

Limestone County ESD #1 Minutes of Meeting

Date: 13th day of July 2020

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

Voice Recording Number: DPM 80030.MP3

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

Guest: Brenda Bonin, Pat Bonin, Robert Norris

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 (**June 9th, 2020**) was made by Tom Dean, motion to approve was made by Michael Jones and seconded by Binky Simmons. All members voted in favor of the motion.

Treasurers Report

1. A call to approve the financial report of the previous meeting (**June 9th, 2020**) was made by Tom Dean. Motion to approve the financial report dated **4/30/2020 thru 05/29/2020** was made by Steve Henigman and seconded by Michael Jones (see below). All members voted in favor of the motion.

Checking Account

Beginning Balance of 03/31/2020 was **\$115,880.37**

Deposits of **\$739.06** bring the balance to **\$116,314.43**

Other Debits of **\$81.00** (Navasota Valley) brings balance to **\$116,548.43**

Special Account

Special Account balance **\$2,419.68**

Debits of **\$2,048.08** for (3) Ceiling Fans bring the balance to **\$371.60**

Debit Card Fee **\$1.50** brings this balance to **\$370.10**

Minimum Balance charge **\$8.00** brings the balance to **\$362.10**

Taxes Collected YTD: **\$72,007.75**

Fire Department

East Lake Limestone VFD monthly emergency call report.

Medical Calls	Fire
6	1

1. New emblems have been placed on the new truck which is labeled Rescue 1.
2. Rescue 1 has been insured for replacement cost. The truck that Rescue 1 is replacing will be placed at the new substation when completed.
3. A wall has been installed in the truck bays which will be used for firefighter training going thru walls with air packs.
4. It is planned to transfer the internet services from Hughes Net to Precession Wireless Solutions as soon as a tower becomes available or one can be provided to cut costs.
5. Fire Department will purchase "Scene Lights" because the current lighting is not adequate during night time calls.

New Business

1. A request for an additional \$500 was made by Mark Jones (webmaster) to cover extra cost and maintenance associated with the development of the new web site. It is planned for the current web developer to maintain the site to stay current with any laws that may change and to post documentation that is required. Tom Dean (President) called for a motion to approve. Motion to approve was made by Steve Henigman and seconded by Michael Jones. All members voted in favor of the motion (**See item 13 of Old Business**).
2. It was recommended that when files are transferred to the safety deposit box, at the bank, that a log be kept indicating where that particular file is located. A policy is being developed to follow the same process when any file is transferred (**See item 6 of Old Business**).
3. Tom Dean (President) requested that the fire department provide a copy of the main fire station floor plan so that a layout of the proposed cameras can be determined (**See item 14 of Old Business**).
4. Tom Dean (President) made a recommendation that we maintain \$50,000.00 in the checking account to cover any unforeseen expenses.
5. Mark Jones made the recommendation that the ESD develop a five-year plan to better support our budget planning. It was suggested by Tom Dean that a joint committee be formed to develop this five-year plan and in doing so to plan on filing grants to accumulate funds so we can go forward with the developed plan (**See item 16 of Old Business**).
6. A new agenda form was submitted to cover both the poster and the presiding officer so that required stamping and posting could be separate from the certification of the agenda.

Old Business

1. (**Ongoing**) A release will be drawn up by the ESD attorney that will address servers and people that assist in all events.
2. (**To be Removed**) **Completed.** The financial audit is nearing completion so the ESD1 finances will be turned over to Steve Henigman. (**Update 07/13/2020**) The audit is complete.
3. (**Ongoing**) Email location will also be discussed so that all emails are not stored within our personal computers. (**Update 07/13/2020**) Email forwarding for both ESD and VFD will be handled thru the website. All emails addressed to and replied by is planned.

