

## **Grimes County Emergency Services District #1**

### **Minutes of Regular Meeting**

**January 20, 2022**

1. Commissioner Byron Kay called the meeting to order at 6:56 pm at Fire Station #1
  - a. Commissioners present: Byron Kay, Bob Leiper and Alec Pointer
  - b. Commissioners absent: Tim Akers and Kyle Braswell
2. Invocation given by Leiper
3. Recognition of citizens: Stephanie Padgett and Cody Samples
4. Open Forum: None
5. Minutes of the November 18 meeting were not available for review and approval. Minutes of the December 16 meeting were read. Motion to approve the minutes as read by Leiper and second by Pointer. Carried 3-0.
6. The Treasurer reported that the ESD had a balance of \$140,139.47 in the bank account as of 12/31/2021 with outstanding checks totaling \$902.50. Treasurer also reported that the payment approved for the PO Box yearly rental, not to exceed \$100 cost only \$62. Motion to approve report Pointer and second by Kay. Carried 3-0.
7. The IVFD presented financial reports for December 2021. The IVFD President answered several questions regarding inaccurate expense categorization and was able to provide documentation for purchases. She reported this report should not be considered the complete year end report as the corrections in expense categorization would be made. Furthermore, she is working on finding missing receipts where possible. The ESD commissioners discussed what they would find appropriate documentation in the rare instance that receipts are not available. The consensus of commissioners present was that the IVFD board should be presented with charges missing documentation and vote that the charges were appropriate and approved.
8. The IVFD Chief reported that they have 21 members with 6 inactive. They had 7 runs in December (3 MVA's/vehicle fire, 2 fires, 1 medical and 1 gas smell). The IVFD is still working to sell the old Tahoe and has verified that the sale of ESD property must be handled either via public auction or trade in. The IVFD leadership will look into public auction options. The IVFD will know the results of the \$5000 extractor grant by the end of January. The IVFD fundraiser will be held in March.

There was a discussion of new subdivisions on Highway 30 and potentially at Gibbons Creek that are within the IVFD's coverage territory but outside of the ESD's boundaries. These subdivisions are potentially large and may add additional calls to the IVFD. Interest was shown in expanding the ESD's boundaries to absorb these new locations. Leiper will begin the process of determining what must be done to extend the ESD's boundaries. The IVFD Chief will talk with the developers to determine if they are in agreement with the extension.

The IVFD requested that the ESD fund the following purchases from withheld funds:

- a. Purchase of 10 digital hand-held radios in the amount of \$4795
  - b. Purchase of equipment for engine 235 (purchased from Bryan FD) in the amount of \$13,227.83
  - c. Purchase of equipment/installation of new electric bay doors in the amount of \$1,054.89
9. The ESD commissioners discussed their willingness to approve the funding requests as presented as payment directly to the vendors. However, there were concerns that the quotes presented may already be invalid or not include accurate shipping/freight charges. Therefore, the commissioners agreed to make 'not to exceed' motions that required the IVFD to follow up with accurate invoices. The following funding requests were approved:

- a. Motion to purchase 10 digital hand-held radios in the amount of \$4,795 made by Kay and second by Leiper. Carried 3-0
- b. Motion to fund equipment for engine 235, not to exceed \$15,000 made by Leiper and second by Kay. Carried 3-0.
- c. Motion to fund purchase of parts and installation of [electrical for automatic bay door openers](#), not to exceed \$1,250 made by Leiper and second by Pointer. Carried 3-0
- d. [Invoices/quotes will be emailed to Bob Leiper who will draft he checks and send directly to the vendors.](#)

Leiper commented that Commissioner Pointer will serve on the Appraisal District Board. Kay inquired about commissioner continuing education requirements. Leiper stated that he believed that COVID restrictions had caused these requirements to be postponed but that he would review opportunities for continuing education.

10. Motion to adjourn at 8:03 pm by Kay and second by Pointer. Carried 3-0.