

SOUTHWEST LEON COUNTY ESD #2  
BOARD OF COMMISSIONERS MEETING: September 15, 2020  
MINUTES

1. Ruth Hime called the meeting to order at 7:05 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, Assistant Treasurer Janey Shannon and Secretary Janice Hall. Caryn Thompson was absent. Guests in attendance: Traci Ratliff-Smith for the VFD.

**REPORTS**

5. Janey Shannon presented the Treasurer's Report.
  - a. Bills/Checks to be approved: 3 checks were approved; one to Carlton Law firm, the 4<sup>th</sup> quarter VFD payment and one for the September QuickBooks renewal. Janice Hall moved and the Board unanimously approved payment of the bills
  - b. The Board reviewed the 09/15/2020 Financial Statements (Balance Sheet, P&L - filed with these minutes). No deposits were made during the last month. Janice Hall moved and the Board unanimously voted to accept the ESD Treasurer's financial reports for filing.
6. The Board then reviewed the August EMS and VFD Activity Reports and August 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: 13
  - Transports: 9 (+ 1 air transport)
  - Avg. Response Time: 10:10 min.
  - Avg. Out-of-Chute Time 1:48 min.
  - Fire Calls/EMS assists: 3 calls
  - Fire Trainings: Extrication Training 8 hrs

Upon presentation and review of the August VFD activity reports, Janey Shannon moved and the Board unanimously accepted the VFD Operations Report. Upon presentation and review of the August EMS Operations Report, Hank Dembosky moved and the Board unanimously accepted the EMS Operations Reports. The PPP loan is still showing on the VFD financial statements as a liability. This debt will remain on the books until the Texas Legislature decides on how to handle forgiveness

of debt for entities who borrowed less than 150K. Their Line of Credit increased 10K in order to have funds to put a down payment on a tanker truck. The old tanker is being accepted as a trade-in for \$12K. EMS income actuals are approximately half of budget for August. Hank Dembosky moved and the Board unanimously voted to accept the VFD August Financial Report for filing.

**7. Committee Reports & Actions:**

- a. Long Range Planning: Did not meet in August and September. Nothing to report due to no September meeting. Ruth Hime, Ron Ryder and Annette Craig are meeting on September 16, 2020. Ruth Hime will mention to Annette the contract for Security is due in the next two weeks, per the contract.
- b. Audit Engagement: Natalie will schedule the initial discussion after Caryn Thompson completes and sends her the 9/30/2020 financials.

**DISCUSSION/ACTION ITEMS**

8. The ESD contract with Hilltop Lakes VFD for the 20/21 fiscal year was discussed. Janey Shannon moved and the Board unanimously voted to accept renewal of the contract. Ruth Hime presented the contract to the VFD Board Meeting. ESD officials signed the agreement. Ruth Hime will provide Ron Ryder (VFD Board President) with the executed copy.
9. The minutes of the August 24, 2020 meeting were reviewed. Minutes were amended to correctly spell Caryn Thompson's name. Hank Dembosky moved the August 24, 2020 minutes be accepted as amended and the Board unanimously approved the motion.
10. Industry News & Training. Ruth Hime participated in a SAFE-D Zoom meeting to catch up on current events. The ESD has hired two lobbyists to deal with legislative issues such as the Mobile Integrated Healthcare Initiative.
11. The next meeting was set for Tuesday, October 20, 2020, 7 PM at the Fire Station.
12. Adjournment: Janey Shannon moved and the Board unanimously approved the motion to adjourn at 7:40 PM.

Respectfully submitted,  
Janice Hall, Board Secretary