

LIBERTY COUNTY EMERGENCY

SERVICE DISTRICT NO. 3

8704 FM 1409

DAYTON, TX 77575

MARCH 12, 2020 @ 7:00p.m.

NOTICE OF PUBLIC MEETING

The following agenda items will be considered and action taken as appropriate:

1. Call Meeting to Order

- a) Roll Call and Establish a Quorum
- b) Pledge

2. Community comments (2 minutes)

3. Consent Agenda

- a) Minutes from previous meeting
- b) Treasure Report
- c) Motion to Accept Consent Agenda

4. Discuss and Take Action of Referendum

- All Action Taken by This ESD Board Commissioners in the last year that have been already Approved by General Consent Items such as, Minutes and Treasurer Reports are hereby reaffirmed as approved by the board with this Ratification.

5. Discuss and Take Action on Board Members to sign Signature Card for Prosperity Bank

- Denny Loonam President, Bob Johns Vice President, Jeff LeBlanc Secretary, Len Jones Treasurer, Lynn Pruitt Assistant Treasurer.

6. Discuss and Take Action on Investment of Surplus Funds

- Discuss using financial instruments to store surplus funds to gain more interest.

Liberty County ESD 3 Meeting Minutes

03/12/2020

Meeting called to order at 6:58 PM

Roll Call – Jeff LeBlanc, Lin Pruitt, Bob Johns, Len Jones, Denny Loonam present and quorum is established

Pledges

Public Comment

Angela Ungles – Speaking on item number 16 – Discussed progress on Dept. 88 & 85 coming to an agreement to merge departments. No agreement was reached. She did hand a package to the board with details.

Chris Lambreth – Items 15 & 16 – Discussed the PPE and the Coronavirus. He stated Westlake Volunteer Dept had purchased PPE. He decided not to speak on item 16.

Previous meeting minutes

Minutes were 9 pages. Jeff LeBlanc gave an overview of minutes and all Commissioners had copies.

Corrections - Spelling of names Len Jones and Lin Pruitt were misspelled. Also, on agenda it was the purchase of a new door lock, not a new door on item #8.

Len Jones stated we cannot call anything petty cash so that we refer to that as monthly allowance.

Treasurer Report

Len Jones presented the treasurer

Beginning balance on 02/01/2020 was \$18,731.36

Total Deposits \$53,533.77

Taxes received from Liberty County \$38,530.18

Transfer from 0096 to 9779 \$15,000.00

Accrued interest \$3.59

Total income \$72,265.13

Total Checks \$23,587.52

Total Net Balance \$48,677.61

Total Outstanding Checks \$645.04

Total Net Balance \$48,032.57

Total Building fund \$14,611.26

Total Sales tax fund \$5,841.26

Total in all accounts \$68,485.09

No sales tax was received yet for this month

Motion to accept Bob Johns. Second Lin Pruitt. Passed unanimously.

Discuss and take action on referendum.

Reaffirmation of all previous action of the board

Motion to reaffirm Jeff LeBlanc. Second by Bob Johns. Motions passes 3-2. Len Jones and Lin Pruitt voting no.

Discuss and take action on board members to sign signature card for Prosperity Bank.

Motion by Bob Johns. Second by Jeff LeBlanc. Passed unanimously

Discuss and take action on investment of surplus funds

Len Jones would like to buy one-year CD's in not more than \$5,000.00 to earn more interest on surplus funds. He also stated that we needed a safety deposit box or a safe to store the CD. Jeff LeBlanc clarified it is not a negotiable instrument and CD records are held at the bank. Denny Loonam asked what the penalty would be for early withdrawal. Denny suggested perhaps in the future but not now. Jeff LeBlanc suggested perhaps Money Market accounts over CD's. Suggested Len look into other options.

Item tabled.

Discuss and take action on Alarm System

ADT no longer servicing alarm. Denny wanted to use simply safe. Len Jones stated they do not cover fire departments. Denny wants to check on covering just the office for \$269.00. Len Jones asked about current security. Denny Loonam stated he did not want to say publicly what security measures were currently being taken. Denny stated ADP had not run out yet.

Jeff LeBlanc motioned to table. Denny stated we needed to do something. Jeff LeBlanc stated nothing could be done in the moment. Lin Pruitt stated if we tabled a special meeting could be called for the alarm system.

Item tabled. Bob Johns seconded Jeff LeBlanc's original motion. Passed unanimously.

Jeff LeBlanc mentioned there was never a motion or vote to table item 6. Board reaffirmed item 6 to be tabled, unanimously.

Discuss and take action on new door lock. Not new door. Correction.

