

Burnet County ESD #3 Meeting Minutes
Thursday, January 14, 2021, Starting at 2:00 PM
Granite Shoals Fire Department
8410 West RR 1431, Granite Shoals, TX

1. *Call to Order:* President Steve Tatom called the meeting order at 2:00 p.m.
2. *Pledge of Allegiance to the flag of the United States of America*
3. *Pledge of Allegiance to the Texas State Flag:* "Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible." The pledges to the flags were recited.
4. *Statement regarding the presence of a Quorum of Commissioners:* Mr. Tatom stated that as there were four commissioners present a quorum existed to conduct District business. Present were Mr. Tatom, Mr. Bucky Brady, Ms. Terri Enloe, and Ms. Joanne Hanifan.
5. *Acknowledging the Resignation of Mr. Jerry Schappe:* Mr. Tatom acknowledged the resignation of Mr. Jerry Schappe from the Board of Commissioners. He suggested that we should have some sort of event to celebrate Jerry's work on the Board. Mr. Tatom suggested that it be held prior to the next meeting. We possibly could welcome a new Board member at the same time. Mr. Tatom and Ms. Hanifan will handle the arrangements.
6. *Recognition of Guests:* Mr. Tatom recognized the presence of Ms. Charity Tabor of Tabor & Burnett, Councilman Jim Davant of the Granite Shoals City Council, and Chief Austin Stanphill of the Granite Shoals Fire Department.
7. *Ask for Citizen's comment and input. No action, including discussion or deliberation, will be undertaken at this time:* Mr. Davant notified us that he was not planning on seeking reelection to the City Council in May. Mr. Tatom remarked that Mr. Davant had been very helpful during some difficult times and had help immensely in presenting the Council's position on issues to us and the Board's position to the Council. Mr. Tatom noted that with the changes in membership of the City Council that he hoped another Council member would be willing to provide the same assistance to the District to continue our good working relationship.
8. *Discussion with Pct. 1 County Commissioner Jim Luther:* County Commissioner Jim Luther was unable to attend as he had in important telephone conference call at the same time as the meeting.
9. *Presentation, discussion and action on the FY 2020 Audit by Ms. Charity Tabor:* Ms. Tabor stated that the records were in good order and we were doing a good job. She went over the audit and noted items of interest: replacement and disposal of the old computer, property taxes were less than previously, the District tax rate was lower than last year, and expenses were up. She noted that the increase in expenses was due to contract adjustments to assist in paying for addition firefighter coverage. Ms. Tabor worked with Mr. Brady to resolve some small issues. Generally, she stated that we had a clean opinion. Mr. Tatom asked if there was anything that she would recommend to improve our efforts. Ms. Tabor noted that Mr. Brady was working well with Quickbooks and that the budget spreadsheets that Mr. Brady worked with represented our expenses for the year. Ms. Tabor suggested adding a line in our spreadsheet for projected revenues. Mr. Tatom asked how we should proceed since we adopted our budget and then made contract changes with the City that will result in a shortfall. Ms. Tabor said we need to formally amend the budget and add a line to the spreadsheet to represent where the money will come from, from our cash reserves.
10. *Discussion and/or action on the Monthly Contract Report:*
 - a. *Chief Austin Stanphill, Granite Shoals Fire Department*
 - i. *Monthly Report for December 2020:* See report. Chief Stanphill went over the December summary report. He noted that the staffing levels are working well with 3 persons per shift. He noted that frequently there were 4 persons involved in call response, that included one person on stand-by at the station. There were several red flag days in December due to dry conditions and high winds. Most of the month was relatively quiet due to Christmas holidays. There were extensive repair issues with several of the vehicles. The Auxiliary had to cancel the Christmas Party due to COVID19 but they cooked brisket and the families picked up their meals. Chief Stanphill is working on the ISO rating report. He is working with Marble Falls FD on a joint exercise with their ladder truck to test the use of the truck in the area behind Wake Point. There are numerous 3 story homes in the area and the GSFD ladders can not reach the

upper levels in a rescue situation. Access in the area by the ladder truck may be limited due to street width, trees and access from RM1431. This exercise is to determine what they can and cannot do with the truck. Chief Stanphill reported that they had received grant of \$1200 for training purposes and will be sending one firefighter to local training. Chief Stanphill reported that all the first out trucks now had extraction tools. Mr. Tatom asked if they were keeping the hours worked for part-timers below 1000 hours. Chief Stanphill responded that so far they have been able to do so but the issue may get serious later in the year. Many of the part-timers are looking for full time work. Mr. Brady asked about the number of accidents in the ESD area. Chief Stanphill responded that there were 7 vehicle accidents that the remainder were EMS calls. Ms. Hanifan asked about the proposed lights at the driveway and Chief Stanphill explained that he was working with the City and TXDOT regarding installation of lights. They would be activated when they left the station and then go off after an appropriate interval. The signs warning of the lights have to be installed by TXDOT.

