

March 21, 2024

The Rusk County Emergency Services District #1 met on this date at 7:13 p.m. with Board President David Burks presiding. Board Members present were Brian Bathke, Gloria Dooley, Jiffy Dukes and Wayne Griffith. The meeting was opened with a prayer from President David Burks followed by the pledge to the American flag.

A roll call of departments present was recorded as follows: Carlisle, Church Hill, Crims Chapel, Eastside, Elderville, Garrison, Henderson, Rusk County Rescue, Laneville, Mt. Enterprise, New London, New Salem, Overton, Reklaw and Tatum. Departments recorded as absent were Texas Forest Service, Kilgore and Kilgore Rescue.

The minutes from the previous meeting were then presented to the Board for their consideration and approval as emailed. On a motion made by Board Member Jiffy Dukes, and duly seconded by Board Member Wayne Griffith, the minutes were approved as emailed by a unanimous vote of the Board.

The financial report was then presented to the Board for their consideration and approval by Board Administrative Assistant Jeanine Rounsavall. She reported a beginning balance in the construction account in the amount of \$206,485.00, and with one expenditure in that amount, for an ending balance of \$0.00; a beginning balance in the District's checking account in the amount of \$545,829.76, and after deposits, transfers and disbursements, an ending balance in the amount of \$428,406.31; the General Money Market account showed a beginning balance in the amount of \$1,244,629.88, with interest earned in the amount of \$2,966.66 and one transfer in the amount of \$850,000.00, for an ending balance in the amount of \$2,097,596.54; the Reserve Money Market account showed a beginning balance in the amount of \$33,728.78, with interest earned in the amount of \$80.39, for an ending balance in the amount of \$33,809.17; and the Obligations Money Market account showed a beginning balance in the amount of \$742,159.99, with interest earned in the amount of \$1,768.98, for an ending balance in the amount of \$743,928.97. Also included with this report was a budget versus actual, profit and loss versus actual; department breakdowns, reconciliations on all accounts and yearly department totals. On a motion made by Board Member Jiffy Dukes, and duly seconded by Board Member Brian Bathke, the financial report was approved as presented with a unanimous vote of the Board.

The payment of bills was then presented to the Board for their consideration and approval by Board Administrative Assistant Jeanine Rounsavall. She read aloud all checks written during the month and there were no questions or discussion. A motion to approve the payment of bills as presented was made by Board Member Jiffy Dukes, and duly seconded by Board Member Brian Bathke. The motion passed with a unanimous vote of the Board.

The first item under Old Business was to consider, discuss and possibly approve any pending items regarding the remodel of the training facility. Board Treasurer Dooley presented the following items for consideration: installation of radio tower at building in the amount of

\$20,652.00 to be located by the building-motion to approve made by Board Member David Burks, and duly seconded by Board Member Jiffy Dukes. Motion passed with majority vote with Board Member Brian Bathke voting against due to location; reviewed request to city for rezoning-no action necessary; estimate from Blazer Electric for out-of-scope work to assemble UPS-tabled as there will be additional labor; quote from 3D Security for access control entry on storage building, access control entry on back door by covered parking pad; access control entry on gates-wireless. A motion to approve these 3 items was made by Board Member Jiffy Dukes, and duly seconded by Board Member Brian Bathke. The motion passed with a unanimous vote; change orders from Berry & Clay-drywall in mechanical room to the ceiling; additional framing and drywall on foyer wall to change it to a fire wall; bumping ceiling up 4" for electrical on vent hood in kitchen-cost \$4,750; adding LVT to janitorial room at a cost of \$382; moving anvil valve on forced air hood to get it certified at a cost of \$1,998.01- a motion to approve all of these items was made by Board Member Jiffy Dukes, and duly seconded by Board Member Brian Bathke. The motion passed with a unanimous vote of the Board.

The next item under Old Business was to consider and possibly approve the ESD paying for the installation of new mobile radios for all volunteer departments and the ordering of face plates. The approximate cost of installation of radios is \$13,300 and the estimated cost of the face plates is \$1,520.00. A motion to approve the cost and direct payments to Pinnacle Fleet was made by Board Member Wayne Griffith, and duly seconded by Board Member Jiffy Dukes. The motion passed with a unanimous vote of the Board.

The last item under Old Business was to consider and possibly approve requesting the Henderson High School Ag department to build a barbeque pit with the ESD paying for all of the materials needed. After a discussion it was agreed that a Santa Maria type grill would be requested and that various Ag departments in the area schools would be contacted and that no action would be taken at this time on this item.

The first item under New Business was to consider and possibly approve the appointment of a Records Management Officer for the ESD. With virtually no discussion a motion to appoint Board Secretary/Treasurer Gloria Dooley as the RMO was made by Board Member David Burks, and duly seconded by Board Member Jiffy Dukes. The motion passed with a unanimous vote.

The next item under new Business was to consider and possibly approve a Standard Operation Policy for Usage of the Training Facility. As all members of the Board had reviewed the policy earlier, a motion to adopt the policy was made by Board Member Jiffy Dukes, and duly seconded by Board Member Wayne Griffith. The motion passed with a unanimous vote.