It was purchased. Cost \$89.00. Lin asked about the lock at the end of the bay. Clarification this was for the ESD building. Item previously approved for up to \$150.00

Discuss and take action on lawn service

Len Jones stated he did receive the request for increase on official letter head. Jeff LeBlanc motioned to pay increase. Second by Lin Pruitt. Approved unanimously. Len noted that since the vote was not held yet the lawn cut today was at the old rate

Discuss and take action on purchase of new bunker gear

Denny bought brand new bunker gear online from Kilgore. Denny paid \$100.00 for the item asked the ESD if they wanted to buy it back. Len Jones motioned to buy. Jeff LeBlanc seconded. Passed unanimously.

Discuss and take action on setting up budget and a Robert's Rule workshop

Len Jones had a handout for Robert's rule for small groups. Suggested the board considers using those rather than official Robert's Rules. Bob Johns and Jeff LeBlanc asked if this could be covered at the workshop. Lin Pruitt asked when we ever stopped using Robert's Rules. Denny asked Angela about the agenda. The consent agenda was modeled after commissioners court rather than Robert's Rules. Denny suggested we could go back to the old format of old business and new business. Len Jones felt the Robert's Rules was too strict and felt the small groups option was better. Denny agreed to move to a workshop. Lin Pruitt agreed. Len Jones submitted a proposed annual budget. Denny asked if we could cover this as well during a workshop. Proposed budget was discussed and whether amounts were correct or needed adjustment. Jeff LeBlanc motions to move to a workshop. Lin Pruitt seconds. Motion passes unanimously.

Discuss and take action on office supply budget

Lin Pruitt questioned if we needed a new printer or just ink. Len Jones had quotes for new printers and ink costs. Len suggested it could be cheaper to get a new printer than ink and the printer still not work. Costs were discussed of new printer and ink. Denny stated he has had no issues using the current printer. Nick Nelson mentioned they also use the printer with no issue.

Jeff LeBlanc motions to buy ink for existing printer. Lin Pruitt seconds. Suggested black to bought. Passes unanimously.

Discuss and take action on new agenda format

Len Jones suggested we take out consent agenda and replace with new business and old business. Jeff LeBlanc motioned to change agenda format. Lin Pruitt second. Passes unanimously.

Discuss and take action on grant writing course

Denny wanted to send Jenna to a grant writing course in Rosenberg. Len Jones mentioned that Youtube has videos for courses. Also, Angela Ungles has offered to train someone. Len feels it would be a waste of money. Jeff LeBlanc asked about costs. Denny said housing costs would apply. The course is free. Denny mentioned perhaps to look into the online courses. Lin Pruitt suggested to ask Angela if anyone needed help. Jeff LeBlanc motions to table to look into the online course. Tabled unanimously.

Discuss and take action on PPE and COVID-19

Denny said they discussed with Bill. Can't really buy or find anything right now anyway. The Governor has not yet declared a disaster yet. Bill spoke and said they were waiting on a disaster declaration. Then he would go to the County Judge to open up funds to purchase PPE. He also suggested to order anything we could find online currently. The prices have tripled. He suggested try to find what we could. If we wanted to wait for disaster declaration, it would prevent price gouging. N95 \$109.95 was 50 is what Chris stated was current price. Bill reminded these were one time use masks only. Jeff LeBlanc motions to table. No second.

Chris Lambreth gave the online place he found masks.

Denny would like to purchase 50 masks.

Jeff LeBlanc motioned to spend up to \$200.00 for PPE. Lin Pruitt seconded. Motion passes unanimously.

Discuss and take action with merger on the department

There was no agreement between departments to go to one department. The package Angela presented to the board was reviewed. Angela stated the intent was there for 83 but not on 88. Denny asked if could go into executive session.

Denny motions to go into executive session. Jeff LeBlanc seconds. Motion passes unanimously. Executive session begins at 7:56 PM.

Regular session back in session 8:20 PM

Jeff LeBlanc clarified are we going on 83 or 88 as out department. That is the question. Denny affirmed yes.

Bob Johns motioned we decided which department to go with. Jeff LeBlanc seconds

Vote on which department to contract with

3-2 Linn Pruitt and Len Jones for Dept. 83

Jeff LeBlanc, Bob Johns and Denny Loonam for Dept. 88

The board will now use dept. 88 for its fire suppression service.

Lin Pruitt asked for the new department SOG's etc. Denny said they would presented at the workshop.

Tuesday evening set for 6:00 PM for workshop, March 17, 2020. To present all of the new department's SOG's. As well as Robert's Rule.

JR Ungles asked about 88 not being a department. Clarified that no 88 was it's own department. It was no longer an ESD department.

Point of order – Jeff LeBlanc

JR Ungles has no standing to speak.

Jeff LeBlanc clarification –

The board was to merge departments into an ESD. That was not accomplished. At this point the ESD board has to make the decision on how to proceed. That was done and discussion is over.

Motion to adjourn by Jeff LeBlanc – Passed unanimously.