

SOUTHWEST LEON COUNTY ESD #2
BOARD OF COMMISSIONERS MEETING: July 21, 2020
MINUTES

1. Ruth Hime called the meeting to order at 7:04 P.M.
2. Hank Dembosky led the Board and guest in prayer.
3. Ruth Hime led the Board and guest in the pledges of allegiance.
4. Commissioners in attendance: President Ruth Hime, Vice President Hank Dembosky, Treasurer Caryn Thompson and Assistant Treasurer Janey Shannon. Secretary Janice Hall was absent, with Hank Dembosky acting as Secretary for the meeting. In attendance from the VFD: Traci Ratliff-Smith. Guests in attendance: Annette Craig, POA Board President (see sign in sheet).

REPORTS

5. Caryn Thompson presented the Treasurer's Report.
 - a. Bills/Checks to be approved: 1 check, 5 Leon Co. deposits, and the awaited payment from Garland Power & Light (see attached transaction register). Janie Shannon moved and the Board unanimously approved payment of the bills
 - b. The Board reviewed the 07/21/2020 Financial Statements (Balance Sheet, P&L - filed with these minutes). Caryn noted that the ESD is approximately \$15k over budget at this point. Janey Shannon moved and the Board unanimously voted to accept the ESD Treasurer's financial reports for filing.
 - c. The Board also reviewed the 07/21/2020 Quarterly Investment Report. Caryn stated that she does not anticipate the need to access any of the CD's this fiscal year. Janey Shannon moved and the Board unanimously voted to accept the Quarterly Investment Report for filing.
6. The Board then reviewed the June EMS and VFD Activity Reports and June Financials from HTLVFD, presented by Traci Smith. EMS monthly performance measures as follows, noted in the activity report (attached to these minutes) were:
 - EMS Responses: 20
 - Transports: 4 (+ 1 air transport)
 - Avg. Response Time: 7:59 min.
 - Avg. Out-of-Chute Time 2:18 min.
 - Fire Calls/EMS assists: 12 calls
 - Fire Trainings: 0 (No training due to COVID-19)

It was noted that transport refusals were high (11), but likely due to COVID-19 concerns. Traci reported that June was a good month for income, and that they are \$32k ahead of budget at this time. Upon presentation and review of the June EMS Operations Report, Caryn Thompson moved and the Board unanimously accepted the EMS/VFD Operations Reports. Caryn Thompson then moved and the Board unanimously voted to accept the VFD May Financial Report for filing.

7. Committee Reports & Actions:

- a. Long Range Planning – Hank Dembosky provided a summary of the committee’s July 7 meeting and meeting notes are attached. It was the fourth team meeting, attended by John Shockey, Greg Nelson and Ron Ryder for the VFD, and Ruth Hime and Hank Dembosky for ESD. Items presented included:
 - i. Ruth noted the increased COVID-19 cases in the county and the impact on continuing to meet. Team agreed to not meet in August, and to put September’s meeting on hold.
 - ii. Ruth stated she expects to receive the certified tax roll by the end of the month.
 - iii. John will get together with Traci on the development of a preliminary VFD/EMS budget.
 - iv. Ruth contacted the county regarding reports that the planned solar farm is seeking tax abatements. She informed the county attorney that the ESD will not participate in negotiations and the solar farm will be taxed at the full rate.
 - v. Greg said the county has informed the VFD that it plans to transition to a new communications system. New radios will run the VFD \$400/each. It was discussed that the county consider running the old system in parallel to ease the burdens on the VFD’s.
 - vi. Ron reported that the county is working on the CESF Grant, but it is limited to only COVID-19 related expenditures. It was discussed that needed bunker gear and breathing apparatus be included, because these items cannot be shared, given COVID-19 risks. Also, there is the risk that tax collections, usually budgeted to be 95% of the total appraisal, could be significantly impacted by the COVID-19 economy, and that a reserve fund be added to the CESF budget as well.
 - vii. Given the dry summer weather we usually experience, Greg suggested that a brush truck would also be an item to include in a grant.

- viii. The team discussed how important county support is needed, and that we need much more of it. The discussion included forming a coalition of ESD, VFD and POA representatives to develop a better relationship with county officials. Ruth and Ron will follow up with Annette Craig.
 - ix. Due to COVID-19 concerns, no meeting is scheduled for August. No decision was made to hold a September meeting.
- b. Audit Engagement: Ruth Hime reported that the audit engagement letter with Breedlove & Co. PC, (the CPA firm used by the ESD) has been executed.

DISCUSSION/ACTION ITEMS

8. The Board then had discussions on the 2020-2021 preliminary budget and potential tax rate. Caryn Thompson said that she will begin preparing a draft budget, but noted that COVID-19 may impact the collection rate. We are still waiting for the final certified tax roll. Ruth Hime stated that we can keep the 10% (\$0.10 per \$1 valuation) rate; that (per Carlton Law Firm) we are below the state mandated de-minimus rate; and that she would like to have the budget approved at our August meeting.
9. The Board then discussed the upcoming tax planning calendar. Ruth Hime referenced the calendar prepared by the Carlton Law Firm that she had recently distributed to the Board. She said she plans to post notices in the local paper by the end of August, and that approval of the tax rate will occur at our September meeting. Hopefully, no special called meeting will be necessary. The Board discussed reducing the training budget, as all members have completed all required continuing education hours.
10. The By-Laws and the Policies and Procedures of the ESD had been distributed to all members by President Hime for review. There were no changes offered. Caryn Thompson moved to accept, and the Board unanimously approved to retain the ESD By-Laws and the Policies and Procedures as is. President Hime and Secretary Hall will sign the documents.
11. The minutes of the June 16, 2020 meeting were reviewed. Hank Dembosky noted that he had abstained on item 5b, and that it had no impact on that item's approval. Janie Shannon moved and the Board unanimously approved the June minutes.

- 12. Industry News & Training.** Ruth Hime updated the members on U.S. Congress Bill 7073, which would include ESD's as special interest districts, making them eligible for stimulus and other federal funding. Hank Dembosky provided copies of recent training certificates for the ESD's files. Ruth Hime will give to Secretary Hall.
- 13. Public Comment:** Traci Smith said that John Shockey had drafted a very preliminary EMS budget, that she is continuing work on. At this time, she is using \$195k as the estimated budget for the contract.
- 14.** The next meeting was set for Tuesday, August 18, 2020, 7 PM at the Fire Station.
- 15. Adjournment:** Janey Shannon moved and the Board voted unanimously to adjourn at 8:08 PM.

Respectfully submitted,
Hank Dembosky, Acting Board Secretary