The next item under New Business was to consider and possibly approve the opening of a new checking account for the District due to forged checks on the old account and the signing of new signature cards for the new account and authorization for all account drafts and deposits to be changed to the new account. Board Treasure Dooley explained to all present that she had received a request for a check verification on March 13, 2024 and after receiving an email with

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a copy of the check attached, had determined that it was definitely a forged check. She immediately notified the bank and was informed that they had received 4 additional checks on the same account that had been red flagged within the past 6 days. All of the forged checks had been typed (we never type checks out) and the bank's address was incorrect but other than that they were exactly like our checks. She immediately closed the District's checking account the next day and also filed a report with the Henderson police department. She had also notified the tax office and the utility providers and changed the account numbers with them for deposits and drafts on the account. She reported that the bank and the police department both felt that since another ESD had also had the same thing happen in the same time frame (West Harrison ESD), that someone at a vendor had pulled a check for payment as this type of forgery could only be done with an original check since the imbedded watermarks were also on the forged checks. A motion to approve any action necessary was made by Board Member Jiffy Dukes, and duly seconded by Board Member Wayne Griffith. The motion passed with a unanimous vote of the Board.

The next item under New Business was to consider and possibly approve reimbursement to Administrative Assistant Jeanine Rounsavall for a new computer after hers crashed in the amount of \$963.39. Jeanine verified that this stand alone computer is used only for the Rusk Co. ESD business. A motion to approve reimbursement was made by Board Member Gloria Dooley, and duly seconded by Board Member Jiffy Dukes. The motion passed with a unanimous vote.

The next item under New Business was to consider and possibly approve naming the training room at the new facility the "Pat Owens Training Room". The Board and all department members present were in agreement but it was suggested we table the item and send it to the Association for input on also including Chief Jim White in the plaque. A motion to table was made by Board Member Jiffy Dukes, and duly seconded by Board Member Brian Bathke. The motion passed with a unanimous vote of the Board.

The next item under New Business was to consider and possibly approve reimbursement to the New Salem VFD for the purchase of two sets of bunker gear at a cost of \$6,902.10. A motion to approve reimbursement was made by Board Member Brian Bathke, and duly seconded by Board Member Wayne Griffith. The motion passed with a unanimous vote.

The next item under New Business was to consider and possibly approve reimbursement to the Laneville VFD for repairs to SCBAs in the amount of \$3,346.00. A motion to approve the reimbursement was made by Board Member Brian Bathke, and duly seconded by Board Member Wayne Griffith. The motion passed with a unanimous vote with Board Member Jiffy Dukes abstaining.

The next item under New Business was to consider and possibly approve reimbursement to

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the Eastside VFD for a plaque for retiring Chief Rusty Chote in the amount of \$109.65. A motion to approve the reimbursement was made by Board Member Brian Bathke, and duly seconded by Board Member Gloria Dooley. The motion passed with a unanimous vote of the Board.

The next item under New Business was to consider and possibly approve a cost share with the Carlisle VFD in the amount of \$2,047.42 for the purchase of an ice machine under a \$5,000.00 TFS grant they had received. A motion to reimburse the department, after receipt of check copy, was made by Board Member Brian Bathke, and duly seconded by Board Member Wayne Griffith. The motion passed with a unanimous vote.

The next item under New Business was to consider and possibly approve reimbursement to the Carlisle VFD for the purchase of 2 sets of bunker gear for new department members in the amount of \$9,015.23. After discussion, a motion to approve reimbursement under the current guidelines of \$4,000.00 per set for a total amount of \$8,000.00 was made by Board Member Jiffy Dukes, and duly seconded by Board Member Wayne Griffith. The motion passed with a unanimous vote. Payment will be made upon check copy receipt.

The next item under New Business was to consider and possibly approve increasing the bunker gear allowance to \$4,800 for a full set of gear. A motion to leave the allowance for now at the current \$4,000 per set was made by Board Member Jiffy Dukes, and duly seconded by Board Member Brian Bathke. The motion passed with a majority vote with Board Member Gloria Dooley voting against.

The next item under New Business was to consider and possibly approve the purchase of fire hydrants-2 for the Rusk Co. ESD and 2 to replace hydrants used from the Elderville/Lakeport VFD. Board Treasurer Dooley presented two quotes on the hydrants and reported that there were no hydrants presently and the quotes were for a total of 6 as Elderville/Lakeport VFD was also going to purchase 2 additional hydrants so they would again have a stock of 4. A motion to approve the purchase was made by Board Member Jiffy Dukes, and duly seconded by Board Member Wayne Griffith. The motion passed with a unanimous vote of the Board.

The last item under New Business was to consider and possibly approve the purchase of PPE for the Henderson FD. The request was tabled by the department as they had not received the necessary quotes prior to the meeting.

Under public comments: Jiffy Dukes spoke to the departments about the East Texas 100 Club and the benefits of belonging to the club; Gloria Dooley asked all departments to check their firewalls and security on their email accounts as the Elderville email account had been hacked with the intent of collecting payments on invoices; Sammy Nichols suggested that the ESD have a plaque made with the names of all members in the District lost due to Line of Duty Death that could be displayed in the new training facility.

There being no further business to come before the Board at this time, a motion to adjourn was made by Board Member Wayne Griffith, and duly seconded by Board Member Brian Bathke. On a unanimous vote of the Board, the meeting was adjourned at 8:27 p.m.

Secretary

President