4. **(Ongoing)** The issue of locks will be addressed with the fire department addressing a lockup procedure after returning from a call. Michael Jones will look into having the code on the front door recoded and/or system replaced.
5. **(Ongoing)** Texas SB943 was addressed which concerns the contract with the fire department. It is suggested that the attorney go through the contract and rewrite it after it has been determined as to how it will impact the fire department. After all, areas have been addressed and established within a new contract, ESD1 will sit down in a separate meeting with the fire department and go over the details. The motion to approve was made by Michael Jones and seconded by Steve Henigman. All members voted to approve the motion. Tom Dean will address with the ESD attorney. **(Update 07/13/2020)** ESD closed meeting is scheduled for 07/20/2020.
6. **(Ongoing)** A bank safety deposit box will be obtained for assets and/or legal documents of ESD1. The motion to approve was made by Michael Jones and seconded by Mark Jones. All members voted in favor of the motion. **(Update 05/12/2020)** Acquiring a Farmers State Bank safety box was addressed by Binky Simmons where a 5 by 10 box was suggested costing approximately \$50.00. Up to four people can be placed on the card but only two people will have access for it will have only two keys. It was established that only three people will have access to the box (outside of the bank). People selected are Tom Dean (President), Binky Simmons (Vice President), and Steve Henigman (Treasurer). The motion to approve was made by Mark Jones and seconded by Steve Henigman. All members voted to approve the motion. **(Update 06/09/2020)** A safety deposit box has been purchased. A policy will be drawn up as to what documents will be placed in the deposit box which will be store in the current filing system. A motion to approve was made by Tom Dean (President) seconded by Michael Jones. All members voted in favor of the motion. Binkley Simmons will draw up the policy draft.
7. **(To be Removed) Completed.** An updated signature card is needed at the bank for checks. This card will have the new treasurer's signature. **(Update 03/10/2020) COVID-19 DELAY.** Bank signature cards will be obtained and placed on file with new signatures...identifications will also be required at the time of posting with the bank. **(Update 05/12/2020)** Bank signature cards were addressed noting that Steve Henigman needs to be placed as a signer for him to perform the duties as Treasurer after being assigned this position on the 10th day of Jan 2020 after James (Gary) Collins (former Treasurer) resigned on the 7th day of July 2019. **(Update 06/09/2020)** Binky Simmons will provide signature cards for both the security box and bank check signatures by the next meeting. All signatures will need to be obtained before submitting it to the bank.
8. **(To be Removed) Completed.** Fans needed for the far bay. **(Update 06/09/2020)** Three fans to be placed in the new bays cost \$679.99 ea. with an install bid of \$900.00 was submitted. Tom Dean will purchase the fans and get with the installer when fans arrive. The motion to approve was made by Tom Dean and seconded by Michael Jones. All members voted in favor of the motion. **(Update 06/09/2020)** Fans have been installed. Total Cost: **\$2,048.08**
9. **(Ongoing) COVID-19 DELAY.** Lights for flags are also in need of repair. Tom will call to have it either replaced or repaired.
10. **(Ongoing) COVID-19 DELAY.** 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. **(Update 03/10/2020)** A procedure and an agreement for the private use of the

firehouse will also be discussed and/or implemented. ESD1 will seek the advice of the attorney on this matter. **(Update 05/12/2020)** Rental Contract for the fire department will need further discussion with the attorney who will address rental to the general public outside ESD1 district, security deposit, alcohol, and drugs along with and how this affects any function that is sponsored by the fire department. The ESD attorney will draw up the agreement once all criteria have been addressed. Binky Simmons will accept all applications for rental with Michael Jones designated to backup. The motion to approve was made by Michael Jones and seconded by Steve Henigman. All members voted to approve the motion.

11. **(Continued from 2019) COVID-19 DELAY.** 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.
12. **(Ongoing) COVID-19 DELAY.** Fire department budget is currently being worked on and it is anticipated to be turned over to ESD1 by March 10th, 2020. **(Update 03/10/2020) COVID-19 DELAY.** A five-year plan with goals will be in the discussion for the coming months with the focus of posting it to the website.
13. **(Ongoing) COVID-19 DELAY.** 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. **(Update 03/10/2020) COVID-19 DELAY.** A special meeting about the ESD1 website is called for 03/17/2020 at 6:00 pm with an agenda to discuss all documents needed as well as what was discovered at Safe-D. A website manager will be selected to maintain the site. **(Update 05/12/2020)** A website team was established were Mark Jones and Michael Jones would start assembling the new website. All documents are to be placed on this website as mandated by the State of Texas. This team is to work within an appropriated budget of one thousand dollars (\$1,000.00). If the budget exceeds the amount appropriated they are to present the excess amount to the board for approval. A call to approve this plan was made by President Tom Dean. The motion to approve was made by Mark Jones and seconded by Michael Jones. All members voted to approve the motion. **(Update 06/09/2020)** The website domain will be changing providers. Our previous domain provider, listed under Wix, will be transferred to Go Daddy within the next sixty to ninety days. The reason for the change is to give more flexibility. Documentation now displayed on Wix will be updated to reflect that they were approved in previous meetings before transferring them to the Go Daddy provider. After the transfer is complete logging into the new provider will be automatic. Email addresses will be handled by the webmaster, and not the developer, which will be achieved by the personal preference of each board member. **(Update 06/09/2020)** The website preview was presented by Mark Jones. The domain name will remain the same and will be transferred to the new provider by the first of July 2020. A copy of a concept view was distributed to all that attended to show what is planned and how it will benefit the community (see attached).
14. **(Ongoing) COVID-19 DELAY.** 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. **(Update 05/12/2020)** Video cameras were addressed acknowledging that another bid and proposal is needed to go forward.
15. **(UPDATE NEEDED) COVID-19 DELAY.** Fire department request use of building for various residential events. A schedule will be devised and submitted to ESD (release form to be signed).

16. **(Ongoing) COVID-19 DELAY.** 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 7:15 pm.

Next meeting to held Tuesday the 11th day of Aug 2020.