# **A black and white logo Description automatically generated**

EAST LAKE LIMESTONE FIRE DEPARTMENT MINUTES

**Meeting Date: May 20, 2025**

**Call to Order: 6:02 pm**

**Pledge and Prayer**

**Attendees: Brenda Bonin, Sue Poole, Mary Hunckler, Vicki Balazik-Cowles, Pat Bonin, Ray Young**

**ESD: Binkley Simmons**

**Absent: Harold Ladd**

**Public Attendees: None**

**Previous Minutes: Accepted by Sue second by Mary, All in Favor**

**=========================================================================================**

**President Report:** Teresa

* Teresa needs to get articles of Incorporation and update Tax Exempt Form. We should be a 501c3 and not a corporation. Need clarification.
* Theresa to call the state to verify our Tax ID number.
* Teresa requested a list of bills that we pay that is not REIMBURSED by ESD.
* Need Key to filing cabinet – requested from Brenda. Pat will make a copy.
* Asked Mary to go through personnel files and look for applications, driver’s license, background check and beneficiary forms. Mark as Active or Inactive. Active files in red folders.
* Need copy paper – Mary will order
* Young Marines – donated through association. Send thank you?
* Firefighter gear – Tim has been measured and ETA is about 3 weeks. R&J Rescue is vendor.
* Moore Family Fund Raiser – FD covered the deficit in the fund raising; $700.00.
* 990 was filed per Brenda in 2025. Per public records, we haven’t filed a tax return since 2017 under EIN 91-1829443.
* Lake Mexia FD event in July 5th. Will take Baby Brush and #2606. Teresa and Harold will attend. Will submit headcount of 2 firefighters and 2 trucks.

**Fire Chief Report**: Pat

* 2-Medicals, 3-MVA = 5 Missions for **April.**

**VP Report**: Sue

* Accidental insurance beneficiaries – completed and in files.
* Vehicle Titles – still in ELLVFD name. Completed. Binkley to receive reissued titles in mail.
* Workers Comp – based on man hours x 25. They come up with an annual salary and we should be keeping track of man hours. Brenda keeps up with man hours and this should include the meetings/trainings. This included events too. Sue is now keeping man hours.
* Cleaning and Mowing payments/fees. Can bills go to ESD instead of the FD? ESD would need to see how it affects them.
* Why the discrepancy in mowing amounts? Was 200.00, but then 175.00, then back to 200.00. Per Pat, Brenda probably just made a mistake.
* Board made a motion to reimburse for past underpayments from mowing. Will research amount deficit.
* Get bids for mowing. Sue will pursue.
* Sales Tax – Teresa will get with the State Comptrollers.
* Tracking man-hours - Create sign in sheet for events.

**Treasury Report**: Brenda

* Savings: $53,186.58, Checking: $28,810.57
* CD – ON HOLD
* Brenda trying to return Key Code for the QuickBooks that is about to be obsolete.
* Treasurer Computer has been received and QuickBooks has been ordered and won’t be in production until May, per Brenda. Update: Vicki has downloaded statements and will upload Freshbooks in two weeks.

**Secretary Report**: Vicki

* Vicki to update equipment on website. VFD to get new pictures and write-up for website.
* Pulled Bank statements from both banks. Posted to folder and shared via OneDrive.
* Reset the pw for Community Bank login
* Will visit Renee and Community Bank about profile and email address.

**Old Business**:

* ESD- New source of revenue from ESD Steve H. We can bill the insurance company for traffic control, personnel or equipment when responding to MVAs. Pat talked to Sheriff’s dept and they refuse to give out the information. If ESD wants to collect it, they may give it to them. Hand off to James. DPS will release reports to ESD only. JAMES AT ESD to get on Agenda.
* ESD/Fire Agreement. Modifications sent back to ESD 12/23/2024. Reminded Tom on 1/28/24. James to get this on the agenda before meeting with ESD.
* Truck 2600 has air leak. Harold will evaluate and advise. Still working on it.

**New Business:**

* Generator repaired per Tom. It is now working and on a maintenance plan.
* Overhead Door – issue with motor repair. Brenda will tell them to come out when they call to schedule.
* New Water well is to be drilled in May.
* Wireless tower install. Not completed.
* Pick a July date for Air Evac training. (how to setup a landing zone and load/unload a patient)
* Revisited building usage. Determine on a case-by-case basis as long as there is FD supervision and no alcohol.

**On Hold Business:**

* *Home magnets with the ELLVFD information – on hold*
* *Mailers – Sue asked for the community database from ESD. We can send out postcards to the community. ABC printing is an all-in-one shop. They will stamp and mail. – on hold*
* *Fire Department needs to update By-Laws. – on hold*
* *Looking at a Maintenance Plan for vehicles to begin this year. Currently talking with Harold because he has the mechanical credentials to maintain our older vehicles. We want to have documentation of maintenance and repairs. On-hold*
* *Procurement position: looking at creating a separate position for purchasing. On hold for now.*

**Motion to Adjourn**: Motion to adjourn by Mary and second by Vicki at 7:24 pm. All in Favor.