11. *Reading and Acceptance of the Minutes of the December 10, 2020 meeting:* Ms. Enloe moved and Mr. Brady seconded the motion to accept the minutes as read. Motion passed.

12. *Reading and Acceptance of Treasurer's Report:*

- a. *See Monthly Reports for Account Status:* Mr. Brady went over the monthly reports.
- b. *Pending Bills:* Bills received included \$1600.00 from Tabor & Burnett for the Audit, \$25.00 from Tami Griffin for work on the web site, and \$130.00 for the rent of the USPS box. Ms. Enloe moved and Ms. Hanifan seconded the motion that the bills be paid. The motion carried. Mr. Russell from the City of Granite Shoals requested payment of the amount still due from the changes to the contract and other approved funds in the amount of \$21,750.00. Ms. Enloe moved and Ms. Hanifan seconded the motion that the remainder due be paid. The motion carried.
- c. *Reimbursements/ Banking Matters/ Other Money Related Items:* Brady noted that the renewal letter from the bank for the recently renewed CD had the wrong date for the maturity of the CD. The letter had September or 9 months when it should be December and 12 months. He had a call into the bank to resolve the matter.
 - i. *Monthly Bills/ Credit Card:* Ms. Hanifan suggested that the District get a credit card so that monthly bills such as an answering service and web site could be charged directly to the card. Ms. Hanifan moved and Ms. Enloe seconded the motion the Mr. Brady pursue the acquisition of a credit card for the District, and establish rules for the use of the card. Motion carried.

13. *Discussion and/or action on Budget for Fiscal Year 2021:*

- a. *Adjustments needed from additional funds authorized on Sept 3:* Ms. Enloe moved and Ms. Hanifan seconded the motion to amend the budget to reflect the agreed upon increases in payments to the City of Granite Shoals.
- b. *Web Site Update:* Ms. Hanifan asked if everyone had looked at the web site and all had done and were please with the look and information on the site. Ms. Hanifan reminded the members that we can use the site to pass along information useful to the residents of the area.
- c. *Answering Service:* Ms. Hanifan said she was waiting on action on the credit card issue before deciding on an answering service.

14. *Discussion and/or action on the Existing Contracts:*

- a. *City of Granite Shoals for time period FY 2019 to FY 2023:* See related discussions above.
- b. *Tabor & Burnett*

15. *Discussion and/or action on communications from Legal Counsel:* Mr. Tatom noted that the contract needed to be signed by the attorneys and that is why we don't have an amended contract at this time. The City is taking care of this issue.

16. *Discussion and/or action regarding ESD concerns on LCRA and Lake LBJ:* None to report.

17. *Discussion and/or action on training for Commissioners:* The SAFE-D conference for February 2021 has been cancelled. Ms. Hanifan thought that there they were planning something in the fall.

18. *Discussion and/or action on public interaction by Commissioners:* Nothing to report.

19. *Discussion and/or action on incoming mail:* Ms. Hanifan went over the mailed received as of 1/11/2021.

- a. BCAD
 - i. Tax Collections Activity 12/01 to 12/15 of \$14,652.24
 - ii. Tax Collections Activity 12/16 to 12/28 of \$26,719.15
 - iii. Tax Collections Activity 12/29 to 12/30 of \$44,831.73
- b. Banks
 - i. Security State Bank & Trust
 - 1. Balance as of 12/31/2020 of \$10,760.50
 - 2. CD renewal notice, Maturity date of 09/18/2021, current value of \$40,340.29
 - ii. BancorpSouth
 - 1. EOM statement for November 30, 2020 with balance of \$70,956.41
- c. Bills
 - i. USPS Box Rental for 12 months for \$130.00
 - ii. Tami Griffin invoice for December for \$25.00

20. Internal Items and Establish tasks for next meeting:

- a. Election of officers for 2021: All officers remained in their positions for the year.
- b. Mr. Brady will pursue getting a credit card for the District
- c. Mr. Brady will resolve the issues regarding the recently renewed CD
- d. Ms. Hanifan will select an answering service
- e. Mr. Tatom will invite Jerry and his family to a thank you prior to the next meeting
- f. Chief Stanphill will have an End of Year report for the March meeting
- g. Mr. Tatom again expressed the District's thanks to Mr. Davant for all his work.

21. Discussion and/or action on establishing time, date and location of next meeting:

- a. The next meeting will be on February 11, 2021 starting at 2:00 p.m.

22. Close meeting: Mr. Tatom adjourned the meeting at 3:11p.m.

Joanne Hanifan
Secretary ESD #3