

APPROVED

Secretary:

Michael Jones

Date:

8/13/2019

Limestone County ESD #1

Minutes of Meeting

Date: 9th day of July 2019

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

Voice Recording Number: DPM 80010.MP3

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

Guest: Brenda Bonin

Meeting

1. Quorum established and meeting called to order at 6:00 pm.
2. Visitors in attendance acknowledged and welcomed by President (Tom Dean).

Treasurers Report

1. Debits to the checking account
 - Check #1383 Sanentco \$15,000.00
 - Check #1385 Sanentco \$9,682.00
 - Navasota Valley \$83.87

Total \$24,765.57
2. Deposits made in the amount of \$469.64 (**tax collected for 06-04-2019**) brings the account total to \$ 159,190.36. Debits (**see item 1**) of \$ \$24,765.57 reduces the account total to \$134,424.79 YTD.
3. The special account had a debit of \$1.50 (**debit card fee**) reduces the account balance to \$5,047.64 YTD.

Tax collected YTD is \$74,697.37.

Motion to approve treasurer's report dated **05/31/2019** thru **06/30/2019** was made by President (Tom Dean) and seconded by Binkley Simmons. Vote in favor of the motion was made by Tom Dean, Binkley Simmons, Mark Jones, and Michael Jones

Fire Department

1. The tender truck had to be repaired and the oil changed for a total of \$198.18. The maintenance involved changing the rubber gasket on the couplings that take a set and causing leaks and prevents the tanks from being completely full.
2. Insurance adjustment bill was received for a total amount of \$23.00 adding the new radios that were installed.
3. Medical equipment and supplies have been reissued (upgraded or replaced) to the trucks that have them. Supplies that are stored in the cabinets are being checked to make sure that supplies are not out of date and have an adequate surplus checking for full functionality.
4. Air tanks will be gone thru to certify that they are functional and are able to be placed on the new truck cutting time and allow readiness during travel time.

New Business

1. James (Gary) Collins submits his resignation to President Tom Dean noting that he has received an employment transfer that places him out of the county. A board member replacement who can assume the vacated duties of Treasurer is underway. President Tom Dean will assume those duties until further notice.
2. Motion to approve the minutes for June 2019 and July 2019 was made by Michael Jones and seconded by Binkley Simmons. Vote in favor of the motion was made by Tom Dean, Binkley Simmons, Mark Jones, and Michael Jones.
3. Survey along with proposed building dimensions for the Bishop Landing substation was submitted by President Tom Dean (see attachment in these minutes).
4. Motion to approve for air conditioning bids and proposals, for the main fire station, was made by Tom Dean and seconded by Binkley Simmons. Vote to approved was made by Tom Dean, Binkley Simmons, Mark Jones, and Michael Jones. Bids will need to cover the existing bays and incorporate a possible upgrade to cool the newly added bays.
5. The new CPA wants records of all assets that have been transferred or pending transfer to the ESD since it's incorporation. Brenda Bonin and Tom Deam will confirm these assets and provide the documents required for audit. The life span of the equipment will be determined during this process.

Old Business

1. **(Ongoing)** Training for firefighters and emergency responders are being addressed by President (Tom Dean). A professional trainer is to be contacted to address the needs of current and future personnel. **(Update)** New firefighters (2) are to receive basic firefighting 101 training that will be held in Lufkin Texas on May 2019. Two firefighters going for Lufkin training in May...Beverley and Chris Cotes. **(Update)** Mrs. Cotes will be attending Waco nursing school, at no cost to the fire department, and will accommodate some of the fire department emergency calls when required. **(Update)** An application has been received from a registered nurse who will help with medical calls, and perhaps work with Mrs. Cotes to further her knowledge when she is not available. Concerns of liability were raised when Mrs. Cotes accommodates those responses. Training and knowledge of HIPPA Rule, along with patient treatment, are to be verified by Fire Chief Red Ard when Mrs. Cotes is needed. **(UPDATE 06/11/2019)** Lodging expenses for two firefighter trainees came to \$400.05. Training and meal reimbursement for the same trainees came to \$424.29.

Total Training expense \$824.34.

2. **(Ongoing)** Fuel Tanks 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 thru 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.
3. **(Ongoing)** **(APPROVED at January 8th, 2019 meeting)** Draft person to be hired for the layout of the Bishops Landing substation. Vote to approve was made by President (Tome Dean), Binkley Simmons, Gary Collins, and Michael Jones. Waiting on the invoice and floor plan draft.

(Update) New fire substation at Bishops landing is waiting on legal to determine what documents are necessary to sign over the property for substation use. Signed documents will be obtained once this has been determined. **(Update)** A survey for new sub-station will need to be performed once the quick claim deed has been addressed by legal. **(Update 4/09/2019)** It has not been determined if the septic system can be installed at the new bishop landing location. Discussion with POA, however, is underway to determine if water can be provided by the community well or if a separate well is needed. Budget for Bishop Landing substation was discussed to determine funding that could perhaps draw funds from both the fire department and ESD. **(Update 5/14/2019)** The new substation is waiting on legal to finalize the title to the proposed property in Bishops Landing. A survey has been obtained on this site but it has not been determined if a well or septic tank can be installed. This will be determined upon transfer of said property. **(UPDATE 06/11/2019)** Survey of the substation has been performed and documents requested. Two sketches submitted. Temporary building that houses the fire trucks at Bishops Landing has an electrical issue with an underground cable. Discussions have taken place as to whether or not it would be beneficial for ESD to repair this cable or wait because of where we are with the new substation. Further discussions and/or meetings will be called as soon as we have final details on the substation. Trucks are being checked regularly to make certain that they are ready when needed.

4. **(Ongoing)** Insurance concerns have been addressed resulting in ESD to look into our policy and possibly obtained the necessary insurance that will cover any financial responsibilities that will fall back on ESD, or the fire department, during an expansion (or new build) and possibly not covered by the contractor. Contractors are to have adequate coverage for liability and personal injury (workman's comp).
5. **(Ongoing)** An email was received requiring the fire department to increase the auto insurance coverage for the four trucks that received new radios. The request was to add \$7,000.00 to each truck. This will add approximately \$17.00 a month to the premium.
6. **(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).
7. **(Ongoing)** It has been determined that a new CPA for ESD will need to be retained that can cover financial aspects and assets of ESD. **(Update)** Fire Department Treasurer (Brenda Bonin) reports that assets on fire department books need to be transferred and to ESD for future audits. **(UPDATE June 11th 2019)** Audit completion is set for July 31st 2019. For current and future audits ESD assets, currently on the fire department books, need to transferred and setup for ESD before audit completion.

Meeting adjourned at 7:30 pm.

Next meeting to held Tuesday the 13th day of August 2019.