will have a quote by March 10<sup>th</sup>, 2020.

4. Signatures for the property designated for the new substation have now been obtained.
5. Safe-D convention is between Feb. 20<sup>th</sup> and Feb. 22<sup>nd</sup>, 2020. A special meeting will be called to go over materials.
6. The fire department incident report will be forwarded to the ESD1 secretary to be a part of the monthly minutes.
7. File inventory produced that several files are missing. An effort to catch up is underway.

### Old Business

1. **(Ongoing)** 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.
2. **(Continued from 2019)** 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.
3. **(Ongoing)** Fire department budget is currently being worked on and it is anticipated to be turned over to ESD1 by March 10<sup>th</sup>, 2020.
4. **(Ongoing)** An updated signature card is needed at the bank for checks. This card will have the new treasurer's signature.
5. **(Ongoing)** 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.

**NOTE:** Votes from a 2018 meeting need to be rescinded before a vote to accept.

6. **(COMPLETE To be deleted)** 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> through 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 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. **(UPDATE 12/10/2019)** Red Are will be buying the flow meters needed for the fuel tanks and used for monitoring fire department fuel usage.

7. **(Ongoing)** 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.
8. **(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).
9. **(COMPLETE To be deleted)** A motion was made by President Tom 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. **(UPDATE 12/10/2019)** Tom Dean has completed his certification for grant writing and has started with the consideration of a new substation.
10. **(Ongoing)** The budget for the fire department is planned to be introduced in March 2020. **(UPDATE 12/10/2019)** A new budget meeting is being planned for the year 2020. Tom Dean will call the meeting.

Meeting adjourned at 8:00 pm.

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