

ESD 12 Henderson County

# Minutes

March 17, 2025

The meeting was called to order at 6:30 PM, Monday, March 17, 2025, by President Cody Seale. A quorum was established with all members present. Chief York and Wes Johnston represented the CVFD. Other guests included Brian Bersano, Brandon Smith, and Tyler Jordan.

Commissioner Seale welcomed the guests.

Commissioner (Secretary) Bertholf presented the minutes from the February meeting and asked that members note the corrections that had been made. Commissioner Hammack moved to approve the minutes and Commissioner Lyon seconded. Motion carried.

Commissioner (Treasurer) Bersano presented the financial report. The balance as of February 28, 2025: \$789,626.03. She also explained that Mallory Hicks is working with former Commissioner Bristow to get the missing statements replaced so the audit can begin. Commissioner Bersano also recommended that ESD 12 add the bookkeeping services for Chandler Volunteer Fire Department. Commissioner Bersano stated that Mrs. Hicks' set-up fee for the new account would be \$300 and her new monthly charge would be \$75. This would alleviate some of the paperwork for CVFD and make it much easier to do an audit for that department in 2026. Quick Books has been purchased and installed. Commissioner Bersano recommended that we add a "reserve" amount for our account to cover unexpected bills and update our strategic plan for 2 years to include estimates for upgrades on equipment, gear and maintenance. A special called meeting will be held to work on the details of this plan. Commissioner Seale agreed to check on the bonding process for Commissioner (Treasurer) Bersano. Commissioner Bersano also requested ESD include a travel expense formula in the new policy guide using state/county guidelines. The ESD debit card has a \$2500 limit with options for approval if the amount exceeds. There is a \$500 limit for checks with one signature. Commissioner Seale and Commissioner Bersano are approved to sign on the ESD account. Commissioner Bersano recommended the treasurer's laptop/printer be passed to the secretary since Mrs. Hicks will be doing the bookkeeping.

Commissioner Bertholf moved to approve the treasurer's report including adding the CVFD to bookkeeping services and setting a date for strategic planning. Commissioner Lyon moved to second the motion and all members voted in favor.

All Commissioners have filed or will file their CE for SafeD by April 1, 2025.

Commissioner Bertholf will contact Group 7 to begin work on the new webpage. Their invoice was paid on Friday, March 14. She will be asking for a second/third party to assist with managing the site.

Chief York reported:

- Engine 2 is almost ready to go! There is still training required on certain equipment but this should be scheduled soon.

- Chief demonstrated the new App on his phone that keeps him in touch with the county system no matter where he is located.
- Sawyer Metal helped keep costs down on the newly insulated west wall. Total cost was \$1500.
- Grayson Delaney graduated from Fire Fighters school and is in the process of completing on-line courses to complete his certification and EMT training.
- Chief York noted that UTET Emergency services has worked with Henderson County dispatchers to reduce the number of non-fire related calls (home assists with falls and other calls that EMT should handle)
- Fire calls for February included 2 small fires, grass fires, toxic smell, wrecks (16 calls)
- Chief York thanked everyone for attending the Push-In ceremony and explained that the persons receiving a written invitation were long time financial supporters of the VFD. Others attending were members of the CVFD and their families and friends, members of the ESD & CVFD boards and their families, and residents of the adjacent subdivision.

Commissioner Bersano moved to Adjourn and Commissioner Lyon seconded. Motion passed.

Commissioner Bertholf moved to return to regular meeting after Commissioner Lyon asked for clarification on an item. Commissioner Hammack seconded, motion carried and the meeting resumed.

Commissioner Lyon requested an explanation of financing for the new truck. Commissioner (President) Seale explained that the ESD would not issue a down payment and chose to keep the larger amount in our checking account at 4. (?) % and pay 3.( ?) % on the loan. Payments of \$11,000 ? will be deducted from ESD account on the 2<sup>nd</sup> Tuesday of each month. The truck will be paid off in less than 7 years.

Commission Bertholf moved to adjourn at 7:20 PM, Commissioner Hammack seconded and the motion carried unanimously.

Respectfully submitted

Nancy Bertholf  
Secretary – ESD 12 Henderson County