

**SOUTHWEST LEON COUNTY ESD #2
BOARD OF COMMISSIONERS MEETING: July 20, 2021
MINUTES**

1. Hank Dembosky called the meeting to order at 6:04 P.M.
2. Hank Dembosky led the Board in prayer.
3. Hank Dembosky led the Board in the pledges of allegiance.
4. Commissioners in attendance: Vice President, Hank Dembosky; Secretary, Janice Hall, Assistant Treasurer, Janey Shannon and Treasurer, Caryn Thompson, making a quorum. President, Ruth Hime was absent.
5. Guests in attendance are noted on the attached Sign-In Sheet.

REPORTS

6. Caryn Thompson presented the Treasurer's Report.
 - a. Bills/Checks to be approved: 1 check required approval; Carlton Law Firm for \$847.50 Janice Hall moved and the Board unanimously voted to approve the payments.
 - b. Two deposits totaling \$6,899.83 were reported.
 - c. The Board reviewed the 07/20/2021 Financial Statements (Balance Sheet, P&L - filed with these minutes). Caryn Thompson reported that collections continue to exceed budgeted amounts although collections of delinquent accounts are lower than expected. Janice Hall moved and the Board unanimously voted to accept the ESD Treasurer's financial reports for filing.
 - d. The Board reviewed the Quarterly Investment Report. Caryn Thompson reported interest income is expected to be 2/3 less for the new fiscal year budget.
7. The Board then reviewed the June 30, 2021 Financials from HTLVFD presented by Traci Smith. Gary Hall presented the June 2021 VFD Activity Reports. Gary Hall anticipates adding 2 additional volunteers to the VFD team. Dennis Smith presented the EMS activity report. EMS monthly performance measures as follows, noted in the activity report (attached to these minutes) were:
 - EMS Responses: 18
 - Transports: 12
 - Avg. Response Time: 7:30
 - Avg. Out-of-Chute Time: 02:26 min.
 - Fire Trainings: 1 hour, 5 participants
 - Volunteer Hours: 36 hrs

Janey Shannon moved and the Board unanimously accepted the VFD June Financial Report for filing.

Upon presentation and review of the June Fire Operations Report and the EMS June Activity Report, Janey Shannon moved and the Board unanimously accepted the VFD Operational Reports for filing.

8. Committee Reports & Actions:

- a. Long Range Planning: Committee meetings are still on hold due to COVID. Ruth Hime and Ron Ryder meet with County Judge, Byron Ryder, regarding apportionments from the American Rescue Plan Act funds Leon County will receive. They provided a list of expenses the VFD has made to keep equipment functional and a list of needed new equipment/repairs. Hank Dembosky is monitoring county agendas to see when apportionments will be designated to various county organizations.
- b. Audit Engagement: The Board reviewed the annual audit engagement letter. Janice Hall moved and the Board unanimously approved entering into the agreement.

DISCUSSION/ACTION ITEMS

9. The preliminary Budget for 2021-2022 was discussed, at a high level. The Certified Appraisal is \$8,000 higher than last years.
10. The Tax Planning Calendar was discussed briefly. No changes are deemed necessary.
11. Caryn Thompson has submitted her resignation due to work conflicts. A replacement will be needed to complete her term ending 12/31/2022. Skip Smith, a candidate, provided background information of his previous, similar experience and asked the Board a few questions.
12. The Board discussed and approved appointment of Hank Dembosky as Entity Administrator for the System; for Award Management (SAM) required under the American Rescue Plan Act. Caren Thompson moved and the Board unanimously approved the appointment.
13. The minutes of the June 15, 2021 meeting were reviewed. Janey Shannon moved the June 15, 2021 minutes be accepted and the Board unanimously approved the motion.
14. Industry News, Training and Other Communications. Hank Dembosky provided a Certificate of Completion for a SAFE-D webcast on 5/22/2021.
15. Public Comment: None made

16. The next meeting was set for Tuesday, August 17, 2021, 6 PM at the Fire Station.
17. Adjournment: Janey Shannon moved and the Board unanimously approved the motion to adjourn at 6:58 PM.

Respectfully submitted,
Janice Hall, Board Secretary