

**SOUTHWEST LEON COUNTY ESD #2
BOARD OF COMMISSIONERS MEETING: October 19, 2021
MINUTES**

1. Ruth Hime called the meeting to order at 6:08 P.M.
2. Hank Dembosky led the Board in prayer.
3. Ruth Hime led the Board in the pledges of allegiance.
4. Commissioners in attendance: President, Ruth Hime; Vice President, Hank Dembosky; Treasurer, Janice Stark; and Assistant Treasurer, Janey Shannon, making a quorum. Hank Dembosky was acting Secretary for the meeting. Commissioner-In-Waiting, Claren Kotrla also was present.
5. Guests (6) in attendance are noted on the attached Sign-In Sheet.
6. Claren Kotrla was sworn in as an ESD Commissioner by Justice of the Peace Lee Weiler. The document was notarized by Traci Ratcliff-Smith, and Commissioner Kotrla signed the redaction of personal information document. He then joined the ESD Commissioners at their table.
7. Ron Ryder, Board Chair of the HTL-VFD, addressed the Board and provided an update on recent Leon County Commissioners' Court Meetings regarding the VFD's and ESD #2's request for federal ARPA funds. At this time, the Commissioners' Court intends to spend most of the \$3.6M grant on telecommunications infrastructure upgrades.

REPORTS

8. Treasurer's Report:
 - a. Bills/Checks to be approved: 1 check required approval - \$292.60 to Caryn Thompson for QuickBooks subscription. Janey Shannon moved and Hank Dembosky 2nd and the Board unanimously voted to approve the payment.
 - b. One (1) Deposit of \$1,427 was received from Leon County.
 - c. The Financial Report for the 2020-2021 FY was reviewed and discussed. Ruth Hime reported that, after discussion with the Leon Co. Tax Appraiser's Office, a PILOT bill will be presented to the City of Garland, TX, in the amount of \$12,856.58. Hank Dembosky moved and Janie Shannon 2nd and Board unanimously voted to approve the FY Financial Report.
 - d. The Financial Report for September 2021, was reviewed and discussed. Ruth Hime noted that she had spoken with the Leon Co. Clerk and that our monthly fees are covered thru December, 2021. Janey Shannon moved and Hank

Dembosky 2nd and the Board unanimously voted to approve the Financial Report for September 2021

9. Ron Ryder presented the EMS September Activity Report (attached). Fire Chief Gary Hall presented the VFD September Operations Report (attached). He reported that they are working on developing a training schedule. Traci Ratcliff-Smith presented the HTL VFD/EMS Financial Report (attached). EMS monthly performance measures as follows, noted in the activity reports (attached to these minutes) were:

- EMS Responses: 29
- Transports: 12
- Avg. Response Time: 10:44 min.
- Avg. Out-of-Chute Time: 02:22 min.
- Fire Trainings: 1 (4 attendees)
- Volunteer Hours: tbd

Hank Dembosky noted that this was the second month that no Volunteer Hours had been reported. Ruth Hime reported that she was able to secure a donation of bunker gear (10 to 12 sets). Gary Hall reported that the volunteers have been fitted and that he plans to pick up the gear. It will be re-certified (\$35/ea.) and cleaned in Conroe. Upon presentation and review of the September Fire Operations Report and the EMS September Activity Report, Janice Stark moved and Janey Shannon 2nd, and the Board unanimously voted to accept the HTL VFD/EMS Operational Reports for filing. Upon presentation and review of the September HTL VFD/EMS Financial Report, Hank Dembosky moved and Janie Shannon 2nd and Board unanimously voted to accept the report.

10. Committee Reports & Actions:

- a. Long Range Planning: Ron Ryder provided the ARPA update (see Item 7) Leon County continues to review our ARPA request. The Leon County Commissioners may hold a workshop, and the ESD will attend.
- b. Audit Engagement: Janice Stark will send all audit financial information to Natalie (Breedlove & Co., CPA). Ruth Hime has prepared all of the confirmations for Breedlove.

DISCUSSION/ACTION ITEMS

11. President Hime requested that new Commissioner Claren Kotrla assume the duties of Secretary, starting with the November Meeting. He agreed.
12. Possible candidates to replace departing commissioner Janice Stark were discussed. Ruth Hime reported that candidate Kathleen Ghose respectfully declined. Ruth Hime plans to meet with candidate Tiffany McKinney on 10/22/21. Another potential

candidate, Jim Hawthorne, would be required to resign his position on the HTL VFD-EMS Board, in order to join the ESD. Ruth Hime asked all attending to think of other possible candidates for our next meeting.

- 13.** The minutes of the September 21, 2021, meeting were reviewed. Janice Stark moved the minutes be accepted, with amendments, Janey Shannon 2nd, and the Board unanimously approved the motion.
- 14.** Training and Other Communications: Ruth Hime reported that the 2022 SAFE-D annual conference will be held February 17 thru February 19, in Round Rock, TX. Continuing education units (CEU's) for all ESD commissioners are statutorily required.
- 15.** Public Comment: None.
- 16.** The next meeting was set for Tuesday, November 16, 2021, 6 PM at the Fire Station.
- 17.** Adjournment: Janey Shannon moved, Janice Stark 2nd, and the Board unanimously approved the motion to adjourn at 7:04 PM.

Respectfully submitted,
Hank Dembosky, (acting) Board Secretary