

## Official proceedings of Marseilles ESDA Team meeting, of December 15, 2022

The Marseilles ESDA Team met at Marseilles City Hall at 6pm on December 15, 2022.

Meeting was called to order at 6:05 PM. Followed by the Pledge.

Roll call showed the following members: Nate S, Ann S, Jerry S, Bill P, Ed K., and James P. No additional meeting guest tonight.

Review of old business: Board approval of the minutes and discussion from 11/17/2022 meeting. A motion was made to approve by Ed, and second by Bill. All in favor.

### **OLD BUSINESS:**

- TRAINING:
  - NIMS 100: Jerry, Ann, James, Nate, Claudia, Jeff and Viola have all completed and submitted their certificates. Bill has completed but needs to submit his certificate, unsure of Ed's status.
  - NIMS 700: Jerry, Ann, James, Jeff and Viola have all completed and submitted their certificates. Nate, Claudia and Bill have all started but not completed, unsure of Ed's status.
  - TIMS: Jerry, Ann and James have all completed and submitted their certificates. Nate, Claudia, Jeff and Viola are all scheduled for in person TIMS training on December 7th. Unsure of Bill and Ed's status
- VEHICLES:
  - TRAFFIC MANAGEMENT DEVICES:
    - Nate made a motion to purchase 2 reflective fluorescent pink 36" x 36" SLOW DOWN signs totaling \$187.96 and 2 reflective fluorescent pink 48" x 48" EMERGENCY INCIDENT AHEAD signs totaling \$294.64 for a grand total of \$482.60 which is to be pulled from 21-00-651 Supplies, and second by Viola, all approve
    - Nate made a motion to approve up to for 2 emergency sign bases not to exceed \$500, second by Jeff, all approve
  - MISCELLANEOUS SUPPLIES:
    - Current Supplies are attached on an inventory spread sheet
    - Supplies that would be good to have
      - Basic tool kit
      - Gas meter and hydrant meter wrench
      - rope/paracord, possibly a floating recovery rope
      - Duct tape
      - Jump Pack possibly with air compressor
      - Rain Suits/Ponchos
      - Work Gloves (small-XL)
      - Hand warmer packets
  - FUEL:
    - Fuel for vehicles is to be purchased at the Marseilles Shell, as the City has an account there, however since there will come a time that we may be out of town and be in need of fuel it was discussed that getting a pre-loaded card to be kept in the glove box so that no one needs to purchase fuel and wait for reimbursement.

- Nate made a motion to purchase a prepaid card that can be loaded up to \$500 but with an initial balance of \$100 to be kept in ESDA vehicle 1, second by Jeff, all approve
  - ESDA VEHICLE 2:
    - Until the replacement vehicle is delivered the police department will still be occasionally using the black suburban, lead time for the vehicle is currently unknown.
- RADIOS: Radio order is now canceled. Motion by Ann to purchase new mics, chargers, and batteries as needed for our old radios and get them up and operational. Need at least 6 radios ready or up to as many as possible without going over \$1800 budget. Second by Jeff. All in favor.
- ANNUAL CALENDAR 2023:
  - Nate is going to talk to the other Emergency Services about having a quarterly meeting so that we are more involved with what is going on and where we may be needed for planned events as well as for training purposes so that when we are fully operational we are all on the same page.
  - All to bring any thoughts and suggestions for 2023 to Decembers meeting
  - Nate made a motion to have the December meeting at Sam's pizza and to start at 6:00 PM. ESDA will purchase pizza for this event since previous experience with similar meetings have tending to run a bit long and people tend to get a little cranky when they are hungry, Jeff second, all approve.
- ANNUAL BUDGET 2023:
  - Will review current budget line items and add/remove/modify allocation of funds
  - Budget is to be finalized by no later than the March meeting.
- MAC will donate at least one dozen 1GB USB thumb drives, one for each member and a few spares for any new members. These would be used for keeping various digital copies of trainings, reference documents, etc. If the storage capacity turns out to be too small, we will look into purchasing ones with a large capacity.

## **NEW BUSINESS:**

- TRAINING:
  - NIMS 700: Waiting on Ed's completion
  - TIMS: All have completed besides Ed, We will see about getting him into another class down the road.
- VEHICLES:
  - TRAFFIC MANAGEMENT DEVICES:
    - Fluorescent pink 36" x 36" SLOW DOWN signs and 2 reflective fluorescent pink 48" x 48" EMERGENCY INCIDENT AHEAD signs are in along with 2 new bases.
    - All cones are in as well.
  - MISCELLANEOUS SUPPLIES:
    - Current Supplies are attached on an inventory spread sheet
    - Supplies that would be good to have
      - Basic tool kit
      - Gas meter and hydrant meter wrench
      - rope/paracord, possibly a floating recovery rope

- Duct tape
  - Jump Pack possibly with air compressor
  - Rain Suits/Ponchos
  - Work Gloves (small-XL)
  - Hand warmer packets
- FUEL: Continue with the current purchases at Marseilles Shell, Nate will have the card set up soon to be in the vehicle.
- ESDA VEHICLE 2: Unknown status, waiting on clearance from PD.
- RADIOS: Radio parts are all in and we have now handed them out. Trying to see what and how everything works.
- ANNUAL CALENDAR 2023: Annual calendar set based on all dates for meetings and anything else we could think of right away. We added the Freedom Run, Fun days, trunk or treat, circus, National night out, and more.
- ANNUAL BUDGET 2023:
  - It was motioned to make changes to our current revenue and expense list. Or to have them updated before the fiscal year change. Line 21-00-471 clothing is set at \$1000 and we would like that to be set at \$500 moving forward.
  - Line 21-00-513 maintenance service vehicle is at \$1000 and we would like that moved to \$2000.
  - Line 21-00-552 telephone is set at \$500 and we would like to eliminate that
  - Line 21-00-563 training is set at \$2000 and we would like that set at \$1000.
  - Line 21-00-655 is set at \$500 and we would like that to be at \$1000.
  - Line 21-00-830 equipment is set at \$1000 and we would like that to be set at \$1500.
  - All others are to stay the same for now.

OPEN FORUM/ COMMENTS:

- Discussion about training and what we want to do next, Ann recommend the weather spotter training, cold weather training, and tornado, she will look into options.
- James recommended some glove options from Ewing safety.

Adjourn: Meeting called to adjournment at 8:05 PM. Motion by Nate and Second by Bill.