

SOUTHWEST LEON COUNTY ESD #2
BOARD OF COMMISSIONERS MEETING
MINUTES:
February 20, 2024

1. Hank Dembosky called the meeting to order at 6pm.
2. Skip Smith led the Board in prayer.
3. Skip Smith led the Board in the pledges of allegiance.
4. Guests (4) in attendance are noted on the attached Sign-In Sheet.
5. Commissioners in attendance: President, Hank Dembosky; Vice President, Skip Smith; Treasurer, Colleen Majoue; Assistant Treasurer, Claren Kotrla; Secretary, Judy Bryant.
6.
 - a. (i) Discussed setting up an automatic draft through Prosperity Bank for the QuickBooks \$60 monthly subscription payment (\$720 annually). We will continue to use a three (3) user level for the payments. Authorization to set up the automatic monthly subscription payment was passed unanimously after a motion by Hank Dembosky and second by Colleen Majoue.
 - a. (ii) Colleen Majoue reported there were seven checks written this month. Check 1490 for \$98 to USPS for ESD post office box rental. Check 1491 for \$13.60 to Colleen Majoue for postage stamps. Check 1492 for \$214.50 to Carlton Law Firm (invoice 10140) for legal services. Check 1493 for \$5,250.00 to Breedlove & Company for the audit (invoice 12890). Check 1494 for \$620 total to SAFE-D for annual dues (invoice 4656 in the amount of \$275) and \$345 reimbursement for Skip Smith attending SAFE-D conference in 2023. Check 1495 for \$151.52 to HTLVFD for background checks on new Commissioners Colleen Majoue and Judy Bryant. Check 1496 for \$1,363.00 to VFIS for insurance (invoice 11512). All checks were approved unanimously after a motion was made by Skip Smith and second by Judy Bryant.
 - b. The monthly financial reports were not available for the meeting.
 - c. Sales tax revenue for February was \$4,779.59.
 - d. Discussion regarding adjustments to the FY 23/24 budget was tabled until the March 2024 meeting.
7. The HTLVFW/EMS Financial and Activity Reports (attached) were presented by Jim Hawthorne, Sherri Guerra and Dennis Smith. The HTLVFD/EMS monthly performance measures reported are noted in the activity report. The reports were unanimously approved with a motion by Claren Kotrla and second by Skip Smith.
 - EMS Calls 21
 - Average Response Time: 06:03 seconds
 - Average Out-of-Chute Time: 00:02:00 minutes
 - Fire Training Hours: 20.5 hours
 - Volunteer Response Hours: 51 hours

- a. Ambulance purchase update: An ambulance has been reserved by HTLVFD/EMS, with possible delivery in April 2024 and an approximate monthly payment of \$4,000. Approximately \$50,000-\$60,000 of equipment from the old ambulance is expected to be used on the new ambulance.
 - b. Special Request for radio equipment: HTLVFD/EMS Fire Board Member Mike Sizemore announced that HTLVFD/EMS purchased three digital radios that will allow them to talk to other jurisdictions when they are out on calls that are covered by multiple jurisdictions.
8.
 - a. The solar project is still on schedule to start construction during the third quarter of 2024.
 - b. The ESD CERT trailer is in place and needs to be stocked. Received some items from Flynn and are conducting an inventory. A phone list needs to be established. A CERT drill is planned soon. The CERT trailer can also be used as a Command Center. Two CERT training dates are scheduled for March 2 and March 9, 2024.
 - c. Use of billboard at the HTL Post Office has been given to ESD to post notices/information.
 - d. Open Records and Public Information classes are required at the SAFE-D Meeting for new Commissioners Colleen Majoue and Judy Bryant.
 - e. SAM Registration renewal has been completed and is good for another year.
 9. Discussion regarding obtaining/renewing Treasurer's Bond was tabled until next meeting.
 10. A motion passed unanimously for Hank Dembosky and Judy Bryant to be the authorized signatories for District Accounts after a motion was made by Judy Bryant with a second by Colleen Majoue.
 11. The Texas Comptroller Annual Financial Information Reporting requirement due in April will be coordinated by Colleen Majoue and Skip Smith.
 12. Insurance policy was paid by Check 1496 in item 6 above.
 13. District's physical address was posted in The Normangee Star Newspaper January 31, 2024.
 14. The January minutes were unanimously approved with a motion by Skip Smith and second by Colleen Majoue.
 15. Logistics for the upcoming SAFE-D annual meeting were discussed.
 16. Hank Dembosky noted leadership change at Leon County CAD may affect the ESD.
 17. An individual commented positively, recognizing the existence of our current ESD #2 physical boundaries.
 18. Next meeting will be March 19, 2024.
 19. At 8:35pm, Claren Kotrla made a motion to adjourn with a second by Judy Bryant. Motion passed unanimously.